# Job Description

**[Delete the levels not being recruited for this post]**

**Lecturer / Senior Lecturer / Reader / Chair in <insert field> [non-clinical posts]**

**Clinical Senior Lecturer / Clinical Reader / Clinical Chair in <insert field>**

[Imperial College London](http://www.imperial.ac.uk/) seeks <insert the job title> to join <Department> within the Faculty of Medicine.

We are Imperial – a world-leading university for science, technology, engineering, medicine and business (STEMB), where scientific imagination leads to world-changing impact.

As a global top ten university in London, we use science to try to understand more of the universe and improve the lives of more people in it. Across our nine campuses and throughout our Imperial Global network, our 22,000 students, 8,000 staff, and partners work together on scientific discovery, innovation and entrepreneurship. Their work navigates some of the world’s toughest challenges in global health, climate change, AI, business leadership and more.

Founded in 1907, Imperial’s future builds on a distinguished past, having pioneered penicillin, holography and fibre optics. Today, Imperial combines exceptional teaching, world-class facilities and a habit of interdisciplinary practice to unlock scientific imagination.

Imperial has four academic faculties – [Engineering](https://www.imperial.ac.uk/engineering/), [Medicine](https://www.imperial.ac.uk/medicine/), [Natural Sciences](https://www.imperial.ac.uk/natural-sciences/) and [the Imperial College Business School](https://www.imperial.ac.uk/business-school/?utm_term=college-link), as well as a significant number of [interdisciplinary research centres](https://www.imperial.ac.uk/multidisciplinary-research/) focusing on challenging world problems.

Imperial has a leadership model comprising the [President, Professor Hugh Brady](https://www.imperial.ac.uk/about/leadership-and-strategy/president/about-the-president/), and the [Provost, Professor Ian Walmsley FRS.](https://www.imperial.ac.uk/about/leadership-and-strategy/provost/)

Please refer to [further particulars](https://www.imperial.ac.uk/human-resources/recruitment-and-promotions/recruitment/academic-senior-research-and-senior-teaching-appointments/chairs-professors-readers-researchers/further-particulars-/) for more information about Imperial.

1. The Post

| Job Title: |  |
| --- | --- |
| School/Institute/Department/Division/Centre <deleted non applicable> |  |
| Faculty: | Medicine |
| Campus location: |  |
| Job Family/Level: | Academic Job Family, <insert the appropriate level(s)>  or  Consultant Clinical Academic <insert the appropriate level(s)> |
| Salary range: |  |
| Accountable to: |  |
| Responsible to: |  |
| Key working relationship (Internal): |  |
| Key working relationship (external): |  |
| Working hours: | As reasonably necessary but normally not less than 35 hours per week [for non-clinical posts [adjust for part-time posts, if applicable]  or  40 hours per week [for clinical academic posts] [adjust for part-time posts, if applicable] |
| Contract type: | Full-time, Open ended/ Full-time, Fixed term / [amend for part-time, if applicable] |
| Honorary Consultant Contract with: [if applicable]: |  |

1. Background of the post

<insert brief background of the post>

1. Information about the Faculty of Medicine

We are a world-leading medical faculty, where scientific imagination leads to biomedical discovery and clinical progress for the benefit of patients everywhere.

The [Faculty of Medicine](https://www.imperial.ac.uk/medicine/)was established in 1997, bringing together major West London medical schools into one world-class institution. It maintains close links with a number of NHS Trusts with whom it collaborates in teaching and research activities.

The Faculty is spread across several West London campuses, including South Kensington and the following hospital sites: Charing Cross, Chelsea and Westminster, Hammersmith, Northwick Park, Royal Brompton and St Mary’s.

The White City Campus (where the Faculty will also have a significant presence) is Imperial's major new campus in west London, bringing together world-class researchers, businesses and partners from academia to work, share ideas and turn cutting-edge research into benefits for society.

Although on several sites, its academic departments function as one Faculty, fully integrated within the Imperial.

| **Faculty of Medicine Executive Team** |  |
| --- | --- |
| Dean of the Faculty of Medicine | [Professor Deborah Ashby](https://www.imperial.ac.uk/people/deborah.ashby) |
| Vice-Dean for Institutional Affairs | [Professor Clare Lloyd](https://www.imperial.ac.uk/people/c.lloyd) |
| Vice-Dean for Research | [Professor Graham Cooke](https://www.imperial.ac.uk/people/g.cooke) |
| Vice-Dean for Education | [Mr Martin Lupton](https://www.imperial.ac.uk/people/m.lupton) |
| Vice-Dean for International Activities | [Professor Neena Modi](https://www.imperial.ac.uk/people/n.modi) |

The Faculty comprises eight academic departments:

|  |  |
| --- | --- |
| **Department** | **Head of Department** |
| [Department of Surgery and Cancer](https://www.imperial.ac.uk/department-surgery-cancer/) | [Professor George Hanna](https://www.imperial.ac.uk/people/g.hanna) |
| [School of Public Health](https://www.imperial.ac.uk/school-public-health/) | [Professor Neil Ferguson](https://www.imperial.ac.uk/people/neil.ferguson) |
| [National Heart and Lung Institute](https://www.imperial.ac.uk/nhli/)  (Interim) | [Professor Clare Lloyd](https://www.imperial.ac.uk/people/c.lloyd) |
| [Institute of Clinical Sciences](https://www.imperial.ac.uk/institute-clinical-sciences/) | [Professor Wiebke Arlt](https://www.imperial.ac.uk/news/241772/prof-wiebke-arlt-appointed-director-mrc/) |
| [Department of Infectious Disease (new)](https://www.imperial.ac.uk/infectious-disease/) | [Professor Wendy Barclay](https://www.imperial.ac.uk/people/w.barclay) |
| [Department of Immunology and Inflammation](https://www.imperial.ac.uk/immunology-inflammation/) | [Professor Marina Botto](https://www.imperial.ac.uk/people/m.botto) |
| [Department of Brain Sciences](https://www.imperial.ac.uk/brain-sciences/) (Interim) | [Professor Marina Botto](https://www.imperial.ac.uk/people/m.botto) |
| [Department of Metabolism, Digestion and Reproduction](https://www.imperial.ac.uk/metabolism-digestion-reproduction/) | [Professor Mark Thursz](https://www.imperial.ac.uk/people/m.thursz) |

The Faculty also hosts the cross-Faculty [Institute of Global Health Innovation](https://www.imperial.ac.uk/global-health-innovation/) which is led by [Professor the Lord Ara Darzi of Denham](https://www.imperial.ac.uk/people/a.darzi) and [Professor David Nabarro](https://www.imperial.ac.uk/people/d.nabarro).

**Imperial College Healthcare NHS Trust**

[Imperial College Healthcare NHS Trust](https://www.imperial.nhs.uk/) provides acute and specialist healthcare in north west London for around a million and a half people every year. Formed in 2007, the Trust is one of the largest NHS trusts in the country, with an annual turnover of over £780 million, approximately 11,000 staff, and it sees over 500,000 patients a year.

Its five hospitals – [Charing Cross](https://www.imperial.nhs.uk/our-locations/charing-cross-hospital), [Hammersmith](https://www.imperial.nhs.uk/our-locations/hammersmith-hospital), [Queen Charlotte’s & Chelsea](https://www.imperial.nhs.uk/our-locations/queen-charlottes-and-chelsea-hospital), [St Mary’s](https://www.imperial.nhs.uk/our-locations/st-marys-hospital) and [The Western Eye](https://www.imperial.nhs.uk/our-locations/western-eye-hospital) – have a long track record in research and education, influencing clinical practice nationally and worldwide. The Trust has a growing number of community services and provide private healthcare in dedicated facilities on all of our sites, including at the Lindo Wing at St Mary’s.

The Trust, with Imperial College London, hosts one of 20 National Institute for Health Research (NIHR) biomedical research centres (BRC). This designation is given to the most outstanding NHS and university research partnerships in the country, leaders in scientific translation, and early adopters of new insights in technologies, techniques and treatments for improving health.

**Partnerships**

Established in 2007, Imperial College [Academic Health Science Centre](https://ahsc.org.uk/) (AHSC) is a partnership between Imperial College London, the Institute of Cancer Research (ICR), Imperial College Healthcare NHS Trust, the Royal Marsden NHS Foundation Trust and Chelsea and Westminster Hospital NHS Foundation Trust, focused on aligning expertise to turn science and engineering advances into new ways of preventing and treating disease.

The AHSC is a legally binding partnership that enables collaboration around some of the healthcare’s biggest challenges by aligning organisational strategies in research and education and the bringing together of researchers, clinicians and other NHS professionals.

A distinctive feature of Imperial College AHSC is its convergence science approach, which builds on the capability and expertise across all four of Imperial’s faculties. The NHS partners provide acute and specialist services to one of the most ethnically rich and socioeconomically diverse regions in the country.

The Faculty develops and maintains numerous other partnerships to advance its work. Examples include Imperial College Health Partners, which brings together NHS healthcare providers and leading universities in North West London. It is also the designated Academic Health Science Network for North West London. The Faculty partners with the NHS on a wide range of National Institute for Health Research projects that help facilitate ‘bench to bedside’ translation. Academic partnerships include: the Francis Crick Institute (with the Medical Research Council, Cancer Research UK, Wellcome, Kings College London and UCL); the MRC London Institute of Medical Sciences; and the Lee Kong Chian School of Medicine based in Singapore.

Health systems, women’s health, and multimorbidity is the focus of a five-year commitment between Imperial College London and the George Institute for Global Health. This follows a successful initial collaboration, announced in 2020, to drive the development and evaluation of innovative and sustainable global health systems.

Imperial has recently entered a new partnership with the University of Cumbria to launch a new graduate entry medical school in Carlisle. The partnership is the result of a shared vision to educate more medical professionals to serve their local communities, in regions with the greatest need. The school will be situated in an area of England where the recruitment and retention of medical staff remains a significant challenge.

With respect to corporate partnerships, the Faculty has strong links with Imperial’s dedicated team that works with academic staff to explore opportunities for research and translation for the mutual benefit of Imperial and industry.

1. **Information about School | Institute | Department | Centre of xxxxx**

<brief dept overview>

* 1. **Staffing and size of the Department (include also staffing within the clinical team in the NHS side – if clinical academic appointment)**

<info>

* 1. **Research**

<info>

* 1. **Education**

<info>

* 1. **Relationship with other departments and faculties**

<info>

## **The Post – Key Result areas, Main Duties and Responsibilities**

**(delete, amend and/or add as appropriate)**

### **5.1 Research**

* To develop a broad range of research within department.
* To direct, lead, or contribute to, a research area at the highest scientifically rigorous levels.
* To supervise, train and mentor research staff and students at the highest scientifically rigorous levels.
* To obtain funds and research grants and to encourage and guide junior research staff to do the same.
* To manage research projects.
* To write reports for research sponsors and to take part in Audit.
* To publish high quality research in peer reviewed journals.
* To attend and present work at national and international conferences.
* To develop contacts with other research organisations, both academic and commercial.
* To collaborate with and strengthen links with colleagues within the Faculty of Medicine across all departments and contribute to the work of the Faculty and Imperial.
* **[f relevant]** To collaborate with academic and clinical colleagues to enhance the NHS Trust’s translational research portfolio, at all times meeting the full requirements of Research Governance.
* To attend and contribute to research and administrative meetings within the Section and Division/Department.
* To attend and contribute to research and administrative meetings within the Section and Division/Department as and when requested.
* To foster scientific collaborations through organising, attending and contributing to multidisciplinary meetings, within the Department and with other appropriate parties at Imperial.
* **If clinical**, it is expected that the post holder will devote the equivalent of between **xxx** and **xxx** programmed activities per week to these activities.

### **5.2 Education - Teaching and Training**

* To teach and examine courses at all levels – undergraduate, masters and higher research degrees – through lectures, seminars, tutorials, course work and personal supervision.
* To plan and review own approach to teaching.
* To act as a coach and role model through excellent practice and mentoring of colleagues.
* To supervise MD and PhD candidates.
* To provide pastoral support for students.
* ***[f relevant]*** To train junior medical and nursing staff in the clinical setting.
* To contribute to curriculum development.
* To take a leading role in, or contribute to, the development of teaching and teaching methods and assessment.
* To contribute to the enhancement of quality teaching within the field.
* To contribute to postgraduate medical education within the Graduate School.
* To act as external examiner for postgraduate students.
* To work with national bodies on curriculum development and quality assurance.

### **5.3 Strategy and Business Planning**

* To participate in the business planning and objective setting process for the academic team and the departments, and **[if clinical]** the Trust’s Clinical Divisions where appropriate.
* To make a significant contribution to building and establishing links between the appropriate departments and colleagues in other parts of Faculty and wider univeristy.
* To play an active part in the strategic planning of financial, staff and research resources.
* To represent the Department, Faculty and university at external meetings, as appropriate.
* **[If clinical]**  To represent the NHS Trust at appropriate clinical networks / other external clinical meetings, as delegated by the Clinical Division Director.

### **5.4 Leadership and Team Working**

* To demonstrate excellent leadership skills with regard to individual performance, academic teams, the department, Faculty, Imperial, and when participating in national/international initiatives.
* To work collaboratively with all members of the multi-disciplinary team and the wider university as required.
* To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties.
* To adhere to Imperial’s and **[if clinical]** the NHS Trust guidelines on leave including reporting absence.
* ***[If clinical and applicable]*** To chair regular meetings for the specialties.

### **5.5 Management and Administrative duties**

* ***[Depending on level of the appointment],*** To lead, play an active part in or contribute to the management of financial, staff and research resources, in line with Imperial’s policies and procedures.
* To play a supportive role in unit administration, as appropriate.
* To undertake appropriate administrative tasks in support of the department’s teaching and research activities.
* To attend relevant academic or management committees.
* To comply with the Imperial and departmental policies.
* To undertake other appropriate administrative duties commensurate with the grade of the post.

### **5.6 Staff Management *[Depending on level of the appointment]***

* To take responsibility for the appointment, management and development of Imperial staff, in line with Imperial policy and procedure.
* To undertake the annually for all direct reports.
* To participate in team objective setting as part of the annual job planning cycle.
* To be responsible for the annual review conversation (ARC) with staff who report to the post holder.

***[For clinical posts only - sections 5.7 to 5.9]:***

* To work with colleagues to ensure junior doctors’ hours are compliant and in line with EWTD (European Working Time Directive) and New Deal.
* To ensure that adequate systems and procedures are in place to control and monitor leave for junior medical staff and to ensure that there is appropriate cover within the clinical areas, including on-call commitments.
* To participate in the recruitment of junior medical staff as delegated by the Clinical Divisional Director.

### **5.7 Providing High-Quality Care to Patients**

* The post holder must be medically qualified and maintain GMC (General Medical Council) specialist registration.
* To ensure prompt attendance at agreed direct clinical care Programmed Activities.
* To develop and maintain the competencies required to carry out the duties required of the post.
* To participate in timely reports that help direct patient care and participate in multidisciplinary team (MDT) meetings as required.
* To ensure patients are involved in decisions about their care and to respond to their views.

### **5.8 Clinical Performance Management**

* To work with medical, nursing and managerial colleagues to ensure high performance in the following areas:
* Clinical efficiency e.g. LOS (Level of Services) reductions, reducing cancelled operations and DNA (Did Not Attend) rates.
* Quality of outcomes e.g. infection control targets, reducing re-admission rates.
* Financial management e.g. identification, implementation and achievement of cost improvement programmes, participating in efforts to ensure services are cost effective, e.g. managing locum agency spend, monitoring and managing the drug budget to target, ensuring accuracy of clinical data for the team.
* Operational efficiency e.g. day-case rates, waiting list activity and demand management.

### **5.9 Clinical Governance**

* To review clinical outcomes in designated areas using external benchmarking data where appropriate, to identify and advise variances to the Clinical Divisional Director.
* To participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented.
* To work closely with the Directorate, Patient and Public Involvement panels in relation to clinical and service developments as delegated by the Clinical Divisional Director.
* To participate in ensuring NICE (National Institute for Health and Care Excellence) requirements are reviewed, implemented and monitored in the specialty areas.
* To ensure clinical guidelines and protocols are adhered to by junior medical staff and updated on a regular basis.
* To keep fully informed about best practice in the specialty areas and ensure implications for practice changes are discussed with the Clinical Divisional Director.
* To role model good practice for infection control to all members of the multidisciplinary team.
* The post holder will be required to maintain a programme of continuous professional development and revalidation of registration as required by external agencies and also to comply with the NHS Trusts’ clinical governance procedures. The NHS Trusts have clinical governance structures to deal with Clinical Risk Management, Clinical Effectiveness and Clinical Service Development.
* The post holder will be required to participate in regular clinical audit meetings, both departmental and across the NHS Trust, including mortality meetings and participation in Grand Rounds.

## **Annual Review Conversation (ARC) And Mentoring**

**Academic staff**

The [Annual Review Conversation](https://www.imperial.ac.uk/staff/arc/) (ARC) is an opportunity for staff to have a discussion with their line manager, focusing on everything they need to thrive at work. Building on regular one-to-ones, the conversation is designed to be meaningful and constructive, recognising ongoing contributions and planning for the future based on individual and departmental needs and aspirations. Staff are required to participate in these schemes when requested to do so by the Dean of the Faculty, Heads of Departments, and ARC are conducted on an annual basis in conjunction with the line manager.

**Clinical Academic staff *[where applicable]***

A system of joint Academic/NHS Appraisal is in place for all Consultant Clinical Academic staff of Imperial College London with honorary contracts with xxxxxxx NHS Foundation Trust and/or Imperial College Healthcare NHS Trust. This is conducted on an annual basis in conjunction with a review of the post holder’s job plan. The job plan will be a prospective agreement that sets out the duties, responsibilities and objectives for the coming year. It should cover all aspects of a Consultant’s professional practice including clinical work, teaching, research, education and managerial responsibilities. It should provide a clear schedule of commitments, both internal and external. In addition, it should include personal objectives, including details of their link to wider service objectives, and details of the support required by the Consultant to fulfil the job plan and objectives.

The post holder is expected to comply with requirements of revalidation process established within the trust.

The Lead Clinician within the respective department/division will be available to support the appointee.

**Mentoring**

Imperial will provide a mentor to the appointee through our ‘Mentoring at Imperial scheme.

<https://www.imperial.ac.uk/staff-development/coaching-and-mentoring/mentoring-at-imperial/>

Imperial's mentoring scheme, available to all our job families and Faculties, is a widely used development tool that enhances effectiveness, confidence, and career advancement. Mentoring is based on a trusting, mutually respectful relationship where one colleague supports another’s development with their expertise and knowledge. Most mentoring occurs between senior and junior colleagues, although peer mentoring is also possible. Through confidential one-to-one conversations, mentees are encouraged and challenged to achieve their potential and aspirations.

## **7. Job Plan – *[Clinical posts only]***

A formal job plan will be agreed annually between the post holder, the Head of …….. and Clinical Divisional Director, on behalf of the Medical Director. The example given below is not designed to be exhaustive, and a more detailed job plan will be required and will be determined by the requirements of the post.

The post holder, the Head of ……….. and the Clinical Divisional Director / Chief of Service will review the job plan annually in line with the provisions of the Terms and Conditions of employment. Either may propose amendment of the job plan.

**Programmed Activities (PAs)**

For a full-time contract: a total of 10 PAs

Academic Activities xxx PAs per week (including research, teaching and administrative responsibilities)

Clinical Activities xxx Direct Clinical Care (DCC) PAs per week (including clinical activity, clinically related activity, predictable and unpredictable emergency work); typical clinical template is 2 New patients (2 x 30 minute slots) and 8 Follow Up Patients (8 x 15 minute slots)

Supporting Professional Activities xxx PAs per week (including audit, clinical governance, teaching, research, educational supervision of junior staff and CPD); Research PA for clinical studies 0.1-0.5 for principal investigator; 0.1-1 for chief investigator and 0.125 for research and good clinical practice; NHS academics will typically have a ratio of DCC to SPA of 3:1

*Sample of Job Plan as a guidance for the Department to prepare the weekly job plan for this post (e.g. 5 Academic PAs and 5 Clinical PAs):*

*[Please amend according to the Job Plan for this post]*

|  | *AM 0900/0930-1300/1330h* | *PM 1300/1330-1700/1730h* |
| --- | --- | --- |
| *MON* | *1 DCC*  *Clinical Administration* | *0.75 DCC / 0.25 SPA*  *MDT meetings, Team meetings / Audit, CPD, appraisal, Revalidation* |
| *TUES* | *1 DCC*  *Out-Patient Clinic* | *1 DCC*  *Out-Patient Clinic* |
| *WEDS* | *1 SPA*  *CPD, appraisal, Revalidation* | *1 PA*  *Research* |
| *THURS* | *1 PA*  *Research* | *1 PA*  *Research* |
| *FRI* | *1 PA*  *Research* | *1 PA*  *Research* |

Regular meetings: The post holder will attend regular monthly committee meetings, monthly operational meetings, monthly Consultant meetings, rolling programme of directorate meetings, case consultation meetings, MDTs meetings, ad hoc meetings.

On call: The post holder may undertake on-call duties, which will be determined by the requirements of the post. [delete on call if not applicable]

## **8. Workplace Environment and Inclusivity**

The post holder will have office facilities, including computer with internet access, and access to administrative support at <campus> campus.

Laboratory facilities………..

All members of our community are expected to follow the [Imperial Values & Behaviours framework](https://www.imperial.ac.uk/about/values/). Our values are:

* Respect
* Collaboration
* Excellence
* Integrity
* Innovation

Employees are also required to comply with all Imperial policies and regulations paying special attention to:

* Overseas working
* External interests
* Smoke-free policy
* Probation periods

All employees must undertake specific training and assume responsibility for safety relevant to specific roles, as set out on [our Health and Safety Structure and Responsibilities](https://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-management-system/structure-and-responsibilities/) page.

Job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

The College is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA), which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see [www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/](https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/)

Imperial believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in our care are treated with full respect, and that all staff involved with this work show due consideration at every level: [Find out more about animal research at Imperial](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research)

**Culture and inclusion**

Our values are not just a statement on our webpage, they are the fuel behind our commitment towards equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all.

We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation.

Imperial has a Race Equality Charter [action plan](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/equality/public/Imperial-REC-Action-Plan---public.pdf) in place after receiving the bronze award in November 2021. We are also a [Disability Confident Leader](https://www.imperial.ac.uk/equality/support-for-staff/disability-support/#:~:text=Imperial%20is%20a%20Disability%20Confident,gives%20the%20College%20a%20framework.) and [Stonewall Diversity Champion](https://www.imperial.ac.uk/equality/resources/lgbtq-equality/stonewall/).

All staff members are encouraged to engage with our staff networks, including:

* [Imperial As One](https://www.imperial.ac.uk/equality/staff-networks/imperial-as-one/) for Black, Asian and Minority Ethnic staff and allies
* [Able@Imperial](https://www.imperial.ac.uk/equality/staff-networks/able-at-imperial/) for staff with disabilities and allies
* [Imperial 600](https://www.imperial.ac.uk/equality/staff-networks/imperial-600/) for LGBTQ+ staff and allies

Our other networks include the [Black Postdoctoral Network](https://www.imperial.ac.uk/postdoc-fellows-development-centre/networks/black-postdoctoral-network/), [Parents](https://www.imperial.ac.uk/parents-network/), and [Carers’](https://www.imperial.ac.uk/carers-network/) networks.

Imperial has [family leave policies](https://www.imperial.ac.uk/human-resources/leave/family-leave/) which are available to staff irrespective of gender identity, sexual orientation, gender expression, biological sex, or transitioning.  There is also a [flexible working policy](https://www.imperial.ac.uk/human-resources/procedures/flexible-working/).

The [Equality, Diversity, and Inclusion (EDI) Centre](https://www.imperial.ac.uk/equality/support-for-staff/equality-diversity-and-inclusion-centre/) provides advice, guidance and training for all staff to raise awareness of equality, diversity and inclusion, with senior leadership support (including that of the Assistant Provosts for EDI).

## **9. Person Specification**

**[Delete the levels and the tables below/person spec not applicable to this recruitment]**

Applicants will be assessed against the following person specifications, taking into account the level of the position for which they are applying:

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.

**Eligibility of Overseas Clinical Candidates**

In order to confirm that your qualifications are suitable for registration, you are advised to contact the General Medical Council (GMC) and or check their website which contains all of the relevant information.

* For EEA/ Swiss qualified doctors: <https://www.gmc-uk.org/registration-and-licensing/join-the-register/registration-applications/application-guides/full-registration-for-graduates-of-eea-or-switzerland-with-relevant-european-qualifications>
* For doctors that have qualified in all other countries: <https://www.gmc-uk.org/registration-and-licensing/join-the-register/applying-for-specialist-or-gp-registration> (there are also contact details on this page for the relevant section of the GMC).

| Requirements - Lecturer | Essential (E) and Desirable (D) |
| --- | --- |
| **Education** |  |
| PhD in <insert area of research> or related field or equivalent | E |
| **Knowledge and Experience** |  |
| A developing national reputation and expertise in the field of <insert area of research> | E |
| Evidence of contribution to the development and performance of colleagues through coaching and mentoring | E |
| Experience of preparing grant applications for submission | E |
| A good publication record /the ability to publish high quality research in peer reviewed journals. | E |
| Experience of training Undergraduate and Postgraduate students | E |
| Experience of supervision of higher degrees (PhD) | E |
| **Skills and Abilities** |  |
| Ability to communicate well, conveying ideas and concepts clearly and effectively | E |
| A high level of analytical capability | E |
| Ability to develop skills in leading, motivating, developing and managing the performance of colleagues | E |
| Good leadership skills | E |
| Ability to work under pressure | E |
| Good organisational and management skills | E |
| Ability to work within a multidisciplinary team | E |
| Collaborative and able to build and sustain effective working relationships, both internally and externally | E |

| Requirements – Clinical Lecturer | Essential (E) and Desirable (D) |
| --- | --- |
| **Education** |  |
| Full GMC (General Medical Council) registration | E |
| Appropriate specialist qualification | E |
| Entry on the GMC Specialist Register or eligibility for entry within 6 months of the date of the Advisory Appointments Committee | E |
| The post-holder should hold the membership of the relevant Royal College (UK) or an equivalent qualification | E |
| Further Higher Degree – MD, PhD or equivalent in a relevant area | E |
| **Knowledge and Experience** |  |
| A developing national reputation and expertise in the field of <insert area of research> | E |
| Evidence of contribution to the development and performance of colleagues through coaching and mentoring | E |
| Experience of preparing grant applications for submission | E |
| A good publication record /the ability to publish high quality research in peer reviewed journals. | E |
| Experience of training Undergraduate and Postgraduate students | E |
| Experience of supervision of higher degrees (PhD) | E |
| **Clinical Experience and Effectiveness** |  |
| Appropriate level of clinical knowledge | E |
| Understanding of clinical risk management | E |
| Evidence of achievement appropriate to appointment at consultant level at a UK National Health Service or equivalent | E |
| Clinical training and experience in an appropriate area equivalent to that required for a UK CCT | E |
| Statement regarding appropriate training and experience including that relating to a special interest | E |
| Evidence of expertise in an appropriate field | E |
| Understanding of the principles of clinical audit | E |
| **Skills and Abilities** |  |
| Ability to communicate well, conveying ideas and concepts clearly and effectively | E |
| A high level of analytical capability | E |
| Ability to develop skills in leading, motivating, developing and managing the performance of colleagues | E |
| Good leadership skills | E |
| Ability to work under pressure | E |
| Good organisational and management skills | E |
| Ability to work within a multidisciplinary team | E |
| Collaborative and able to build and sustain effective working relationships, both internally and externally | E |

| Requirements – Senior Lecturer | Essential (E) and Desirable (D) |
| --- | --- |
| **Education** |  |
| PhD in <insert area of research> or related field or equivalent | E |
| **Knowledge and Experience** |  |
| A national reputation and expertise in the field of <insert area of research> | E |
| A track record of attracting research funding | E |
| Evidence of contribution to the development and performance of colleagues through coaching and mentoring | E |
| Experience and capability to act as a role model in areas of research, teaching and management as appropriate | E |
| Extensive experience in leading the design of research programmes | E |
| An excellent publication record | E |
| Experience of training Undergraduate and Postgraduate students | E |
| Experience of supervision of higher degrees (PhD) | E |
| Evidence of management and administration experience | D |
| **Skills and Abilities** |  |
| Ability to communicate well, conveying ideas and concepts clearly and effectively | E |
| A high level of analytical capability | E |
| Ability to make a significant contribution to the management of a department | E |
| Proven skills in leading, motivating, developing and managing the performance of colleagues, ensuring the effective performance and development of a leading research department | E |
| Good leadership skills | E |
| Ability to work under pressure | E |
| Good organisational and management skills | E |
| Ability to work within a multidisciplinary team | E |
| Collaborative and able to build and sustain effective working relationships, both internally and externally | E |

| Requirements – Clinical Senior Lecturer Candidates | Essential (E) and Desirable (D) |
| --- | --- |
| **Education** |  |
| Full GMC (General Medical Council) registration | E |
| Appropriate specialist qualification | E |
| Entry on the GMC Specialist Register or eligibility for entry within 6 months of the date of the Advisory Appointments Committee | E |
| The post-holder should hold the membership of the relevant Royal College (UK) or an equivalent qualification | E |
| Further Higher Degree – MD, PhD or equivalent in a relevant area | E |
| **Knowledge and Experience** |  |
| A national reputation in the field | E |
| A track record in attracting research funding | E |
| Evidence of contribution to the development and performance of colleagues through coaching and mentoring | E |
| Experience and capability to act as a role model in areas of research, teaching and management as appropriate | E |
| Experience in leading the design of research programmes | E |
| An excellent publication record | E |
| Experience of Training Undergraduate and Postgraduate students | E |
| Experience of supervision of higher degrees (PhD, MD(Res)) | E |
| Evidence of management and administration experience | D |
| Experience of supervising junior medical staff | E |
| **Clinical Experience and Effectiveness** |  |
| Appropriate level of clinical knowledge | E |
| Understanding of clinical risk management | E |
| Evidence of achievement appropriate to appointment at consultant level at a UK National Health Service or equivalent | E |
| Clinical training and experience in an appropriate area equivalent to that required for a UK CCT | E |
| Statement regarding appropriate training and experience including that relating to a special interest | E |
| Evidence of expertise in an appropriate field | E |
| Understanding of the principles of clinical audit | E |
| Additional clinical experience/training that may be required | D |
| **Skills and Abilities** |  |
| Ability to communicate well, conveying ideas and concepts clearly and effectively | E |
| A high level of analytical capability | E |
| Ability to make a significant contribution to the management of a department | E |
| Proven skills in leading, motivating, developing and managing the performance of colleagues, ensuring the effective performance and development of a leading research department | E |
| Good leadership skills | E |
| Ability to work under pressure | E |
| Good organisational and management skills | E |
| Ability to work within a multidisciplinary team | E |
| Collaborative and able to build and sustain effective working relationships, both internally and externally | E |

| Requirements – Reader | Essential (E) and Desirable (D) |
| --- | --- |
| **Education** |  |
| PhD in <insert area of research> or related field or equivalent | E |
| **Knowledge and Experience** |  |
| An established national reputation and a developing international reputation and expertise in the field of <insert area of research> | E |
| A significant track record in attracting high levels of research funding | E |
| Evidence of contribution to the development and performance of colleagues through coaching and mentoring | E |
| Experience and capability to act as a role model in areas of research, teaching and management as appropriate | E |
| Extensive experience in leading the design of research programmes | E |
| An excellent publication record | E |
| Experience of training Undergraduate and Postgraduate students | E |
| Experience of supervision of higher degrees (PhD) | E |
| Evidence of management and administration experience | E |
| **Skills and Abilities** |  |
| Ability to communicate well, conveying ideas and concepts clearly and effectively | E |
| A high level of analytical capability | E |
| Ability to make a significant contribution to the management of a department | E |
| Proven skills in leading, motivating, developing and managing the performance of colleagues, ensuring the effective performance and development of a leading research department | E |
| Good leadership skills | E |
| Ability to work under pressure | E |
| Good organisational and management skills | E |
| Ability to work within a multidisciplinary team | E |
| Collaborative and able to build and sustain effective working relationships, both internally and externally | E |

| Requirements – Clinical Reader | Essential (E) and Desirable (D) |
| --- | --- |
| **Education** |  |
| Full GMC (General Medical Council) registration | E |
| Appropriate specialist qualification | E |
| Entry on the GMC Specialist Register or eligibility for entry within 6 months of the date of the Advisory Appointments Committee | E |
| The post-holder should hold the membership of the relevant Royal College (UK) or an equivalent qualification | E |
| Further Higher Degree – MD, PhD or equivalent in a relevant area | E |
| **Knowledge and Experience** |  |
| An established national reputation and a developing international reputation and expertise in the field of <insert area of research> | E |
| A significant track record in attracting high levels of research funding | E |
| Evidence of contribution to the development and performance of colleagues through coaching and mentoring | E |
| Experience and capability to act as a role model in areas of research, teaching and management as appropriate | E |
| Extensive experience in leading the design of research programmes | E |
| An excellent publication record | E |
| Experience of training Undergraduate and Postgraduate students | E |
| Experience of supervision of higher degrees (PhD) , MD(Res)) | E |
| Experience of supervising junior medical staff | E |
| Evidence of management and administration experience | E |

| Clinical Experience and Effectiveness |  |
| --- | --- |
| Appropriate level of clinical knowledge | E |
| Understanding of clinical risk management | E |
| Evidence of achievement appropriate to appointment at consultant level at a UK National Health Service or equivalent | E |
| Clinical training and experience in an appropriate area equivalent to that required for a UK CCT | E |
| Statement regarding appropriate training and experience including that relating to a special interest | E |
| Evidence of expertise in an appropriate field | E |
| Additional clinical experience/training that may be required | D |
| Understanding of the principles of clinical audit | E |

| Skills and Abilities |  |
| --- | --- |
| Ability to communicate effectively with colleagues, patients, relatives, GPs (General Practioners), nurses, students and other agencies | E |
| Caring attitude to patients | E |
| A high level of analytical capability | E |
| Ability to make a significant contribution to the management of a department | E |
| Proven skills in leading, motivating, developing and managing the performance of colleagues, ensuring the effective performance and development of a leading research department | E |
| Good leadership skills | E |
| Ability to work under pressure | E |
| Good organisational and management skills | E |
| Ability to work within a multidisciplinary team | E |
| Collaborative and able to build and sustain effective working relationships, both internally and externally | E |

| Requirements – Chair (Professor) | Essential (E) and Desirable (D) |
| --- | --- |
| **Education** |  |
| PhD in <insert area of research> or related field or equivalent | E |
| **Knowledge and Experience** |  |
| An international reputation and expertise in the field of <insert area of research> | E |
| A sustained track record in attracting high levels of research funding | E |
| Evidence of contribution to the development and performance of colleagues through coaching and mentoring | E |
| Experience and capability to act as a role model in areas of research, teaching and management as appropriate | E |
| Extensive experience in leading the design of research programmes | E |
| An excellent record of research, evidenced by a portfolio of research publications, confirming international standing | E |
| Experience of training undergraduate and postgraduate students | E |
| Experience of supervision of higher degrees (PhD) | E |
| Evidence of management and administration experience | E |
| **Skills and Abilities** |  |
| Ability to communicate well, conveying ideas and concepts clearly and effectively | E |
| A high level of analytical capability | E |
| Ability to make a significant contribution to the management of a department | E |
| Proven skills in leading, motivating, developing and managing the performance of colleagues, ensuring the effective performance and development of a leading research department | E |
| Excellent leadership skills | E |
| Ability to work under pressure | E |
| Good organisational and management skills | E |
| Ability to work within a multidisciplinary team | E |
| Collaborative and able to build and sustain effective working relationships, both internally and externally | E |

| Requirements – Clinical Chair (Professor) | Essential (E) and Desirable (D) |
| --- | --- |
| **Education** |  |
| Full GMC (General Medical Council) registration | E |
| Appropriate specialist qualification | E |
| Entry on the GMC Specialist Register or eligibility for entry within 6 months of the date of the Advisory Appointments Committee meeting | E |
| The post-holder should hold the membership of the relevant Royal College (UK) or an equivalent qualification | E |
| Further Higher Degree – MD, PhD or equivalent | E |
| **Knowledge and Experience** |  |
| An international reputation and expertise in the field of <insert area of research> | E |
| A sustained track record in attracting high levels of research funding | E |
| Evidence of contribution to the development and performance of colleagues through coaching and mentoring | E |
| Experience and capability to act as a role model in areas of research, teaching and management as appropriate | E |
| Extensive experience in leading the design of research programmes | E |
| An excellent record of research, evidenced by a portfolio of research publications, confirming international standing | E |
| Experience of training undergraduate and postgraduate students | E |
| Experience of supervision of higher degrees (PhD), MD(Res)) | E |
| Experience of supervising medical staff | E |
| Evidence of management and administration experience | E |
| **Clinical Experience and Effectiveness** |  |
| Appropriate level of clinical knowledge | E |
| Understanding of clinical risk management | E |
| Evidence of achievement appropriate to appointment at consultant level at a UK National Health Service or equivalent | E |
| Clinical training and experience in an appropriate area equivalent to that required for a UK CCT | E |
| Statement regarding appropriate training and experience including that relating to a special interest | E |
| Evidence of expertise in an appropriate field | E |
| Understanding of principles of clinical audit | E |
| **Skills and Abilities** |  |
| Ability to communicate well, conveying ideas and concepts clearly and effectively | E |
| A high level of analytical capability | E |
| Ability to make a significant contribution to the management of a department | E |
| Proven skills in leading, motivating, developing and managing the performance of colleagues, ensuring the effective performance and development of a leading research department | E |
| Excellent leadership skills | E |
| Ability to work under pressure | E |
| Good organisational and management skills | E |
| Ability to work within a multidisciplinary team | E |
| Collaborative and able to build and sustain effective working relationships, both internally and externally | E |

| Personal attributes for all levels | Essential (E) and Desirable (D) |
| --- | --- |
| A willingness to undertake any necessary training and development activities for the role | E |
| The understanding and vision required to contribute to the setting and delivery of strategic goals. | E |
| A willingness to engage in collaborative research | E |
| A commitment to high quality teaching and fostering a positive learning environment for students | E |
| A commitment to work as part of a team in assisting the smooth running of the Group and its research and teaching programmes | E |
| A personal commitment to the vision and values of Imperial, including high quality teaching and research. | E |
| Supportive and tolerant | E |
| Consensus building and inclusive | E |
| Able to be resident within 10 miles or 30 minutes of the National Health Trust Hospital where the honorary consultant contract will be held [Clinical appointment] | E |

Applicants should note that it may be necessary to disclose personal data and sensitive personal data between relevant organisations during the recruitment and selection process; for example, between Imperial and a particular NHS Trust in order to determine seniority and starting salary.

10. Salary and Conditions of Service

A full set of terms and conditions will be given to the successful candidate, together with the Imperial’s most important policies, which affect staff. The principal terms and conditions are as follow:

[Academic posts - Delete the levels not applicable to this recruitment and insert the current salaries according to the current salary scales]

**Lecturers**

The post will be at the **Lecturer level** of the **Academic Job Family** and the associated salary range is available at: <https://www.imperial.ac.uk/human-resources/pay-and-pensions/salaries/academic/>

Incremental progression and any performance payments will be in accordance with procedures governing Lecturer level in the Academic Job Family. Annual increment date is 1 October up to the maximum of the standard salary scale. For those starting between 2 April – 30 September, subject to satisfactory performance, the fist increment will be on the first of the month after six months in post.

Annual cost of living increases will be determined by Imperial College through its local collective bargaining machinery.

**Senior Lecturers**

The post will be at the **Senior** **Lecturer level** of the **Academic Job Family** and the associated salary range is available at: <https://www.imperial.ac.uk/human-resources/pay-and-pensions/salaries/academic/>

Incremental progression and any performance payments will be in accordance with procedures governing Senior Lecturer level in the Academic Job Family. Annual increment date is 1 October up to the maximum of the standard salary scale. For those starting between 2 April – 30 September, subject to satisfactory performance, the fist increment will be on the first of the month after six months in post.

Annual cost of living increases will be determined by Imperial College through its local collective bargaining machinery.

**Readers**

The post will be at the **Reader level** of the **Academic Job Family** and the associated salary is available at: <https://www.imperial.ac.uk/human-resources/pay-and-pensions/salaries/academic/>

Any salary increases or performance payments will be determined in accordance with procedures which govern senior academic staff.

Annual cost of living increases will be determined by Imperial College through its local collective bargaining machinery.

**Professors**

The post will be at the **Professor level** of the **Academic Job Famil**y and the associated salary is available at: <https://www.imperial.ac.uk/human-resources/pay-and-pensions/salaries/academic/>

Any salary increases or performance payments will be determined in accordance with procedures which govern senior academic staff.

Annual cost of living increases will be determined by Imperial College through its local collective bargaining machinery.

Salaries are payable on the 24th day of each month (the exception being December) by transfer to a bank or building society account. Deductions in respect of income tax and National Insurance contributions will be made from salaries at the statutory rates.

Academic staff normally take annual leave during Imperial’s vacations and by arrangement with the Head of Department in the light of academic and departmental requirements. Annual leave entitlement is 39 days for full time staff (pro rata entitlement for part time staff). This is inclusive of 8 days for Public holidays and a total of six days each year when Imperial is closed over Easter and Christmas.

In some years, because of the day of the week on which Christmas day falls, a decision may be made to increase the [closure](https://www.imperial.ac.uk/human-resources/leave/college-closures/) to seven days. In these circumstances the annual leave entitlement will be increased to 40 days for full-time staff (again pro-rata for part-time staff).

At the beginning of the leave year staff will be required to allocate the appropriate number of days of their mandatory leave entitlement to cover the Closure days and Public holidays that fall within that leave year. For part-time staff the allocation should cover their normal working days that fall upon a closure day, bank or public holiday during that leave year.

**[For clinical academic consultant posts]**

For staff who will hold an honorary consultant contract, appointment will be made at an appropriate point on the new Consultant Clinical Academic pay scale according to seniority plus the London Allowance. Calculation of basic salary and pay thresholds are based on the level of seniority of the applicant's service.

Annual cost of living increases will be determined in line with the recommendations of the Universities and Colleges Employers’ Association’s Clinical Academic Staff Salaries Committee (CASSC).

Clinical Academic appointments require checks by the Disclosure and Barring Service or DBS, *(formerly the Criminal Records Bureau (CRB))*. As this post is exempt from the Rehabilitation of Offenders Act 1974, a satisfactory Disclosure and Barring Service (DBS) check, at the appropriate level,will be required for the successful candidate.

Further information about the DBS disclosure process can be found on the [Home Office website](https://www.gov.uk/government/organisations/disclosure-and-barring-service) or by telephoning 03000 200 190. You may also wish to view the College’s [DBS webpage](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/dbs/) for policy statements on the Recruitment and Employment of Ex-Offenders and the Secure Storage, Use, Retention & Disposal of Disclosures and Disclosure Information.

Clinical academic appointments are conditional on medical clearance by the Imperial’s Occupational Health Service and by the relevant Trust’s Occupational Health Service that the candidate is fit for the employment.

Clinical academic members of staff are entitled to paid annual leave and are encouraged to take it. Additional leave may also be taken for conferences, networking and to pursue research and collaborative interests. Academic members of staff normally take leave during Imperial’s vacations. All leave is taken by arrangement with the Head of Department in the light of academic and departmental requirements.

Personal annual leave entitlement is 30 days (pro rata for part-time staff).

Staff are also entitled to 10 days public holidays per annum (including two statutory days).

Imperial’s closure days are allocated in addition to public holidays at Christmas and Easter. There is no obligation for staff to take days during closure dates but if you do, this must be taken as part of your annual leave entitlement.

The occupational pension scheme is the [Universities Superannuation Scheme (USS](https://www.imperial.ac.uk/human-resources/pay-and-pensions/pensions/uss/)). Staff members who are already members of the Federated Superannuation System for Universities (FSSU) or the National Health Service Superannuation Scheme (NHSPS) may, if they are still eligible, retain their membership in these schemes.

Unless stated otherwise in the offer of employment, or agreed by the Head of Department, the appointment may be terminated by either side by giving a minimum of three months’ notice in writing. For academic members of staff who wish to give notice of their intention to resign from Imperial the last day of service should fall on one of the following dates: 31 December; 31 March; 30 June or 30 September or at the end of a term by agreement with the Head of Department.

All staff have a probationary period of six months, with the exception of Assistant Professors, Non-Clinical Lecturers and Senior Lecturers (Clinical and Non-Clinical) who normally serve three years. Clinical Lecturers normally serve one year.

Staff on a fixed term contract receive notice of the ending of their employment within that contract. No further contractual notice will be given unless the contract is to terminate prior to the end date specified in the offer of employment. In these circumstances the notice from the Imperial would be as above.

**Total Remuneration Package**

Our [Total Remuneration Package (TRP)](https://www.imperial.ac.uk/admin-services/human-resources/trp/) includes our sector-leading package of pay, pensions and recognition as well as our range of benefits.

We have many initiatives to support staff in their personal life ([flexible working](https://www.imperial.ac.uk/human-resources/procedures/flexible-working/), [private health insurance](https://www.imperial.ac.uk/human-resources/benefits/live-well-work-well/private-health-insurance/), [staff networks](https://www.imperial.ac.uk/equality/staff-networks/), [support for staff](https://www.imperial.ac.uk/human-resources/support-and-advice/support-for-staff/), [childcare](https://www.imperial.ac.uk/early-years/)and [carers](https://www.imperial.ac.uk/carers-network/)

[Benefits](https://www.imperial.ac.uk/human-resources/benefits/)to support an active lifestyle and health initiatives, such as the [cycle to work scheme](https://www.imperial.ac.uk/sport/active-travel/cycle-to-work-scheme/), and access to onsite [leisure facilities](https://www.imperial.ac.uk/sport/).

**Childcare**

Our staff have access to the [Early Years Education Centre](https://www.imperial.ac.uk/early-years/) (EYEC) which is the Imperial’s ‘Outstanding’ Ofsted-rated nursery, located at the South Kensington Campus. We also have other [affiliated nurseries](https://www.imperial.ac.uk/early-years/affiliated-nurseries/) located at other campuses.

Imperial offers [support with EYEC fees](https://www.imperial.ac.uk/early-years/how-to-apply/fees/help-with-fees/) in the form of a salary sacrifice scheme enabling parents to pay fees before tax and national insurance contributions are taken.

## **11. Applications**

Our preferred method of application is online, on our website at the following link: [Imperial Career's site](http://www.imperial.ac.uk/jobs/) (select “Job Search”). Please apply online, uploading any relevant supporting documents such as a cover letter, full CV, which should include:

* degrees (including universities and dates);
* past and present posts, list of publications;
* brief description of current and future research plans;
* teaching statement and evidence of teaching scores;
* information on research grants and contracts which have been obtained, student supervision, etc;
* information regarding public engagement undertaken with research activities. Examples include: participating in festivals, working with cultural venues; creating opportunities for the public to inform research; researchers and the public working together to inform policy; citizen researchers and web based experiments, public debates, etc.

For Lecturer and Senior Lecturer applications please view our [Academic and clinical guidance notes](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/jobs/Academic-and-Clinical-Guiance-Notes-(1).docx), which sets out the **mandatory** areas that must be covered in your application**.**

All candidates will be contacted after the shortlisting is completed.