**Job Advert Template**

This template is an example of the information that is required for the job advertisement within People and Money.

**The Opportunity:**

**[Insert concise compelling details about the role—just a taste, the real detail lies in the job description below.]**

This post is full-time (35 hours per week); however, we are open to considering part-time or flexible working patterns. We are also open to considering requests for hybrid working (on a non-contractual basis) that combines a mix of remote and regular on-campus working.  **Delete statements if not appropriate (e.g. if role already part-time or if flexible working and/or hybrid working arrangements are not possible).**

The salary for this post is **£xxxx to £xxxxx** per annum.

**Your skills and attributes for success: (insert up to 5 top criteria)**

* [insert brief bullet point]
* [insert brief bullet point]
* [insert brief bullet point]

**Click to view a copy of the full job description** (opens new browser tab) **(Insert Hyperlink to the document)**

**Application Information (Delete as appropriate)**

**Insert any specific details about the application process and documents that may be required, for example:**

Please ensure you include the following documents in your application:

- CV

- Cover letter

(amend as necessary)

**As a valued member of our team you can expect: (Can be tailored)**

* A competitive salary
* An exciting, positive, creative, challenging and rewarding place to work.
* To be part of a diverse and vibrant international community
* Comprehensive Staff Benefits, such as a generous holiday entitlement, competitive pension schemes, staff discounts, and family-friendly initiatives. Check out the full list on our [**staff benefits page**](https://www.ed.ac.uk/human-resources/pay-reward/staff-benefits)(opens in a new tab) and use our reward calculator to discover the total value of your pay and benefits

**Championing equality, diversity and inclusion**

The University of Edinburgh holds a Silver Athena SWAN award in recognition of our commitment to advance gender equality in higher education. We are members of the Race Equality Charter and we are also Stonewall Scotland Diversity Champions, actively promoting LGBT equality.

Prior to any employment commencing with the University you will be required to evidence your right to work in the UK. Further information is available on our [**right to work webpages**](https://www.ed.ac.uk/human-resources/demonstrating-rtw)(opens new browser tab)

**Key dates to note**

The closing date for applications is **[Closing date].**

Unless stated otherwise the closing time for applications is 11:59pm GMT. If you are applying outside the UK the closing time on our adverts automatically adjusts to your browsers local time zone. 

Interviews will be held **[insert date].**