Advert Template - Academics

Your job advert is how you market this vacancy to attract the best possible new colleague. It needs to be engaging and exciting to encourage people to read the job description and apply. Feel free to include hyperlinks to your department or team’s webpages for more information.

Please complete the template below and forward it to your Recruitment Coordinator along with the job description, person specification, and any other necessary materials. If we have any recommended edits to improve your chances of attracting top candidates, we will let you know.

The text in blue is to help provide some guidance when putting together your job advert. Each section can have no more than 4000 characters (with any hyperlinks taking up additional characters).

**Job Advertisement Title:** think about what job title would attract your ideal candidate

**Salary:**

**Location:** What campus or campuses will the role be based at? You can also say here if the role will be hybrid.

**About the role:**

Summarise the role in 2-3 sentences. This does not need to give all the detail, just enough to make people want to read more in the job description. This might include context of the position or a headline statement about what the successful applicant will be doing/contributing towards. The opening line needs to grab attention and include the job title (for Search Engine Optimisation).

**What you would be doing:**

What does the role entail and what will it be responsible for. Make it personal with language such as “you will” and “your”.

**What we are looking for:**

A few bullet points on the relevant experience, specific skills, and personal attributes you are looking for in the role. This should just give people an indication – candidates will be able to find the full person specification of essential and desired criteria in the job description. By providing this information succinctly here, you will help potential candidates understand whether they are a good fit for the role and encourage applications from those who meet the criteria.



**What we can offer you:**

Add a few of bullet points about what opportunities the job will offer candidates. Is it a particular team/group, an exciting project etc? Are there any specific benefits to the role? Is there a start-up package or any dedicated funding? Can you offer a relocation package to those who need to move to London?] We have included below some generic points that you can use or delete.

* The opportunity to continue your career at a world-leading institution and be part of our mission to continue science for humanity
* Grow in your career with tailored training programmes for academic staff including dedicated support with navigating your career and managing research as well as a transparent promotion process.
* Sector-leading salary and remuneration package (including 39 days off a year and generous pension schemes)
* Be part of a diverse, inclusive, and collaborative work culture with various [staff networks](https://www.imperial.ac.uk/equality/staff-networks/) and resources designed to support your personal and professional [wellbeing](https://www.imperial.ac.uk/health-and-wellbeing/).

**Further Information**

If there is anything else candidates need to know about contracts, specific checks (e.g. DBS), expected start dates, etc put it here.

If you have a couple of sentences your specific Department, Faculty, or team, you can add it here.

*If you require any further details on the role please contact: [CONTACT NAME] – [CONTACT EMAIL].*

**For your reference, the below text will appear on all job adverts on our jobs website and so does not need to be included in other sections of the job advert.**

Please note that job descriptions are not exhaustive, and you may be asked to take on additional duties that align with the key responsibilities mentioned above.

If you encounter any technical issues while applying online, please don't hesitate to email us at [support.jobs@imperial.ac.uk](mailto:support.jobs@imperial.ac.uk). We're here to help.

**About Imperial**

Welcome to Imperial, a global top ten university where scientific imagination leads to world-changing impact.

Join us and be part of something bigger. From global health to climate change, AI to business leadership, here at Imperial we navigate some of the world’s toughest challenges. Whatever your role, your contribution will have a lasting impact.

As a member of our vibrant community of 22,000 students and 8,000 staff, you’ll collaborate with passionate minds across nine London campuses and a global network.

This is your chance to help shape the future. We hope you’ll join us at Imperial College London.

**Our Culture**

We work towards equality of opportunity, to eliminating discrimination, and to creating an inclusive working environment for all. We encourage applications from all backgrounds, communities and industries, and are committed to employing a team that has diverse skills, experiences and abilities. You can read more about our commitment [on our webpages](https://www.imperial.ac.uk/equality/).

[Our values](https://www.imperial.ac.uk/about/values/) are at the root of everything we do and everyone in our community is expected to demonstrate respect, collaboration, excellence, integrity, and innovation.