# Particulars of Appointment

**PROFESSIONAL SERVICES**

Directorate of

People & Organisational Development

*Example:* **People & OD Operations Recruitment & Resourcing Officer**

Vacancy ref: PS-XXXXX

**Salary:** *Example:* Grade here - £00,000 to £00,000 per annum

**Hours:**  *Example:* Full-time – 35 hours per week

**Start/duration:** *Example:* 12 month Fixed-term Contract

**Based at:**  *Example:*Recruitment & Resourcing Team,

People & OD Operations

**Reports to:** *Example:* Recruitment & Resource Manager

**HERA Profile:** To be provided by Reward and Benefits Team

**Informal enquiries:** *Example:* Email: [caryn.mellor@manchester.ac.uk](mailto:caryn.mellor@manchester.ac.uk)

**Job Description**

**Overall purpose of the role**

* Text here
* Text here
* Text here

**Key Responsibilities, Accountabilities and Duties:**

**Directorate Administration Support**

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2. Text here

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**Person Specification – Essential Knowledge, Skills and Experience**

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**Desirable – Knowledge, Skills, Experience and qualifications**

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4. Text here

*Example:* **Reporting Structure for the Role**



**Working for the University of Manchester**

The University of Manchester strives to make our community a welcoming, caring and enthusiastic one, fuelling ambition with opportunities and support to help us all achieve our personal and professional goals.

Our diverse job opportunities include an attractive [benefits package](https://www.staffnet.manchester.ac.uk/people-and-od/benefits/) with family-friendly policies that provide for flexible working. We care deeply about career and personal development, offering a structured induction programme for new staff, an annual performance and development review, staff training for all career stages and mentoring opportunities to support your career development.

We have a genuine commitment to [equality of opportunity](http://www.manchester.ac.uk/connect/jobs/equality-diversity/awards/) for our staff and students, and are proud to employ a workforce that reflects the diverse community we serve.

As a global institution, situated at the heart of a lively, [culturally diverse city](http://www.manchester.ac.uk/study/experience/student-life/city/), we welcome applicants of all nationalities. To help international job applicants plan for life in the UK, we have put together some useful [information on passports and visas](http://www.staffnet.manchester.ac.uk/employment/joining-the-university/international-staff/), travel to the UK, accommodation and a number of other practical considerations.

The Directorate of People & Organisational Development focus is to:

* Develop and embed a performance-orientated culture
* Improve the quality of leadership and management
* Motivate, engage and inform our workforce
* Attract the highest caliber of academic staff
* Develop flexible, capable and competent staff

We do this through:

* Our People & Organisational Development Partners working in partnership with colleagues in the Faculties and the Professional Services & Cultural Institutions
* Our Centre’s of Expertise, providing specialist advice and services across the University
* People & OD Operations delivering the day to day services, providing all aspects of transactional administration and payroll

The People & Organisational Development Operational structure consists of:

* Recruitment & Resourcing
* Employment Services
* Payroll
* Systems
* Policy
* Job Evaluation, Reward & Benefits
* Global Mobility (Immigration)
* People & OD Partners
* Staff Learning & Development