

The job description you provide will be used to advertise your vacancy to our students and graduates through our job portal. Please provide as much information as possible about your organization and the role you are recruiting for, as this will help you to attract the most suitable and engaged applicants.

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| **Company name:** |
| **Company description:***Max 200 words. Please include details of any unique selling points about the organization (including location, key stakeholders, benefits)* |
| **Job Title:** |
| **Type of role:***Please advise if this is a graduate role, placement, summer internship, part time role etc* |
| **Role purpose:** |
| **Salary:***Advertising a salary, or salary range depending on experience is more likely to attract interest in the role.***Hours/Contract:***Please indicate if the role is temporary/permanent/fixed term/full or part time* |

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| **Role Purpose:***Please use the section below to give an overview of the opportunity and explain what will be involved in the role. How do you think the applicant will benefit from undertaking this opportunity?* |
| **Principal Responsibilities:***This section is your opportunity to highlight exactly what duties will be involved. These duties are a guide to the work that the post holder will be required to undertake.**What specific results do you want the student/graduate to achieve? How will you measure the success of these results?* |
| **Qualifications, Knowledge and Experience:***What qualification, knowledge and experience will the post holder need to be successful in this role?***Essential:****Desirable:****\**Criteria to be used to shortlist candidates for interview*** |
| **Skills, Abilities and Competencies:***What skills, competencies and attributes will the post holder need whilst in this role?***Essential:****Desirable:****\**Criteria to be used in shortlisting candidates for interview*** |