Birkbeck
UNIVERSITY OF LONDON

CANDIDATE INFORMATION PACK

WELCOME

Thank you for expressing an interest in working at Birkbeck, University of London. This opportunity comes at an exciting point in Birkbeck's history, as we recently celebrated our 200th anniversary. Founded in 1823 to give working Londoners and learners from non-traditional backgrounds the chance of a university education, our mission remains unchanged as we enter our third century.

Birkbeck has always occupied a unique niche in the UK Higher Education landscape and we remain different to other institutions to this day: we are a world-class research and teaching institution with a tradition of providing higher education to people in work. Whilst the majority of our classes are in the evening, we are introducing learning opportunities that provide our students with more choice about how, when and where they study, including daytime teaching for some programmes and HyFlex technology that allows students to participate fully in teaching sessions online simultaneously with those in classrooms.

With a global reputation for high quality research and teaching, Birkbeck is part of the prestigious University of London. Our research is known for being cross-disciplinary, innovative and socially and politically engaged. Our findings inform public policy, push scientific, medical and technological advances, support and grow the economy, promote culture and the arts, and make a positive difference to society.

Historically, our unique teaching model has attracted an extremely diverse population of both part-time and full-time students. 42% of our students are postgraduates and 58% undergraduates; the majority are mature and 39% are from black and minority ethnic backgrounds. We also have over 100 different countries represented within our learning community.

We hope that our rich history and diverse community of both staff and students give you plenty of reasons to be interested in joining Birkbeck as a member of staff. We offer competitive pay, leave and pension entitlements, flexible working and career development, and also support for travel and wellbeing. We are a Cyclescheme partner and encourage our staff to cycle to work, where possible, with the scheme offering a substantial saving on the cost of a bike. In addition, we support a range of staff networks, representing a number of the protected characteristics and offering a great space for staff to support each other and share experiences.

No other university represents London as Birkbeck does. Our students are Tube drivers, fund managers, librarians and care workers. They are doctors, lawyers, taxi drivers, full-time parents and even grandparents. Without Birkbeck, many of them simply wouldn't have access to study. Our staff, too, are represented from all walks of life, bringing diverse experiences and rich knowledge to their respective roles and responsibilities.

We often say that our students are our greatest ambassadors, but equally important are our staff. If you choose to join us and your application is successful, I look forward to welcoming you to Birkbeck in due course.

Best of luck with your application.

Professor Sally Wheeler OBE
Vice-Chancellor

ABOUT BIRKBECK

In 1823 George Birkbeck founded the London Mechanics' Institute, an institution with a vision to open up university education to working Londoners. Just under a hundred years later, in 1920, Birkbeck College was incorporated into the University of London. Today, 200 years since it was founded, Birkbeck, University of London, remains true to George's mission, 'to ensure the universal dissemination of the blessings of knowledge'.

While Birkbeck has its roots firmly in London, we are recognised on a global stage. The most recent QS World University Rankings and the Times Higher Education World University rankings placed Birkbeck among the world's top 400 universities overall. Birkbeck's reputation as a world-class research-intensive institution was also reflected in the 2021 Research Assessment Framework, with 83% of our research rated 'world leading' or 'internationally excellent'.

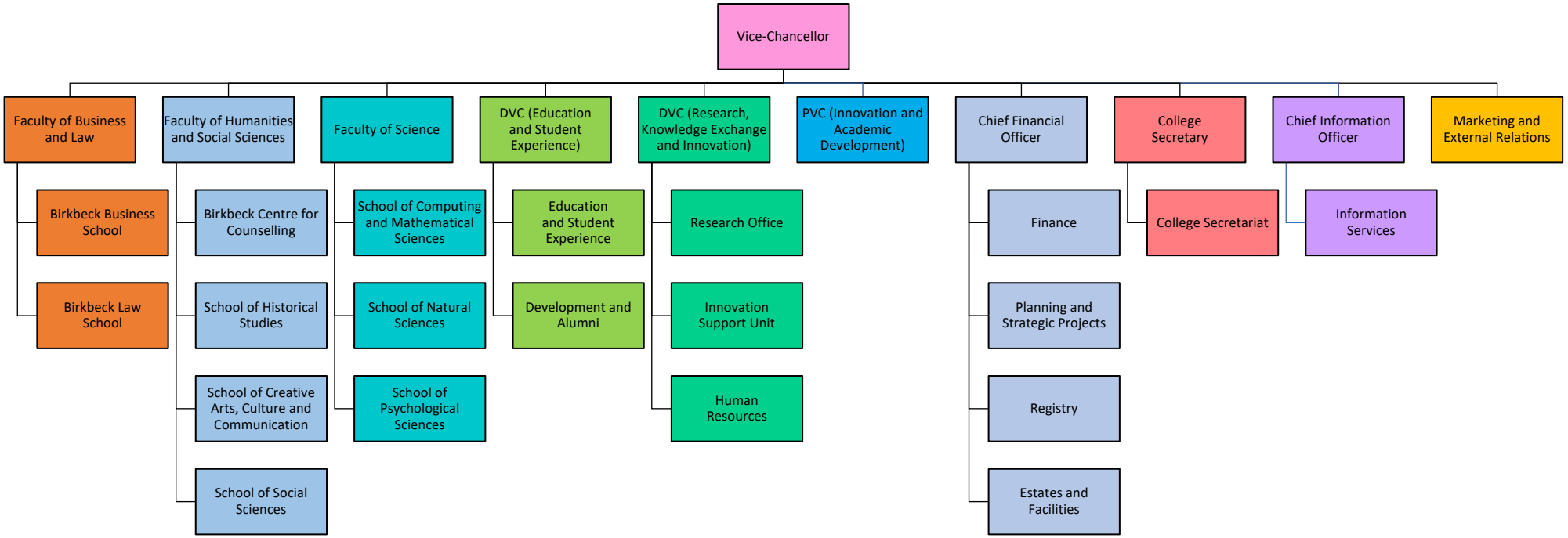
Our unique combination of ground-breaking research and innovative teaching provides an inspirational learning experience for our students; and we consistently rank highly in the National Student Survey.

We're increasingly the university of choice for younger students and students from overseas as well as mature learners living in and around London. So, although we are known for educating mature learners, we are now more about attitude than age. Our students prove themselves to be hard-working, independent and highly motivated and are recognised and highly valued by employers for their maturity, independent mindedness, focus and determination. 85% of Birkbeck's graduates are in work or further study fifteen months after graduating.

Both our alumni and staff are passionate about the role Birkbeck plays in their lives. Our alumni community network includes over 78,000 former students, in the UK and over 140 countries worldwide, who go on to make an impact on business, the economy and society more broadly.

Birkbeck's main Bloomsbury campus is in the heart of academic London, home to a number of other universities and colleges of the University of London, including University College London and the School of Oriental and African Studies. We are situated among beautiful, leafy squares in one of the world's greatest concentrations of libraries, including the British Library and Senate House Library, and boast a state-of-the-art teaching centre located at nearby Euston Road.

ORGANISATION STRUCTURE



RECRUITMENT

APPLICATIONS

To view and apply for current job vacancies at Birkbeck, please go to our online recruitment portal.

Please ensure your application includes full details of your employment history, education and qualifications. For some roles, this information will be collected in an application form, for others you will be asked to include this in a professional CV, to be uploaded.

All applicants are asked to provide a statement on their suitability for the role according to the published selection criteria. This is a key piece of information which will help us determine your suitability, so please:

- Align your skills and experience with the requirements stated in the job advert as well as both the job description and person specification.
- Evidence how and why your skills, experience and qualifications meet the selection criteria.
- Be specific about projects you've worked on or managed. Be sure to evidence outcomes, how you measured success, what you learned, and how this is relevant to the role for which you are applying.
- If you have had a leadership role, tell us about it. How big was the team? What was the scope of your work?
- If you're a recent graduate or have limited work experience, reference projects or coursework that demonstrate relevant skills and knowledge.
- Keep it short. The application form or the CV should contain all the additional information that we need during the selection process, so ensure your statement focuses on effectively meeting the selection criteria.

HELP AND ASSISTANCE

If you are having difficulties accessing the recruitment portal, please email jobs@bbk.ac.uk.

INTERVIEWS

Those candidates successful at the shortlisting stage will be invited to a panel interview, where they will be asked questions on aspects of the job description, to better ascertain suitability for the role.

SELECTION TASKS

As part of the selection process, in addition to a formal interview candidates may be asked to undertake a task, to assist the panel in assessing their suitability for the role. This may include, for example, undertaking an in-tray exercise appropriate to the role, and/or delivering a presentation on a given topic. Specific information will be provided to shortlisted candidates.

FEEDBACK

Due to the high volume of applications received for our vacancies, we regret that feedback is only available to candidates following the interview stage.

OUR COMMITMENT TO EQUALITY AND DIVERSITY

Birkbeck is committed to providing the highest quality academic and working environment where all staff, students, visitors and contractors are welcomed respected and treated in a fair, consistent and non-discriminatory manner. The University is proud of its diversity and welcomes applications from all sections of the community. No one will be treated unfairly because of their sex, race, disability, sexual orientation, age, religion or belief, carer status, political belief, pregnancy/maternity, social class, gender identity or marital/civil partnership.

Birkbeck is a member of the 'positive about disability' Disability Confident scheme and will interview all candidates who both declare a disability within the meaning of the Equality Act 2010 and meet the minimum essential criteria for the post, subject to any limits on the overall number of interviews.

Birkbeck is a member of Advance HE, holds an institutional Bronze level Athena SWAN award, is a Mindful Employers Charter signatory and subscribes to Stonewall's Diversity Champions.

REFERENCES AND SAFEGUARDING

Birkbeck is committed to ensuring the protection of staff, students, and volunteers. In fulfilling this commitment, the University will undertake appropriate pre and post-employment checks.

The University will require at least 2 references, one of which would normally be from the current or most recent line manager.

Applicants will be made aware if the post they are applying for is exempt under the Rehabilitation of Offenders Act 1974 and adverts will state the level of check from the Disclosure and Barring Service (DBS) that will be required. The University will adhere to the DBS Code of Practice to use the disclosure information fairly and ensure sensitive personal information is handled and stored correctly.

Any offer of employment will be subject to satisfactory references being received as well as a satisfactory DBS check, where this is appropriate to the role.

STAFF BENEFITS

As well as benefitting from a prime location, within walking distance of the amenities of Central London, Birkbeck offers a number of benefits (subject to eligibility) including:

ANNUAL LEAVE

26 days annual leave per annum, plus an additional 8 days when the University is closed during the spring and winter breaks. This is in addition to the eight bank holidays.

PENSION

Defined benefit pension scheme:

SAUL (Superannuation Arrangements of the University of London):

- Professional Services staff, up to and including grade 6

USS (Universities Superannuation Scheme):

- Professional Services staff grade 7 and above
- Research Staff grade 6 and above
- Academic Staff

EMPLOYEE ASSISTANCE PROGRAMME (EAP)

Birkbeck's EAP service provides a complete support network that offers expert advice and compassionate guidance covering a wide range of issues including: legal information, bereavement support, medical information and counselling.

ENHANCED FAMILY LEAVE

Birkbeck offers generous occupational maternity, paternity, adoption and shared parental leave schemes, which are more favourable than the statutory requirements.

LIFELONG LEARNING CONTRIBUTION

The Lifelong Learning Contribution is available for part-time credit-bearing modules offered at Birkbeck, which include Certificates of Higher Education, and undergraduate and postgraduate awards.

CYCLE TO WORK SCHEME

Birkbeck is supporting the Government Scheme (Green Travel Plan) aimed at getting people to use more environmentally friendly forms of transport and promoting cycling to work. The scheme is administered through a salary sacrifice/hire agreement and offers a tax-free benefit to employees.

SEASON TICKET LOAN SCHEME

Birkbeck offers an interest-free season ticket loan, to help pay for travel to work. The loan is available to permanent members of staff and those on contracts of employment of one year or more.

VOLUNTEERING LEAVE

One day's paid leave per year to undertake volunteering either within the community or with a registered charity.

NUS DISCOUNTS FOR STAFF

Staff are eligible for a National Union of Students (NUS) TOTUM card, which provides a variety of discounts on fashion, travel, health, eating out and more.

HOW TO FIND US

Thank you for your interest in Birkbeck, University of London, and we look forward to receiving your application.

Birkbeck, University of London
Malet Street, Bloomsbury
London WC1E 7HX

Get directions to Birkbeck

www.bbk.ac.uk

AccessAble provides detailed information about venues so that you can decide if they're accessible to you. Birkbeck is listed as a venue on this site so you can find out how to access our offices.