



Dean,
School of Medicine

University
of Dundee



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A high performance community providing excellent teaching and research. A city that is in the midst of a transformation – highlighted by the opening in 2018 of V&A Dundee – which is making it one of the best places in the United Kingdom to live, work and study.

The University of Dundee is an extraordinary university. In searching for a new Dean for the School of Medicine we are offering an outstanding opportunity to contribute to our efforts to be Scotland's leading university.

This is an ambitious goal but one we are well on our way to achieving. Deans play a vital role in building our excellence in research, teaching and the high quality of student experience which has become associated with Dundee.

We are seeking someone who embraces our values and sense of place, working with the leadership team and the University community. We are almost unique in placing equal value on research, on teaching and on the student experience. In doing

all of that we look to fulfil our core mission, to transform lives locally and globally.

We are an inclusive university and look forward to receiving applications from a diverse range of backgrounds.

If you are passionate about research, teaching and the student experience and share our commitment both to excellence in everything you do and to the transformative power of a university, then we want to hear from you.



Professor Andrew Atherton
Principal and Vice-Chancellor



The University of Dundee has a clear mission – to transform lives, locally and globally, by the creation, sharing and application of knowledge. We do this with world-class teaching, pioneering research and with work that has social, cultural and economic impact.

We are a Scottish institution operating on a global stage. Our impact is felt from the centre of Dundee, where we are absolutely central to the city's future plans and prosperity, to the countries of the developing world where we are helping cure devastating diseases like malaria, and giving people life-changing opportunities for education.

We are home to a community of 17,000 students (of whom around 25% are from outside the UK) and over 3000 staff.

Our ambition is to become Scotland's leading university. In many areas – from widening access to innovation – that is a claim we can already make.



The top-ranked UK
university under
50 years old and in
the global top 20

Times Higher Education Young
University Rankings 2017



We are committed to excellence in research, teaching and student experience. All three really matter to us and we have a track record of success in each.

The excellence of our education has earned us a Gold Award, the highest possible, in the United Kingdom's (UK) Teaching Excellence Framework.

We place students at the heart of our activity, with representation on every decision-making committee. We provide one of the best student experiences in the UK, consistently ranking in the Top 10 of the National Student Survey, and we have recorded our best rankings for graduate employment over the past two years.

We are a leader in research and innovation. The most recent national assessment of research prowess in the UK, the Research Excellence Framework 2014, confirmed that 76% of our research is of 'world leading' or 'internationally excellent' standing.

We are one of the major employers in east and central Scotland and our activity is a cornerstone of the economy. More than one in 12 jobs in Dundee are connected to the University and we contribute nearly £750 million to the Scottish economy each year. We are a key provider of highly skilled professional opportunities.

The University is one of the founding partners of the V&A Museum of Design, at the heart of Dundee's £1 billion waterfront redevelopment, and has worked with local partners to help drive the city's regeneration.

We are a Scottish university, but also very much an international one and home to students and staff from over 150 different countries.



The high quality of teaching and research at the University, together with the satisfaction ratings of our students, has contributed to repeated high rankings.

- **National Student Survey 2018**

We ranked joint 8th in the UK for student experience, and joint 2nd within Scotland. This is the third successive year in which we achieved a Top 10 result. The University recorded overall satisfaction of 88%, well above the sector and Scottish averages.

- **Teaching Excellence Framework**

We were given a Gold award – the highest possible rating – in the 2017 Teaching Excellence Framework (TEF).

- **Times Higher Education Student Experience Survey**

We ranked 2nd in Scotland in the 2018 Times Higher Education Student Experience Survey and 14th overall, one place higher than 2017.

- **Times Higher Education University Impact Rankings**

We are ranked 20th in the world in this new survey (2019).

- **International Student Barometer 2018**

Our international students rated their overall satisfaction at 89.6%, the highest score of any participating Scottish university, 2nd in the UK and 6th globally.

- **Research Excellence Framework 2014**

We were the top ranked university in the United Kingdom for Biological Sciences and Clinical Medicine, with 100% of the submission meeting the standard for 4*.

- **Guardian University Guide 2019**

We rated 3rd in the UK for quality of teaching, 5th for graduate prospects and 10th for overall student satisfaction, all results which point to the quality of education and training we provide, and the commitment of staff and students across the University community. Overall we ranked 29th in the UK and 4th in Scotland.



Ranked top 10 in the UK for student experience

National Student Survey 2018



Our history extends back to 1881 when we were founded as University College Dundee, thanks in the main to a donation from benefactor Miss Mary Ann Baxter.

The deed establishing University College stated that it should promote “*the education of persons of both sexes and the study of Science, Literature and the Fine Arts*”. That vision of an institution with equality and fairness at its heart has been carried on through the generations.

It is articulated in our Transformation Vision. It’s what we do today and it’s what we have always done. It is to:

“Transform lives locally & globally through the creation, sharing and application of knowledge.”

Our recently launched Strategy to 2022 updates this, with a high-performance community at the heart of everything we do and taking us forward in our next fifty years.



- Dundee became an independent university in 1967 following a 70 year relationship with the University of St Andrews
- The University's origins date back to 1881 when University College, Dundee was founded
- Dundee is Scotland's most student-friendly city, with students representing around 1 in 7 of the local population
- 25% of our students are from outside the UK. Dundee is 6th globally in the International Student Barometer 2019, the annual measure of international student satisfaction.
- Around 12,000 of the students are undergraduates.
- Our annual turnover is over £250 million.
- The University enjoys a city centre location, with excellent transport links throughout Scotland and the UK – London is less than a 90 minute flight, and Edinburgh and Glasgow little more than an hour by car or train. Take a virtual tour of our campus at www.dundee.ac.uk/virtual-tour



The University Court is the governing body of the University, and The Senatus Academicus or “*Senate*” is its supreme academic authority.

The University Court has particular responsibility for the employment of staff and the management and administration of property and finance. The Senate’s primary responsibilities are to regulate and superintend the academic work of the University in research, knowledge exchange and in learning and teaching – from admissions to graduation.

The University has four Vice-Principals: Education; Research, Knowledge Exchange & Wider Impact; International; and Provost, who manages the Deans of our ten academic Schools.

The University Secretary and Chief Operating Officer leads a team of 11 Professional Services, each headed by a Director. The Principal chairs the University Executive Group, which comprises the Vice Principals, University Secretary and Chief Operating Officer, and Directors of Human Resources and Organisational Development, Finance and External Relations.



Organisational Structure



Our results in the National Student Survey and International Student Barometer are consistently outstanding. Our tight-knit campus environment creates a unique atmosphere and sense of community and belonging.

As part of our Strategy to 2022 we are committed to ensuring that, working in partnership with our students, our learning, teaching and student experience are consistently of the highest quality across the whole University. This applies to our extensive community of distance learning students as much as those on campus.

Our students enjoy very high rates of graduate level employment or further study. A significant proportion of our degrees prepare students for the professions. Many of our programmes are professionally accredited and a wide range involve extensive work-based

learning, including our recently launched suite of Graduate Apprenticeships. We have strong links with employers, and have our own business accelerator on campus for students and staff, in partnership with Elevator.

The University is strongly committed to widening access and inclusion. We have the highest proportion of students from widening access backgrounds amongst research-intensive institutions in Scotland.

We give students the opportunity to work collaboratively with other students across the University including through a series of Challenges, where groups of students across the University work in partnership with charitable organisations to tackle local and global challenges in healthcare, social justice and mental health.





We are first in Scotland and sixth in the UK for graduate prospects, with over 85% of our recent graduates going on to graduate level employment or further study.

Complete University Guide 2019



We are the UK's most research-intensive medium-sized university. The calibre of research at Dundee is high, with 95% of staff working in areas of national or international excellence. The University ranks in the UK's top three for research income per capita and in the top 20 for research income.

Research income is dominated by Life Sciences and Medicine, but all Schools make a valuable contribution.

Enterprise is a strong theme at the University, which also prioritises the translation of research into useful societal outcomes.

The University has been rated amongst the world's best universities in terms of impact of scientific research. In 2017 we were named as the world's most influential pharmaceuticals research institution in a major global survey by Clarivate Analytics.

Our reputation for research excellence has enabled the University to forge important strategic partnerships and attract inward investment from industrial collaborations, spin-out companies and in-house service units. Over the past decade, the University has spun-out 20 biomedical companies and is an important catalyst for a growing sector that now employs over 4,000 people and accounts for 16% of the local economy.



We are a leading UK Medical School with an ambitious agenda to improve the health and wellbeing of the population through education, research and innovation.

The School's educational programmes focus on preparing graduates for work and to be lifelong learners, providing an appropriate mix of undergraduate and postgraduate courses which are modern, relevant, challenging and innovative. Translational Research in the Medical School is multi-disciplinary and collaborative, sharing expertise in order to address key health challenges and global impact through delivering individual and societal change. Research supports and enhances teaching and the student experience.

In keeping with the overall University strategy we seek to develop a high performance community of research and teaching, enabling a culture of research that provides a supportive environment where research is expected, discussed, produced and valued, and that recognises our responsibility to the overall objectives of the University for sustainable ambition.



In June 2018 the School completed a restructure of its Research Divisions, the aim of which was to develop a thematic approach to research, focusing on areas of strength, with clinical and translational emphasis to complement research activities in other Schools. This will be achieved through increased focus on interdisciplinarity, across divisions within the School and with other Schools, the NHS and our local and global community.

These new Divisions are Cellular Medicine, Systems Medicine, Molecular and Clinical Medicine, Population Health and Genomics, Imaging Science and Technology. We have retained the Undergraduate and Postgraduate Medical Education Divisions

The emphasis of our undergraduate medical curriculum is on learning and enhancing skills through regular exposure to clinical settings and techniques. Dundee medical graduates are consistently rated amongst the best newly qualified UK doctors in their preparedness for their new clinical posts. Our School continues to teach anatomy through dissection and our close relationship with CAHID (the Centre for Anatomy and Human Identification at the University) enables students, researchers and external partners to benefit from Thiel cadavers.

We have a strong commitment to widening access and support the delivery of government priorities, including remote and rural initiatives through the new ScotGEM graduate entry MBChB joint programme (with St Andrews University) and our Gateway course, which prepares students for the undergraduate programme.



The School of Medicine is located in Ninewells Hospital and the optimisation of the relationship with the NHS is an essential component of the Dean's role. The Academic Health Sciences Partnership (the first of its kind in Scotland) formalises the partnership between the NHS and University of Dundee, as well as local authorities, the third sector and industry, to facilitate change across health and social care economies, with a clear focus on improving outcomes for patients.

A core feature of the University of Dundee is the “One Dundee” approach, which encourages collaboration with all of the nine academic Schools. Examples of this collaborative approach include work with the School of Life Sciences through Biological and Biomedical Science education and research, shared core facilities with Life Sciences, and joint programmes with Schools including Dentistry and Science and Engineering.

The University places a strong emphasis on impact and to that end also works with external partners. The Dundee Institute for Healthcare Simulation (DIHS), formed recently by merging the Clinical and Surgical Skills Centres within the School in combination with an external strategic partnership, is one example of this focus.



- Total School income for 2018/19 was £55.8M of which research accounted for £22M.
- Student numbers:
 - Undergraduate: 1074
 - Taught and Research postgraduate: over 250 (including Masters by research, PhDs and MDs)
 - Distance learning students: over 1,500 (Centre for Medical Education)
- Total staff numbers over 760, of whom half are academic and research and half are professional services. In addition we have over 800 honorary staff, who contribute both to the delivery of our UG programmes and our research.
- The School is investing in academic appointments, aligned to strategic priorities and areas of growth.
- The Medical School was ranked number 1 in the UK for clinical impact, REF 2014.
- 4th in the UK for Medicine (Guardian University League Table 2018) and achieved 94% overall satisfaction (4th in UK) in the National Student Survey 2017.
- The School offers the following Undergraduate programmes:
 - Gateway to Medicine Course
 - MBChB
 - A range of intercalated BMSc degrees
- Scottish Graduate Entry Medicine Programme (ScotGEM) is a unique and innovative four-year graduate entry medical programme, run jointly by the universities of Dundee and St Andrews in collaboration with NHS Scotland.
- Taught postgraduate programmes in:
 - Human Clinical Embryology and Assisted Conception
 - A suite of Orthopaedic programmes
 - Psychological Therapy in Primary Care
 - Public Health
 - Medical Education



Job Description

Position:	Dean, School of Medicine
Reporting to:	Vice-Principal (Provost)
Accountable to:	University Executive Group
Location:	Ninewells Hospital and Medical School

Expectations, Duties and Responsibilities

The key attribute required for this executive Dean role is leadership to ensure that a structure and culture is developed in the School to support outstanding research, teaching, innovation and enterprise.



Strategic Academic Leadership

Provide inspirational leadership to the School and the wider institution in general, by:

- Developing and leading on delivery of a strategy and vision for the School that will position it as a leader in the sector, in consultation with colleagues across the School and University, and within the framework of the University strategy
- Working with the Vice-Principals and other Deans of School and senior managers to shape and influence the strategic direction of the University and to deliver the University's Vision and Transformation Agenda
- Working across boundaries and promoting interdisciplinarity and collaboration with other disciplines
- Engaging academic staff, professional services staff and students in the growth and development of the School
- Develop a positive and dynamic academic environment within the School, based on research-driven teaching and effective balance and interaction between research, teaching and innovation
- Contributing to the growth and diversification of our student community including: widening access, international and RUK student recruitment, partnerships development, transnational education, blended learning, CPD delivery and income generation
- Developing a School with the highest standards of quality in all its activities
- Supporting staff in their pursuit of academic excellence and promote and embed a culture of research-led teaching
- Ensuring the delivery of a high quality student experience that makes best use of appropriate and effective learning technologies and promotes employability
- Promoting innovation, enterprise and entrepreneurship at all levels
- Challenging traditional mind-sets, embracing change and energising change processes



Culture & Communications

Act as guardian and proponent of the University's culture of open and collegiate communication in a culture of respect and transparency, by:

- Espousing the University's core values (valuing people, working together, integrity, making a difference, and excellence) and embracing the One Dundee approach
- Promoting effective communication within and beyond the School
- Adopting and promoting the expected behaviours of the University of Dundee
- Ensuring effective advocacy for the School across the University and for the University within the School
- Creating and promoting a positive, multicultural work environment
- Building an inclusive School which is attractive to potential staff and students and which demonstrates a tangible commitment to principles of equality and diversity

We are ranked second in Scotland and number six in the UK for Medicine in the Complete University Guide 2019



Financial and Resources Management

Be responsible for, and provide effective management of, the School's budget, resources and facilities, by:

- Establishing and leading an effective management team within the School capable of implementing strategy effectively and mobilising staff in support of the School's objectives
- Ensuring, with the School Manager, a robust and responsive administrative infrastructure
- Ensuring that the School is financially sustainable and successful in the short, medium and long term, and contributing to the long-term financial health of the institution
- Overseeing the development of financial plans to maximise income generation and promote efficient working
- Increasing and diversifying sources of student recruitment, fundraising/development/alumni income and research funding
- Ensuring that market awareness informs all aspects of strategic planning including at the international level
- Setting, within an agreed envelope, and monitoring the School's 'in-year' budget and ensuring sound financial controls are in place in line with University policy
- Establishing performance indicators and ensuring that they directly inform strategic and operational planning



The University has
been rated amongst
the world's best
universities in terms
of impact of scientific
research, being placed
16 in the world

2018 CWTS Leiden rankings



Governance

Maintain the integrity of the decision-making processes within the School and of its academic provision, by:

- Ensuring effective governance of the School that is in line with all University policies and guidelines and is compliant with appropriate legislative frameworks
- Ensuring the Committee framework within the School is fit for purpose, transparent and consultative and in line with the University's expectations
- Overseeing the quality assurance and enhancement of all School activities

Management of People

Be responsible for, and provide effective management of, the School's academic staff, by:

- Recruiting, retaining and developing the highest quality staff – academic and professional – to ensure delivery of the School's and University's strategy
- Ensuring the effective management of the 'creative offering' of staff at all levels
- Driving the continuous development of staff, fostering skills for the present and those needed for the future, encouraging career development and ensuring robust succession plans
- Ensuring equitable and robust workload allocations which recognise the contributions of staff
- Being responsible for ensuring the Objective-Setting and Review process is fully embedded across all staff in the School and is carried out in a way which is supportive and values staff



Management of People cont.

- Ensuring staff are accountable for a high level of performance commensurate with their level of responsibility
- Being responsible for ensuring staff are able to work in an environment which conforms to the requirements of health and safety legislation
- Recognising the importance of staff and student well-being in the success of the School

Engaging with the External Environment

Raise the external profile of the School and University, by:

- Working to identify and optimise opportunities to promote the interests of the School and University domestically and globally, including developing international collaborations in teaching, research and industrial engagement
- Being fully aware of current issues in higher education and within a medical school environment
- Influencing developments at a sector level, both across medical schools and beyond the disciplines of the School
- Ensuring effective engagement with relevant external stakeholders and develop beneficial working relationships with other institutions, agencies, and professional bodies
- Developing an international reputation for teaching, research and innovation



PERSON SPECIFICATION

Knowledge/qualifications:

- A higher degree and academic credibility;
- Ability to command respect in the broad community of academics;
- Wide ranging knowledge of the higher education environment within Scotland, the UK and beyond;
- Knowledge of the key issues facing higher education nationally and internationally, especially relating to the disciplines of the School, and the ability to advise on them.

Skills:

- Effective at leading and managing change and creating a culture of positive, highly performing, effective teams;
- The ability to plan strategically and operationally;
- Well-developed analytical skills, including the critical assessment of data and financial information;
- Skilled at engaging a range of internal and external stakeholders to work together to tackle problems and identify and deliver effective solutions;
- Excellent interpersonal, listening and communications skills, both verbal and written;
- High impact influencing skills;
- Highly developed qualities of judgement and integrity;
- Strong awareness of cultural issues and challenges;
- Diplomatic and politically astute.



EXPERIENCE

Essential:

- Senior academic and leadership experience in a higher education establishment;
- High levels of personal achievements in research and teaching in medical schools;
- A strong network of relationships at senior level in the international community;
- A track record of delivery, in growing internationally attractive teaching programmes, developing industrial and international collaborations;
- An open, inclusive and approachable style of management.

Desirable:

- A demonstrable track record in leadership of a complex organisation/function;
- Record of effectively leading and managing change in a complex environment;
- Experience of engaging with/developing and managing relationships with professional and/or regulatory bodies;
- Skills in strategy and developing the strategic vision of a medical school /determination and developing the strategic vision of a university.

We expect Deans to be research active and returnable in the REF. Where this is not the case, we would seek a Dean to demonstrate the ability to create a research-intensive environment for staff in the School. For Deans who are research active, we would support them to continue with research on the basis of one day per week.

The successful candidate will be employed on an open ended contract as a Professor. The appointment as Dean will be for a five year period in the first instance, with a formal review taking place at the end of the fourth year. The expectation, based on excellent performance, will be to renew the contract as Dean for a further period. Should this not be the case, a discussion would take place regarding taking up an academic or other appropriate role in the University.



One city, many discoveries

Dundee occupies a stunning position on the east coast of Scotland, overlooking the River Tay where in summer dolphins can be seen playing. The city and its surrounds offer a high quality of living; city life combined with wide open spaces.

Dundee is friendly and compact. With a population of 150,000 it is small enough to walk round but has all the cultural and leisure activities you would expect in a much larger city. It is the UK's only UNESCO City of Design and with the opening of the only V&A museum outside of London has a growing reputation as a creative centre. The Wall Street Journal placed Dundee among their top ten places to visit in 2018, while GQ said it was 'becoming Britain's coolest little city'.

The best of Scotland is easily accessible from Dundee. You can take part in watersports on the Tay in the morning, climb a mountain in the afternoon and still have time to return for a show at Dundee Rep, home to Scotland's leading theatre ensemble, in the evening. We lie at the heart of Scotland's fabled golf triangle, linking the Ryder Cup venue at Gleneagles and the Open Championship courses at Carnoustie and St Andrews, the home of golf.



Salaries in Dundee currently go further on the property ladder than almost any other city in the UK. The range of properties within commuting distance of the University covers the widest spectrum – from country houses and seaside cottages to handsome town villas and sleek city quay apartments. Dundee has put enormous effort into the redevelopment of the city centre and its stunning waterfront along the Tay is now being developed, including the development of the new V&A Museum of Design, an iconic building designed by renowned architect Kengo Kuma.

Excellent shopping sits side-by-side with a vibrant cultural quarter – home to Scotland’s award-winning Dundee Rep Theatre and the highly acclaimed Dundee Contemporary Arts which has become a lively social hub and film house as well as a champion of leading-edge arts.

Dundee is a post-industrial city that has worked hard to reinvent itself. The University is a key economic driver for prosperity and we’re involved in many partnerships across the city in areas such as social, education, cultural, business and the voluntary sector. We have strong links with the City Council, other local authorities, Scottish Enterprise Tayside (the local economic development company), NHS Tayside and range of other local and national bodies in Scotland and the UK.



The idea to bring the V&A to Dundee originated at the University and we have helped bring the project to reality as one of the founding partners in V&A Dundee. The museum opened in September 2018.



Dundee has become known as the City of Discovery – the place where Captain Scott of the Antarctic’s ship, the RRS Discovery, was built and is now permanently berthed. It is a line that serves contemporary Dundee well with its reputation as a strong research-led environment.

The highest levels of annual sunshine, more green spaces and the purest air quality of any city in Scotland make Dundee a pleasant place to live and comparatively low levels of traffic cut the daily “*hassle factor*” considerably. An apocryphal tale has it that the local radio station has on occasion warned of traffic jams “*causing delays of up to three minutes*”.

There are 35 primary schools in the region feeding into eight secondary schools. In the private sector, Dundee High School is one of the leading fee paying schools in Scotland, consistently scoring well on academic and sporting achievement. A further eight independent/private schools are within driving distance including St Leonards, Strathallan, Glenalmond College and Lathallan School. Pre-school education is widely provided including a number of excellent private nurseries.

Dundee is just a 90 minute drive from 90% of Scotland’s population. Edinburgh is less than an hour away and Glasgow around an hour and a half by road or rail. If London beckons, you can get down for a meeting and back on the same day using Dundee Airport, flying direct to London. Short check-in times are an extra bonus and crystallise the quality of life enjoyed in this part of the world.



How to Apply

Saxton Bampfylde can be contacted as follows:

Belinda Beck

belinda.beck@saxbam.com

+44 (0)20 7227 0880

Saxton Bampfylde Ltd is acting as an employment agency advisor to the University of Dundee on this appointment. Candidates should apply for this role through our website at www.saxbam.com/appointments using code **KUDF**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring form*.

The closing date for applications is noon on **Tuesday 14 May 2019**. For candidates selected for interview, visit to the University and presentation to the School will take place on **Thursday 27 June 2019**. Interviews will take place on **Tuesday 9 July 2019**.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

** The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*



Terms & Conditions

These are the general terms and conditions for full-time Professorial staff. Part-time staff terms and conditions are pro-rata.

- Working time is that reasonably required to fulfil the duties of the post.
- The starting salary will be determined according to the knowledge, skills and competencies of the successful candidate.
- 39 days annual leave, which includes all public holidays. The leave year runs from 1 January to 31 December.
- Payment is made on the University of Dundee Staff salary scale which is reviewed annually in line with the University's Reward Policy for Professorial and Grade 10 staff: www.dundee.ac.uk/hr/policiesprocedures/salaryreviewprocessforseniorstaff201
- Payment is made monthly in arrears.
- Unless you state otherwise, you will be automatically enrolled into the Universities Superannuation Scheme (USS), from the start of your employment. Full details of the USS scheme are available from the Finance Office website at www.dundee.ac.uk/finance/our-services/pensions/superannuation-schemes/uss
- Please note that the University offers a salary sacrifice scheme, Pensions Plus, in relation to pension contributions made by both the employer and employee. You will automatically be included in this scheme unless, because of your level of earnings, you do not qualify or you choose to opt out of Pensions Plus.



Occupational sick pay scheme

There is an occupational sick pay scheme where the period of entitlement to paid sick leave is based on the length of continuous service. After five years' service, an employee is eligible for six months 'full pay' and six months 'half pay'.

Work/life balance policies

There is a range of policies designed to support staff to balance work and home life and deal with personal responsibilities, as well as some of life's major events. These include Adoption Leave, Compassionate Leave – Bereavement, Family Leave – Children and Dependents, Fertility Treatment Leave, Flexible Working, Foster Care Leave, Job share/ Part-time Working, Maternity Leave, Parental Leave and Paternity/Maternity Support Leave.

Equality and diversity

The diversity of our staff and students helps to make the University of Dundee one of the top universities in the UK. Family friendly policies, staff support networks for BME and LGBT staff, membership of Athena Swan and Stonewall, as well a full range of disability services, create an enjoyable and inclusive place to work.

Additional information

Qualifications

The University's selection procedure requires that successful candidates for these posts have their qualifications and professional registration validated. One or more of the institutions which have awarded the successful candidate a degree or professional qualification/registration will therefore be contacted by Human Resources.

Equal opportunities

The University is committed to equal opportunities and welcomes applications from all sections of the community.

Disclosure Scotland checks

If the post for which you are applying includes any activities that might be considered to be regulated work with children and/or vulnerable adults under the Protection of Vulnerable Groups (Scotland) Act 2007 ("Scheme"), it will be required that the successful applicant be a member of the PVG Scheme and not barred from working with children and/or protected adults.

The University will therefore undertake the necessary check through Disclosure Scotland with regard to PVG Scheme membership. Please note that it is a criminal offence to apply for a position working with children or protected adults if you are on the Disqualified from Working with Children or Protected Adults Lists.

No smoking policy

The University operates a no-smoking policy, with designated smoking areas available in some areas.

Relocation expenses

The University makes a contribution towards relocation expenses incurred by newly appointed members of staff in moving to Dundee to take up their appointments.

The reimbursement is subject to a maximum of the equivalent of one month's gross pay, calculated on basic starting salary (this does not include any shift allowances, out of hours intensity supplements, distinction awards, etc.). Additional assistance may be given in respect of removals from overseas. If relocation expenses are paid, and the member of staff leaves within two years, the University will require repayment of any such relocation expenses. Less than two years will be reimbursed on a fractional basis. Recovery will be at the rate of 1/24 for each month less than two years worked and will be automatically deducted from the final salary payment.

