Advertising AL and GLA posts

As part of the annual recruitment of ALs and GLAs, which usually takes place in the summer term, Departments/Schools should issue a general ‘expression of interest’ notice of the AL/GLA opportunities they expect to have available.

This notice does not need to have all the job descriptions attached but should:

1. Give an idea of the range of opportunities available and the range of responsibilities and hours offered.
2. Particular skills or background knowledge that will be needed.
3. Highlight any areas where it is more likely that a postgraduate outside of the subject discipline may be able to apply.

If Departments/Schools do have a list of opportunities and/or a person specification, these may be attached.

## Process

1. The expression of interest should be issued via iTrent recruitment. A new requisition (REQ) should be created which should be called “Assistant Lecturers [and/or] Graduate Laboratory Assistants, [Department name].”
2. Posts will be made live within the normal Resourcing timescales (usually 5 working days).
3. The ‘reporting manager’ (required on iTrent) would be the contact point in the Department/School for initial enquiries – they would then pass on any interest to the module supervisor / hiring manager for the AL/GLA opportunity.
4. iTrent will only be used to advertise the expression of interest, with the application process disabled but the advert detailing where an expression of interest should be sent to – all follow up applications, shortlisting and interviews will be carried out by Departments/Schools on the basis of specific job descriptions.
5. The advert will state that this is for internal applicants only.
6. The Department/School may also want to advertise the roles on the CareerHub – if so, they will need to contact the Employability and Careers Centre directly.
7. The advert may be kept open for as long as the Department/School will have opportunities available.

AL and GLA job descriptions can be found on the website.

## AL/GLA job pack

This will be used to form the expression of interest to go on our job vacancy web page.

|  |  |
| --- | --- |
| Department: |  |
| Contact for enquiries: |  |
| Number of engagements that are expected to be offered: |  |
| Indication of subject areas (list of modules/opportunities may be attached): |  |
| Responsibilities: | The key responsibilities are:[Enter key responsibilities here] |
| Background knowledge required (may apply to only some posts or all)\*: |  |
| Skills\*: |  |
| Courses where subject specific knowledge not required: |  |
| Range of hours offered (per week): | XX hours per week. |
| Training and support: |  |
| General information about the Department: | You can find more information about the department at the following link: [Insert link here] |
| How to apply: | Please send a [CV and covering letter] to [Name], XXXX@essex.ac.uk by [Closing date]. [Enter any further information here, such as who informal enquires should be made to] |
| Contact for enquiries: |  |
| Closing date for iTrent: |  |

Further information about AL contract and pay can be found in the [Guidance on the employment of Assistant](https://www.essex.ac.uk/staff/managing-people/contract-guidance-for-managers) Lecturers.

\* If possible and if consistent across all opportunities, a job description should be attached.