

**Please delete this text on final job description.**

This template is for use in writing Job Descriptions (JDs) for any purpose.  This template can be expanded as required.  General guidance for writing job descriptions is available here [www.ed.ac.uk/human-resources/a-to-z-of-forms](http://www.ed.ac.uk/human-resources/a-to-z-of-forms)

When completing this for Employ.ed on Campus internships please use the guidance in the recruitment section here: [**Guide to recruiting an Employ.ed on Campus intern**](https://www.ed.ac.uk/files/atoms/files/guide_to_recruiting_an_employ.ed_on_campus_intern_2021-22.pdf)

**Job Description**

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| --- | --- |
|  **Internship Title:***[Keep this simple, free of internal jargon and include ‘Intern’ and (Employ.ed on Campus) in the title]*  |    |
|  **Department / School:**  |     |
| **Reports To:**   |   |

**Job Purpose**

Normally no more than 2 or 3 sentences.  Summarise the key accountabilities and overall purpose of the role

**Main responsibilities**

Bullet point in order of importance/ percentage of time required.  Recommended between 4 and 8 points. Percentage of time should total at least 95% and no more than 100%)

* Insert text and % of time
* Insert text and % of time

Key contacts / Relationships can be included here

What skills/experiences the intern will gain can be included here

**Knowledge Skills and Experience**

Person specification (essential and desirable knowledge, skills and experience required)

**Essential:**

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**Desirable:**

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**Dimensions**

Relevant factual, quantitative information that describes the management/supervisory responsibilities and scope of the job on an ongoing basis.

**Additional Information**

A brief explanation of any aspects of the job not covered in the previous sections

**Closing date:** (5pm UK time)

**Interview date:**

**Start date: 6th June 2022**

**Hours per week and preferred pattern/restrictions (if applicable):**

**Length of internship:**

**Programme Information**

[Employ.ed on Campus](https://www.ed.ac.uk/careers/students/undergraduates/discover-what-s-out-there/find-jobs-while-student/employ-ed-on-campus) is run by the Careers Service in collaboration with University departments and Schools.  It offers exclusive summer internships at the University over the summer for 2nd year to penultimate year undergraduate students from the University of Edinburgh.

As well as great work experience, the Careers Service provides supporting resources, this is combined with a framework to support the development of participants’ employability and self-reflection with an [Edinburgh Award](https://www.ed.ac.uk/careers/students/undergraduates/build-experience/edinburgh-award) as part of the internship.

Application Support

For guidance on writing an effective application see our website:

[CV, Applications and Interview Advice](https://www.ed.ac.uk/careers/students/postgraduates/phd-students/make-it-happen)

You can also make an appointment with a Careers Consultant using [MyCareerHub](https://www.ed.ac.uk/careers/mycareerhub).

**Eligibility**

Internships are ONLY open to 2nd year to penultimate year undergraduate students from the University of Edinburgh based in the UK. You cannot take part if you are a visiting student, or you have already taken part in the programme before.

**Privacy Statement**

In addition to the University’s HR data privacy statement, please read the [Student and Graduate Privacy Statement: Internships and work experience programmes](https://www.ed.ac.uk/careers/about-us/privacy-statement-students-graduates) to understand how and why we will use the information you submit for the Employ.ed Programmes

**Health & Safety Requirements for the role (can be deleted if no requirement for the job)**

**(Please delete any non-applicable items)**

This job requires:

Protection of Vulnerable Groups Scheme (PVG) Registration

* Standard Disclosure Check
* Basic Disclosure Check
* Ongoing Health Surveillance
* Home Country Criminal Record Check
* Counter Terrorism Check

**Key Job hazard information specific to the role (can be deleted if no requirement for the job)**

This role may result in potential exposure to certain hazards as listed below. These will be risk assessed by the school or department, which may require you to participate in, for example, health surveillance or follow other health and safety requirements.

**(Please delete any non-applicable items)**

* Working with animals, including farm animals, insects and birds.
* Working with pathogens or pathogen infected materials.
* Working with pathogens or genetically modified organisms in containment level 3.
* Working with Human tissues and blood.
* Work with ionising radiation that requires formal Classification of the individual.
* Work or contact with non-ionising radiation sources such as Lasers and hazardous EMF sources.
* Exposure to respiratory/skin sensitisers e.g. solder flux, latex, isocyanates, wood dust, glues and resins.
* Toxic metals e.g. lead, mercury, thallium.
* Regular exposure to noise at an action level that requires health surveillance.
* Regular use of vibrating tools at an action level that requires health surveillance.
* International travel on behalf of the University and/or high hazard fieldwork
* Night work (between 2300 and 0600hrs inclusive).
* Respiratory protection.
* Other - Please specify.

If you require this document in an alternative format please contact Internships and Work Experience Team by email at employ.ed@ed.ac.uk