University of Southampton Jobs

Introductory page

The University of Southampton is an exceptional place to work; its people achieve remarkable things. We are a world-leading research-intensive university, with a strong educational offering, renowned for our innovation and enterprise.

We are a place of opportunity and inspiration that attracts the most talented staff from around the world. On these pages you will find all the information you need about working at the University of Southampton, a founding member of the Russell Group, ranked in the top 1% of universities worldwide.

Whether you work on the front line with our students, at the cutting edge of research or within the network of professional services that supports the University and its academic agenda you can expect to be treated with honesty and respect; we will support you and your career and provide an environment that nurtures innovation and creative thinking.

Simply Better: Discover our University Strategy

Find out how we support our Technicians and Technical Staff at the University of Southampton here .

Current Opportunities

Link to current opportunities page

If you can't find a current opportunity, use our email service to be alerted to jobs in the future. Staff who currently work at the University of Southampton will need to login as a Staff Member in order to view and apply for internal vacancies.

The application deadline for all vacancies is 11.59 pm GMT on the closing date.

If you require further guidance on completing your application, wish to discuss any reasonable adjustments necessary to help support your application, or experience any IT related issues whilst completing your application, you can contact us by email recruitment@southampton.ac.uk or telephone 02380 592750

Register for casual work

UniWorkforce administer casual work, conduct right to work checks and help find suitably skilled workers for a wide range of short-term assignments.

For more information about UniWorkforce see the web site UniWorkforce | Human Resources | University of Southampton.

Register with one or both of our casual work pools so that you can be offered assignments with UniWorkforce:

- **Private pool** - you will only be contacted and offered work directly by University staff
- **Mailing pool** - this is open for anyone looking for casual work and we will email with details of available assignments that you can apply for.

To be considered for assignments and paid for casual work you must "Register with UniWorkforce". Complete the online registration form (link below) and you will be placed in the "private pool" and can choose to be added to the "mailing pool" as well.

Once registered and before you start an assignment, you will need to provide documents to UniWorkforce to prove your right to work in the UK.

Register with UniWorkforce

Recruitment process

Finding vacancies

Our current vacancies are listed on this website.

How to apply

Once you've found a role that fits your skills, knowledge and experience, click the "Apply Online button". You'll be asked to register and set up an account on the site or log into the account you've already created. We keep in touch by email so use one that you access regularly.

Completing your application

During the application process you'll need to enter personal information and will be asked a series of questions. You can complete and save as you go along, building up your application. When you have applied for a job, your personal details are saved and populated for your next application making it quicker to apply. You will need to submit your application for a job role before you can start another one.

The application form requests the following:

- Personal details
- Employment history
- Education and professional development
- Responses to shortlisting questions
- Additional information
- Referee details
- Equality of opportunity

You can also upload a CV in addition to a completed application or you may be requested in the advert to upload your CV and a covering letter.

Preview your application prior to submission, once submitted you can't amend your application so check it carefully and make sure everything expected has been included or uploaded. You will receive an email confirmation once we have received your application. **Your application must be received by 11.59 pm GMT on the closing date confirmed in the advert**.

After you have submitted your application:

- You will be contacted once the panel have shortlisted for the role, confirming whether your application has been successful or not.
- If successful, you will be invited to an interview. Interviews can be conducted by 'phone, video call or in person and are usually competency-based questions. There may be other assessment exercises such as a presentation or test as part of the interview.
- Following the interview, all candidates will be contacted to confirm the outcome and feedback can be requested.
- The successful candidate will be contacted with a conditional contract along with all pre-employment documentation to be completed.

Benefits explained

Working at the University of Southampton gives you access to a wide range of benefits in addition to our competitive rates of pay [Benefits explained | Human Resources | University of Southampton](#).

Working life

- [About us](#)
- [Equality, Diversity and Inclusion](#)
- [Our strategy](#)
- [Professional development for staff](#)

Southampton Behaviours

Our Southampton Behaviours outline the responsibility we each have in working collaboratively to achieve our strategy. They are about developing trust, respect and compassion, supporting and encouraging each other and striving to achieve the best outcome for all concerned.

Personal Leadership

- I take personal responsibility for my own actions and an active approach towards my development

- I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly
- I demonstrate pride, passion and enthusiasm for our University community
- I demonstrate respect and build trust with an open and honest approach

Working Together

- I work collaboratively and build productive relationships across our University and beyond
- I actively listen to others and communicate clearly and appropriately with everyone
- I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish
- I proactively work through challenge and conflict, considering others' views to achieve positive and productive outcomes

Developing Others

- I help to create an environment that engages and motivates others
- I take time to support and enable people to be the best they can
- I recognise and value others' achievements, give praise and celebrate their success
- I deliver balanced feedback to enable others to improve their contribution

Delivering Quality

- I identify opportunities and take action to continuously improve
- I plan and prioritise efficiently and effectively, taking account of people, processes and resources
- I am accountable for, tackling issues, making difficult decisions and seeing them through to conclusion
- I encourage creativity and innovation in others to deliver workable solutions

Driving Sustainability

- I consider the impact on people before taking decisions or actions that may affect them
- I embrace, enable and embed change effectively
- I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward
- I take time to understand our University vision and direction and communicate this to others

Travel to the University

- Travel [Information and directions](#) and [public transport](#)

- [Explore our Campus Cities](#)

Relocating to Southampton

- [Relocation | Human Resources | University of Southampton](#)

Support for disabilities

We are committed to equality, diversity and inclusion and we welcome disabled applicants for all roles. We are committed to ensuring fair treatment throughout the recruitment process, guided by the Equality Act 2010 and the University's policies and procedures.

We encourage you to share your information so that we can make the necessary adjustments to meet your needs and enable you to participate fully in the process to the best of your ability. Whether during the recruitment process or during your employment, sharing will help us to help you.

If you wish to discuss any reasonable adjustments necessary to help support your application, you can contact us at any point in the process by email recruitment@southampton.ac.uk or telephone 02380 592750.

Disability Confident Leader

We are accredited as a Disability Confident Leader, details are available [Disability Confident | Human Resources | University of Southampton](#).

As a Disability Confident Leader, we operate an 'offer an interview' Scheme. If you have applied under this scheme and meet the essential criteria for the role, you will automatically be invited to interview. When you opt-in to this scheme, it is solely for the purpose of the interview guarantee, and we will not assume nor infer any reasonable adjustments you may need if you are employed.

University of Southampton eRecruit Accessibility Statement

Our eRecruit system, provided by Stonefish Software, is partially accessible.

We take accessibility seriously and welcome as many people as possible to be able to use this website and are actively working to make the site more accessible and compliant with World Wide Web Consortium (W3C) WAI's Web Content Accessibility Guidelines 2.1.

The Stonefish Platform is developed to meet the WCAG AA standards.

What you can do

- Understand the website text

- Change colours and contrast levels
- Zoom in up to 400% without the text spilling off the screen
- Navigate all the content using just a keyboard
- Use the clear focus indicator
- Images have alternative text
- Understand hyperlink destinations from the text description
- Navigate to all headings on the page using assistive technology
- Use text to speech tools to access content.

We are working on improving accessibility, currently there's no 'Skip Main Content' option available when using the keyboard to improve the user experience. This means additional tab strokes are required to navigate the page, which impacts the user experience. This contravenes WCAG2.1 – 2.4.1 and is a third-party issue. We are, however, communicating with the software provider regarding this function and the facility will be available in the next upgrade of the system.

Relocation Accessibility Guide

Discover resources designed to support individuals with a disability moving to the United Kingdom. In our accessible guide, you will find essential information, tips and support available.

[Relocation accessibility guide (United Kingdom)](#)

International recruitment

Below are links to useful web pages for anyone relocating to the University of Southampton including immigration and visa information.

- [Relocation | Human Resources | University of Southampton](#)

- [Immigration and visas | Human Resources | University of Southampton](#)

- [Right to work checks | Human Resources | University of Southampton](#)

Entitlement to work in the UK

The University has a duty to check that all new employees and workers have the right to work in the UK before an individual starts working. This check gives the University a defence against conviction or a statutory excuse against a civil penalty if we are later found to have employed an illegal worker. This applies to any new employee or worker, whether on salary, wages, fees or any other form of payment and irrespective of the length or duration of the work.

An individual without a right to work check cannot start work.

Where a prospective employee does not have the right to work in the UK, any offer of

employment will be conditional on the receipt of a certificate of sponsorship, where the role is eligible for sponsorship to apply for a visa.

For further information, please see the following links:

- [Right to work checks](#)
- [Immigration and visas](#)

Contact us

General vacancy enquiries:

If you have any general enquiries or comments about a vacancy:

- Tel: 02380 592421
- Email: recruitment@soton.ac.uk

UniWorkforce casual work enquiries:

- Tel: 02380 593031
- Email: UniWorkforce@soton.ac.uk

Online application

If you have any technical problems with the online application process:

- Tel: 02380 595656
- Email: serviceline@soton.ac.uk