



UNIVERSITY OF
BATH

University Secretary

Candidate Pack



October 2024



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Welcome

The University of Bath is a globally recognised institution celebrated for our excellence in education and research. I am delighted that we are now looking to fill the important leadership role of University Secretary at the University. Recent accolades, including the TEF Triple Gold Award, Times University of the Year 2023, and notable improvements in our REF results, reaffirm our commitment to academic and research distinction. As we build on this momentum, the University is poised for further growth, with the potential to enhance our international reputation and forge impactful partnerships.

Having recently joined the University, I see this role as a unique opportunity to contribute to and influence the next stages of our development. As a key member of our senior leadership team, you will work closely with me and the Chair of Council, providing expert and independent advice to uphold the highest standards of governance. Effective, efficient decision-making which balances risk and opportunity will be vital to help us achieve our ambitions, and this role will be core to delivering that culture.

The ideal candidate will have good knowledge of legislation, regulation, structures, policies and procedures relating to governance and the ability to influence and engage others in delivering against such a framework. They will have a strong track record in advising senior committees and boards, and guiding them through complex decision-making. Affinity and empathy for the Higher Education sector and broad understanding of its current and future developments is essential.

The role calls for an individual with strong analytical and critical thinking skills, the ability to build trust and demonstrate discretion, strong people management skills, and the ability to work equally well on the strategic big picture as on day to day detail. An inclusive leadership style, which we pride ourselves on at Bath, is essential for building consensus, securing support, and engaging meaningfully with students, academics, professional and technical staff alike.

I look forward to welcoming a new University Secretary who shares this vision and is ready to contribute to the continued success of the University of Bath.

Professor Phil Taylor
Vice-Chancellor and President



About the University of Bath

Fifty years of achievement have seen the University of Bath grow in both size and reputation. Today, Bath is an outstanding and inclusive community of over 20,000 students from 153 countries. We have a strong reputation for quality education and research, and we have recently entered the top 5 UK universities in the Complete University Guide 2024 and the top 150 universities globally according to the QS World University Rankings, affirming our upward trajectory. We were named the 'University of the Year' and ranked 8th best university in the UK by The Times and The Sunday Times Good University Guide 2023 in recognition of our advancements across teaching and student experience.

Established by our Royal Charter in 1966 as Bath University of Technology, our distinctive disciplinary mix across science, engineering, social sciences and management endures today. We continue to value our applied research with real-world impact, and holistic education, leading to highly employable graduates.

Our students benefit from a well-rounded education with high quality, research-informed teaching and a strong placement offer with around two-thirds of our undergraduate students opting for a placement or study abroad year, supporting strong graduate employability. In addition, we have a substantial and growing range of options for postgraduate study. A rich variety of extra-curricular activities and facilities are on offer for the whole student body through the Students' Union. These include our award-winning Sports Training Village with its 50m Olympic legacy swimming pool, indoor tennis courts, sports hall, athletics track and pitches. The result is a very engaged, high-quality student body with impressive achievements and excellent levels of student satisfaction and graduate success.

Building on our research excellence in sustainability, health and wellbeing and digital, growing our research income to support even greater impact has been an area of real focus. Our academics collaborate across disciplines to ensure that our research has practical applications with real social and economic benefit. We continue to invest in new facilities and people to enhance the impact of our research.

We value greatly being based in the beautiful and vibrant UNESCO-World Heritage city of Bath. We take our civic role seriously and have strong partnerships in Bath and the wider region. We make a positive contribution to our community and the vigour of our local economy, accounting for around £380 million Gross Value Added in Bath and North-East Somerset and £1.2 billion to the UK. We work closely with partners, building meaningful and impactful relationships at local, regional and global levels, including individuals, industrial and commercial partners. Our Innovation Centre grows new businesses, whilst our enterprise ecosystem supports students, faculty, alumni and partners to work together, share best practice and spark new ideas.



Ranked 5th

in the Complete University Guide 2024¹



Ranked 6th

in the UK in the Guardian University Guide 2024²



**Awarded
Triple Gold**

in the Teaching Excellence Framework (TEF) 2023⁴



Ranked 8th

in the UK in The Times and The Sunday Times Good University Guide 2024³



Top 5

for graduate or career prospects in three major national league tables⁵

**Ranked in the
Top 150**

universities in the world in the QS World University Rankings 2024

¹127 of our subjects are ranked in the top ten.

²Ten of our subjects are ranked in the top five.

³Nine of our subjects are ranked in the top five.

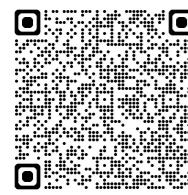
⁴For the overall assessment and the two underpinning assessments of student outcomes and student experience. ⁵We're ranked 4th in the Complete University Guide 2024, 5th in the Times and The Sunday Times Good University Guide 2024, and 5th in the Guardian University Guide 2024.

University Strategy

Our current strategy has us seeking to enhance our global position within the top world-leading institutions. We are doing this in ways that respect and support our community, our values, and our environment. 'Our University, Our Future: Connected' has four pillars: fostering an outstanding and inclusive community; driving excellence in education; driving high-impact research; and enhancing strategic partnerships. Building on our distinctive, nationally-leading position in the higher education sector, we are advancing our impact by:

- Growing our reputation for education through internationally leading courses which are rigorous, relevant and pioneering and which attract highly achieving students from diverse backgrounds, enhanced by high-value placement and extracurricular opportunities to help students to take their ideas and passions to the next level;
- Growing our research strength to drive research quality, achievement and impact at international levels;
- Growing our identity as a strong learning community in which collective endeavour and a culture of care enable the flourishing of all;
- Growing our strategic civic, corporate and international partnerships to allow us to fulfil our ambitious vision in education, research and enterprise.

Following the appointment of our Vice-Chancellor, Professor Phil Taylor, we have begun work on developing the next strategy for the University of Bath. The University Secretary will be critical to realising our strategic ambitions through providing expert and independent governance advice, and providing assurance around decision-making at the highest levels of the University



Scan QR or click to visit The University of Bath Strategy page



The University declared a climate emergency in 2022 and developed principles to guide our response to it. We report on our progress through our blog and in our annual Climate Action report. From local transport initiatives and hosting conferences on sustainability to an innovative hydrogen research hub, we are committed to 'whole institution' change for climate action.



Climate change and the University of Bath

Scan QR or click



University Strategy

Driving High-Impact Research



Published in May 2022, the Research Excellence Framework (REF) 2021 results showed that 92% of research submitted achieved the two highest classifications of 'world leading' or 'internationally excellent'.

The University of Bath has a proven track record in interdisciplinary research, the campus having been designed to foster collaboration across our Faculties and School. This has been further strengthened by the significant impact generated by our Institutes and Centres, including the Institute for Advanced Automotive Propulsion Systems, Institute for Policy Research, Institute for Mathematical Innovation, Institute for Sustainability and Milner Centre for Evolution, amongst others.

Our current strategy affirms the importance of curiosity driven research and is aimed at growing our research strength to drive research quality, achievement and impact. Whether in the early stage of their research careers or already working as international leaders in their fields, our researchers are encouraged and supported to achieve at the highest level.

Key to achieving our ambition is continued generation of increased research income to enable us to innovate, explore new areas and invest in new research infrastructure. We are developing larger research initiatives to provide better structure to our research profile so that we can use our interdisciplinary research base to tackle the most profound and challenging problems.

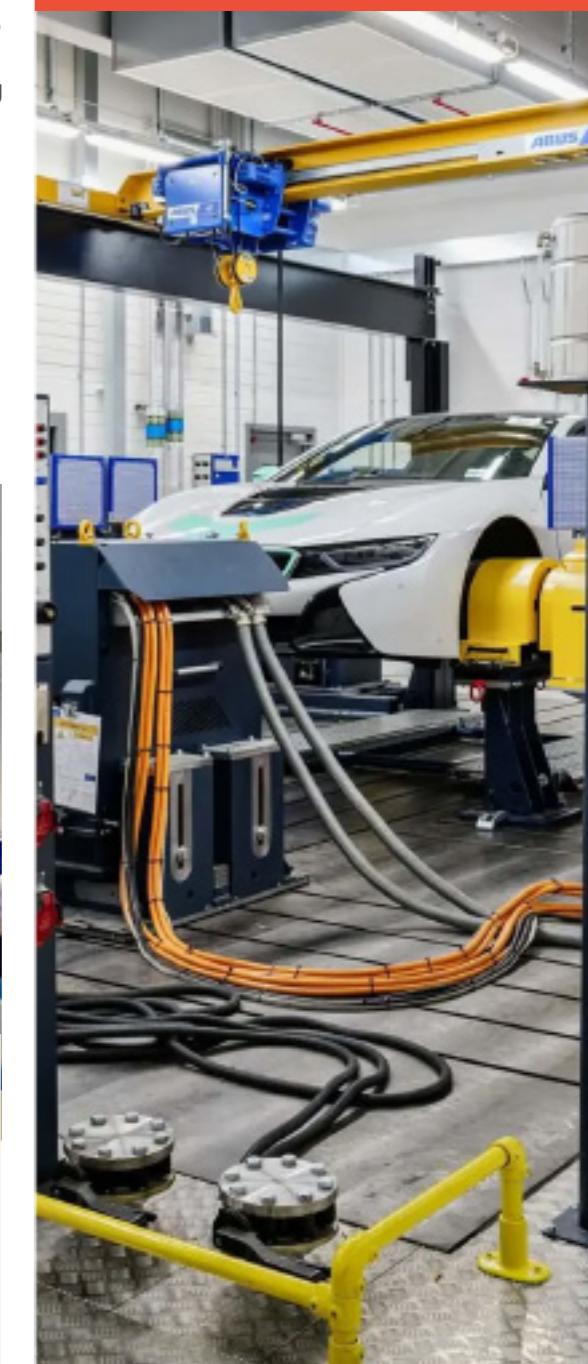
Our Royal Charter sets out that the University should have a 'close association with industry and commerce' and our focus is on maximising the impact of our research impact and engagement intelligently with business, Government and civil society.

The University Innovation Centre supports spin-outs, high-growth companies and the entrepreneurs who create them. SETSquared helps accelerate business growth and we work closely with industry through Knowledge Transfer Partnerships.



A new high-profile [International Olympic Committee \(IOC\) Research Centre](#) to focus on injury prevention in sport will be based at the universities of Bath and Edinburgh. For over a decade, the University of Bath has been leading ground-breaking research to improve player safety in rugby, including projects completed with England Rugby and World Rugby which have directly informed scrum law changes

Based at the Bristol Bath Science Park, the [Institute for Advanced Automotive Propulsion Systems \(IAAPS\)](#) is a £70M investment in a world-leading centre of excellence supporting the transport industry in the transition to net zero. Combining the world's best engineers with industry, underpinned by a track record in expertise and delivery from the University of Bath, IAAPS will help deliver the vehicles of the future, securing jobs and investment.



University Strategy

Driving Excellence in Education



Being named University of the Year 2023 by The Times and The Sunday Times Good University Guide was the culmination of longstanding strengths in teaching and student experience, having received a Gold award in the Teaching Excellence Framework in 2017, and with a strong pedigree in student achievement and experience, sector-leading placement provision and excellent employability outcomes. We were delighted to be awarded triple Gold in the Teaching Excellence Framework 2023 in the two underpinning assessments of student outcomes and student experience.

Our courses are designed to inspire students of the highest ability, irrespective of background, to gain understanding and skills so that they succeed in the future. We are proud to have amongst our community outstanding academics who teach highly relevant content which reflects the most recent research advances and references the most pressing global issues.

Our placements are a real strength. This provision must be nurtured and developed to maintain the 'Bath advantage' of employability for our graduates. We aim to enhance the educational benefit of placement provision, nationally and internationally, through closer integration with courses of study and external partners, and online education. We seek to break down barriers for students in gaining employment, so that as many as possible can receive the richest possible learning experience both within the University and outside.

Notwithstanding our strengths, with fierce international competition and innovation, we must ensure we stay at the forefront of high-quality education, student experience and employability. We are further enhancing our curricula at course, subject, faculty and University level, adopting national and international best practice. We are also inspired by the opportunities that emerging technology brings both to enhance existing provision and the ability to reach new and diverse audiences with learning and teaching.



Led by the University of Bath, The Institute of Coding brings together universities, large corporations, small and medium sized enterprises, established industry groups, experts in the delivery of distance and non-traditional learning and professional bodies to develop and deliver innovative, industry-focused education across the UK. We have just announced our one millionth learner in our digital skills programme.

Our students are encouraged to reflect on what they learned during their time at the University.

“ Both degrees massively helped me develop presentation skills and the ability to work in a team. Teamwork was a skill I further developed through volunteering during my time at Bath.

“ I had so many options available to me thanks to both my placement year at PwC and all the transferrable skills I learned through both my course and getting involved in extracurricular activities.

As a close-knit campus community, with a strong sporting tradition and many excellent facilities, including our library services, we greatly value in-person learning and the holistic experience of a campus-based degree. Our students and staff identify our location in the vibrant, beautiful city of Bath as an important factor enabling them to thrive. This combined experience enables the University to provide students with the opportunities to be well taught, well qualified, and experienced, rounded, and grounded by the time they graduate.

The staff experience is also central to our culture. We have a proactive attitude to developing a secure and supportive working environment that fosters talent and wellbeing as a key part of our strong sense of community.

Inclusion is a core value at the University. Our diverse and international student and staff communities enrich our academic and social environment, fostering a truly global perspective. With nearly 30% of our students and academics coming from abroad, we are committed to preparing students for collaborative work and citizenship in a globally connected society. Through our Equality, Diversity, and Inclusion strategy, we are building a culture that celebrates multiple points of view and ensures that everyone, regardless of background, feels valued and supported.

The overwhelming sense of community here at Bath shone through in our engagement exercise, Our University, Our Future. We heard, loud and clear, the recognition and value placed on our supportive and close-knit environment. We also understand how much students and staff value our University operating on a human scale, where our modest size, far from constraining our ambition, facilitates collaboration and the spark of new ideas. We seek to foster and support that sense of community, our culture of care, and the value it brings, throughout our strategy.

Our community extends far beyond the campus gates. We boast a thriving and engaged global network of alumni, with a recent survey revealing that 87% would recommend studying at Bath to friends and family. Moreover, we are deeply committed to our local area, actively contributing to the social, economic, environmental and cultural life of the region.

Our award winning, donor funded Gold Scholars scheme provides 50 students each year both financial support and an enrichment programme to enhance their personal development

We have the strong belief that any student with the ability should be able to progress to higher education irrespective of their background. We reach out to schools, provide scholarships and bursaries, are a University of Sanctuary and run mentoring schemes for new students.

'Be Well' at Bath is the University's approach to health and mental wellbeing, informed by our staff and students. Its three aims are to:

Promote; taking a proactive approach to promote health and wellbeing;

Prevent; helping people to be aware of wellbeing and prepared to take action;

Support; spotting the signs and responding with appropriate support.

University Strategy

Fostering an Outstanding and Inclusive Community



To live our mission and achieve our vision fully, our community must be outward-facing. An external focus helps us forge new collaborations, benefit from different perspectives and stay connected to a diverse range of communities locally, nationally, and globally. We see these relationships as mutually advantageous; they only work and endure if both parties benefit.

Our ambition is to encourage greater research alliances to enhance research quality, and greater proactivity in proposing new collaborative initiatives at local, national, and international levels. We are renewing our focus on creating strategic partnerships with local authorities, business and industry, growing support for innovation and commercial activities within the University.

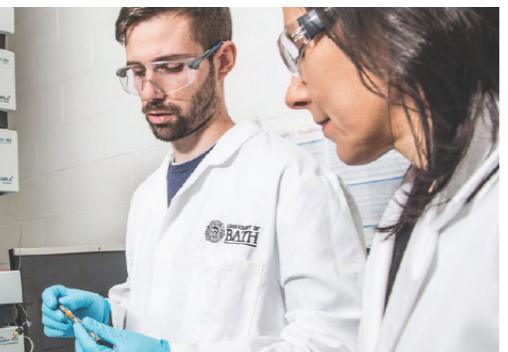
We are forging international educational alliances with relevant and mutually beneficial expertise to improve our own provision and the profile of our courses internationally.

We have an ambitious focus on growing transformational philanthropy. Working with alumni and notable external friends we are building meaningful relationships to advance the aims and objectives of the institution in new and innovative directions.

We take pride in hosting international events like the Magalhães Network General Assembly, where partners from across Europe and Latin America gathered in the historic city of Bath and our campus, strengthening ties and fostering collaboration.

Through initiatives like the Turing Scheme, our students engage in global experiences, developing valuable skills and perspectives. We also stand by partners such as Ukraine's Luhansk Taras Shevchenko National University, providing essential support in times of need.

In a world of challenges, our commitment to international collaboration remains steadfast, ensuring that Bath plays a key role in driving positive global change.



A research hub led by the University of Bath has been awarded £11 million in funding to lead the way on the UK's future approach to hydrogen and alternative liquid fuels. Partners include West of England Combined Authority, Ceres Power, GKN Aerospace, the Health and Safety Executive, INEOS Technologies, the Western Gateway Partnership and Siemens Energy.

Fostering relationships with some of our significant philanthropic donors has led to the creation of the Milner Centre for Evolution and the Raymond Schinazi and Family Chair of Life Sciences. These transformational gifts and pioneering initiatives are just two examples of how the University is working closely with its alumni and supporters to create impactful world-leading research and outreach to educate and address the problems faced by society and the wider community.

Since 2018 the Tobacco Control Research Group has been awarded over \$13 million by Bloomberg Philanthropies to fund its unique combination of rigorous research with investigative techniques to examine corporate influences on health and health policies. The new Centre for 21st Century Public Health builds on this ground-breaking work.

University Strategy

Enhancing Strategic Partnerships



Governance

Council is the governing body of the University and the Vice-Chancellor is an ex-officio member. Senate is the most senior academic body of the University and is responsible for regulating and directing the academic work. University Court represents the internal and external constituencies of the University.

The Executive leadership of the University is through the University Executive Board, chaired by and advisory to the Vice-Chancellor. It is responsible for developing and delivering strategy, operational plans, policies, procedures and performance. The University Secretary will be a highly important member of the UEB alongside the Chief Operating Officer, Pro Vice-Chancellors, Vice-Presidents, Deans and wider Directors of the Professional Services.

Faculty of Engineering and Design

- Architecture and Civil Engineering
- Chemical Engineering
- Electronic and Electrical Engineering
- Mechanical Engineering

Faculty of Humanities and Social Sciences

- Economics
- Education
- Health
- Politics, Languages and International Studies
- Psychology
- Social and Policy Sciences

Faculty of Science

- Chemistry
- Computer Science
- Life Sciences
- Mathematical Sciences
- Physics

School of Management

- Accounting, Finance and Law
- Marketing, Business and Society
- Information, Decisions and Operations
- Strategy and Organisation

Research Institutes

- Institute for Advanced Automotive Propulsion Systems
- Institute for the Augmented Human
- Institute for Digital Security and Behaviour
- Institute for Mathematical Innovation
- Institute for Policy Research
- Institute for Sustainability

Professional and Academic Services

- Academic Registry
- Library
- Student Recruitment & Admissions
- Student Support and Safeguarding
- Employability and Student Success
- Centre for Learning & Teaching
- Doctoral College
- External Relations
- Advancement Office
- Digital, Data and Technology
- Campus Infrastructure
- Campus Services
- Sports
- Finance & Procurement
- Human Resources
- Office of the University Secretary
- Planning, Performance and Strategic Change
- Sustainability
- Students' Union



The Role

University Secretary

Job Purpose

The University Secretary is responsible for ensuring effective governance of the University, ensuring the highest standards of corporate governance in line with our Charter, Statutes, Standing Orders and evolving practice within the higher education sector.

Working closely with the Vice-Chancellor and Chair of Council, the University Secretary will be a trusted advisor and link between the executive and non-executive functions of the University.

The University Secretary will cultivate strong relationships and provide expert and specialist advice to Council, Senate, Court, the Executive and their committees, and will nurture high standards of governance and effective interaction across the University. They will also be proactive in recognising strategic issues and helping develop the University leadership to address those issues.

Good governance is underpinned by a framework of policy, regulations and compliance. They will be responsible for developing and operating robust, holistic and efficient frameworks for Council & University governance that comply with the regulatory conditions required by the Office for Students, funding bodies and other regulators which support effective and timely decision-making across the institution and ensure clear accountabilities for implementation and delivery of agreed actions.

Governance

- Identify strategic issues which should come to the attention of the Vice Chancellor and Chair of Council
- Provision of constitutional advice on Charter, Statutes etc. including adherence to governing instruments
- Alignment of Ordinances and Regulations to governing instruments
- Governance advice to Council, Senate and Court
- Specialist secretariat support, including advising on relevant legislation
- Governance of University subsidiaries
- Assurance on the adequacy of governance arrangements across the University
- Development and maintenance of the Scheme of Delegation
- Signatory to appropriate contracts and agreements
- Maintaining appropriate, accurate records of University strategic decisions
- Supporting succession planning, selection and development of members of governing bodies

Policy, Regulation & Compliance

- Focal point on behalf of the Accountable Officer for relations with OfS and Conditions of Registration
- Oversight of statutory returns
- Defining and overseeing appropriate levels of compliance risk and ensuring appropriate judgement in meeting compliance requirements
- Oversight of statutory inspections/audit by regulatory and enforcement bodies
- Lead on Prevent duty and Safeguarding
- Ensure that appropriate legal advice is provided to support University decision-making
- Provide assurance on the University policy framework
- Oversight of consumer regulations compliance
- Policy on records management and retention
- Maintaining Register of Interests and advising on conflicts of interest and due diligence
- Freedom of Speech and academic freedom
- Audit lead and oversight of the internal audit function

Job Purpose

The University Secretary will report directly to the Vice-Chancellor, with a dotted line to the Chair of Council. The teams below will be brought together under the University Secretary

University Secretary

Governance Secretariat

Legal Services

Organisational Resilience

Institutional Compliance

Internal Audit

Organisational Resilience

- Ensure appropriate frameworks and systems are in place for emergency response
- Policy and systems for business continuity
- Horizon scanning for upcoming institutional level risks
- Escalation of incident responses to Gold/Silver EMT
- Ownership of the institutional risk register(s) and assuring appropriate mitigation for University-level risk

External

- Represent the University externally on matters of University governance and policy including CUC (except on remuneration), Advance HE, UUK, OfS, AHUA

Person Specification

Education, Qualifications & Training	Essential	Desirable
Educated to degree level and/or relevant professional qualification, or substantial relevant experience	<input checked="" type="checkbox"/>	
Relevant training/qualification in governance or company secretarial best practice or relevant experience	<input checked="" type="checkbox"/>	
Skills and Abilities	Essential	Desirable
Excellent interpersonal skills with proven success in developing effective working relationships with senior colleagues and at all levels within the organisation, contributing to discussion and decision making	<input checked="" type="checkbox"/>	
Highly effective influencing skills to work with all levels of stakeholders	<input checked="" type="checkbox"/>	
Strong leadership and management skills, demonstrating effective decision making	<input checked="" type="checkbox"/>	
Institutional mindset with clear alignment to the University's values and mission. Ability to act with sufficient independence and in the best interests of the University and its long-term strategic objectives	<input checked="" type="checkbox"/>	
High level of attention to detail and ability to be able to plan delivery of key objectives over multiple years	<input checked="" type="checkbox"/>	
Ability to analyse evidence and present a case, particularly making difficult decisions and when facing challenging dilemmas	<input checked="" type="checkbox"/>	
Political awareness, with an ability to predict upcoming issues and present mitigations	<input checked="" type="checkbox"/>	
Ability to communicate effectively and precisely to a range of stakeholders	<input checked="" type="checkbox"/>	
Capacity to keep up to date with relevant legislation, the foresight to provide timely advice and the technical skills to adapt Council policies and procedures to comply with changing requirements	<input checked="" type="checkbox"/>	
Experience	Essential	Desirable
Significant track record working in a governance function in a complex organisation	<input checked="" type="checkbox"/>	
Experience in developing an effective strategy for servicing meetings, ensuring that business flows effectively and efficiently	<input checked="" type="checkbox"/>	
Experience of managing and developing people at a range of levels including working in a matrix organisation, leading teams, line management and working with senior stakeholders	<input checked="" type="checkbox"/>	
Experience on delivering changes to institutional policies, procedures, governing instruments and other arrangements, working with stakeholders to deliver a required outcome	<input checked="" type="checkbox"/>	
Understanding of HE governance and understanding of HE policy environment	<input checked="" type="checkbox"/>	

Life in Bath

Bath is a city that seamlessly blends history, culture, and modern living. Known for its stunning Georgian architecture and Roman-built baths, this UNESCO World Heritage Site offers a unique living experience.

Lifestyle and Amenities

Living in Bath means enjoying a vibrant cultural scene, with numerous museums, galleries, and theatres. The city is also famous for its festivals, including the Bath Literature Festival and the Bath International Music Festival. For those who enjoy the outdoors, the surrounding countryside provides beautiful landscapes for walking, cycling, and other recreational activities.

Transport and Connectivity

Bath is well-connected by public transport, with regular train services to London, Bristol, and other major cities. The city's compact size makes it easy to get around on foot or by bike. Additionally, Bath's strategic location offers convenient access to major business hubs, making it an ideal place for professionals who travel frequently.

Family and Wellbeing

Bath boasts excellent facilities for maintaining a healthy and balanced lifestyle. The city is home to numerous parks, spas, and wellness centres, providing ample opportunities for relaxation and recreation. For families, Bath offers a safe and nurturing environment with top-rated schools, family-friendly activities, and a strong sense of community.



Application process



How to apply

Please get in touch with Aswin or Francis via the details below for more information or follow the QR code to apply.



<https://www.bath.ac.uk/jobs/12109>

The closing date for applications is at 23:59GMT on 31st October 2024.

Contact information

Please get in touch with us if you would like more information.



Francis Ondoro

Talent Acquisition Specialist
fo315@bath.ac.uk
01225 358 662
[linkedin.com/in/francisondoro/](https://www.linkedin.com/in/francisondoro/)



Aswin Satheesh

Talent Acquisition Researcher
asr94@bath.ac.uk
01225 387 054
[linkedin.com/in/aswinsatheesh/](https://www.linkedin.com/in/aswinsatheesh/)

What to expect

We want your experience to be as seamless as possible. Here's a quick summary of what to expect during the process.



Initial Conversation with the Talent Acquisition Team

Our initial conversation is a pivotal step, offering you the chance to gain insights and ask questions about the role and our culture. We encourage open dialogue to ensure a mutual understanding from the outset.

Invitation to Submit Application

Upon receiving your invitation to apply through our secure job portal, we welcome any inquiries you may have regarding the application process or the information required, ensuring clarity and confidence as you proceed.

Notification of Shortlisting and Feedback

Should your application be shortlisted, we will not only inform you promptly but also provide constructive feedback. We invite your questions at this stage to foster a transparent and informative process.

Arrangements Confirmed for on-site Interview

Prior to your first interview, we ensure all details are confirmed and communicated, providing an opportunity for you to seek any clarifications or ask additional questions to fully prepare for our discussion.

On-site Interview

There will be a formal panel interview on campus, but we will also wish to engage with you other ways on the day to learn more about your fit for the role

Feedback

We aim to have feedback following your on-site interview within a maximum of seven working days.

Verbal offer

Upon extending a verbal offer, we open the floor for any questions or discussions regarding the specifics of the offer, the role, and the next steps, ensuring you have all the information needed to make an informed decision.

Formal/Written Offer

With the issuance of a formal written offer, we encourage you to review and reach out with any questions or for clarifications on any aspect. Our goal is to ensure your complete understanding and comfort with the terms presented.

Offer Accepted

Following the acceptance of the offer, we reiterate our commitment to ongoing support and dialogue. As you transition into your new role, we are here to assist, listen, and address any questions that arise.

Continued Support

Our support extends beyond the recruitment process. We are dedicated to fostering an environment of open communication, offering guidance and answers to your questions as you integrate into our team and culture.



Thank you for your interest in this position

We look forward to receiving your
application.