# JOB DESCRIPTION

[Delete the levels not being recruited for this post]

Lecturer/ Senior Lecturer/ Reader/ Chair in <insert the field>

[Imperial College London](http://www.imperial.ac.uk/), one of the world’s most important centres for research and teaching in the Natural and Physical Sciences, Medicine, Engineering, and Business, seeks <insert the job title> to join <Department> within the Faculty of Engineering.

Imperial College London is consistently rated amongst the world's best universities. Imperial is committed to developing the next generation of researchers, scientists and academics through collaboration across disciplines.

Located in the heart of London, Imperial is a multidisciplinary space for education, research, translation and commercialisation, harnessing science and innovation to tackle global challenges.

Imperial has four academic faculties – [Engineering](https://www.imperial.ac.uk/engineering/), [Medicine](https://www.imperial.ac.uk/medicine/), [Natural Sciences](https://www.imperial.ac.uk/natural-sciences/) and [the Imperial College Business School](https://www.imperial.ac.uk/business-school/?utm_term=college-link), as well as a significant number of [interdisciplinary research centres](https://www.imperial.ac.uk/multidisciplinary-research/) focusing on challenging world problems.

Imperial has a leadership model comprising the [President, Professor Hugh Brady](https://www.imperial.ac.uk/about/leadership-and-strategy/president/about-the-president/), and the [Provost, Professor Ian Walmsley FRS.](https://www.imperial.ac.uk/about/leadership-and-strategy/provost/)

Please refer to [further particulars](https://www.imperial.ac.uk/human-resources/recruitment-and-promotions/recruitment/academic-senior-research-and-senior-teaching-appointments/chairs-professors-readers-researchers/further-particulars-/) for more information about the College

1. **The Post**

| Job Title: |  |
| --- | --- |
| Department/Division |  |
| Faculty: | Engineering |
| Campus location: |  |
| Job Family/Level:  | Academic Job Family, <insert the level being recruited> |
| Accountable to:  |  |
| Responsible to: |  |
| Key working relationship (Internal): |  |
| Key working relationship (external): |  |
| Working hours: | As reasonably necessary but normally not less than 35 hours per week [adjust the hours if part-time] |
| Contract type: | Full-time Open ended/ Full-time Fixed term / [amend if part-time] |

## **Background of the post**

<insert brief background of the post>

## **3. Information about the Faculty of Engineering**

The [Faculty of Engineering](https://www.imperial.ac.uk/engineering/) is one of four faculties within Imperial College London and is led by the Dean, [Professor Nigel Brandon OBE FREng](https://www.imperial.ac.uk/people/n.brandon) FRS. The Faculty seeks to provide international leadership in engineering research and education and is widely recognised as a world-leading engineering school. Our departments consistently excel in prominent league table rankings, while the College as a whole enjoys similar success. Our Faculty is unique in the UK in supporting world-class education and fundamental research across the full range of engineering disciplines. All [ten of our academic departments](https://www.imperial.ac.uk/engineering/departments/) are located on a single campus in South Kensington, giving a concentration of talent that creates a stimulating and vibrant research culture which promotes multidisciplinary collaborations and attracts internationally leading researchers and scholars.

Our academic departments deliver world-class education in engineering in order that our graduates possess the skills, knowledge and attitudes necessary to become international leaders in engineering industry and academia. We provide our students with an outstanding engineering education, which brings together cutting-edge researchers, exceptional teachers and state-of-the-art facilities in inspiring physical and virtual environments. Students at Imperial will meet, work and live with people studying every aspect of engineering.

The Faculty is home to 1,746 staff (421 academics, 828 researchers and 496 support staff) and 7,929 students (of whom around 1,700 are research students). The Faculty is a powerhouse in research across the engineering sciences, with research funding in excess of £100m per year.

The Faculty of Engineering is based at the South Kensington and White City campuses and comprises ten Departments covering all aspects of Engineering:

* + - [Aeronautics](https://www.imperial.ac.uk/aeronautics/)
		- [Bioengineering](https://www.imperial.ac.uk/bioengineering/)
		- [Chemical Engineering and Chemical Technology](https://www.imperial.ac.uk/chemical-engineering/)
		- [Civil and Environmental Engineering](https://www.imperial.ac.uk/civil-engineering/)
		- [Computing](https://www.imperial.ac.uk/computing/)
		- [Design Engineering](https://www.imperial.ac.uk/design-engineering/)
		- [Earth Science and Engineering](https://www.imperial.ac.uk/earth-science/)
		- [Electrical and Electronic Engineering](https://www.imperial.ac.uk/electrical-engineering/)
		- [Materials](https://www.imperial.ac.uk/materials/)
		- [Mechanical Engineering](https://www.imperial.ac.uk/mechanical-engineering/)

The Faculty was formed in August 2001 and formally inaugurated in August 2002.

1. **The Department of xxxxx**

<brief dept overview>

* 1. **Staffing and size of the Department**

<info>

* 1. **Research**

<info>

* 1. **Education**

<info>

* 1. **Relationship with other departments and faculties**

<info>

## **THE POST – KEY RESULT AREAS, MAIN DUTIES AND RESPONSIBILITIES**

**(delete, amend and/or add as appropriate)**

### **5.1 Research**

* + To develop a broad range of research within department.
	+ To direct, lead, or contribute to, a research area at the highest scientifically rigorous levels.
* To supervise, train and mentor research staff and students at the highest scientifically rigorous levels.
* To obtain funds and research grants and to encourage and guide junior research staff to do the same.
* To manage research projects.
* To write reports for research sponsors and to take part in Audit.
* To publish high quality research in peer reviewed journals.
* To attend and present work at national and international conferences.
* To develop contacts with other research organisations, both academic and commercial.
* To collaborate with and strengthen links with colleagues within the Faculty of Engineering across all departments and contribute to the work of the Faculty and College.
* To play a role in the national and international research community and learned societies.
* To attend and contribute to research and administrative meetings within the Department as and when requested.
* To foster scientific collaborations through organising, attending and contributing to multidisciplinary meetings, within the Department and with other appropriate parties at Imperial.

### **5.2** **Education - Teaching and Training**

* To teach and examine courses at all levels – undergraduate, masters and higher research degrees – through lectures, seminars, tutorials, course work and personal supervision.
* To plan and review own approach to teaching.
* To act as a coach and role model through excellent practice and mentoring of colleagues.
	+ To supervise PhD candidates.
	+ To provide pastoral support for students.
	+ To contribute to curriculum development.
	+ To take a leading role in, or contribute to, the development of teaching and teaching methods and assessment.
	+ To contribute to the enhancement of quality teaching within the field.
* To act as an external examiner for postgraduate students.
* To work with national bodies on curriculum development and quality assurance.

### **5.3 Strategy and Business Planning**

* + - * To participate in the business planning and objective setting process for the academic team and the departments
			* To make a significant contribution to building and establishing links between the appropriate departments and colleagues in other parts of Faculty and wider College.
			* To play an active part in the strategic planning of financial, staff and research resources.
			* To represent the Department, Faculty and College at external meetings, as appropriate.

### **5.4 Leadership and Team Working**

* + - * To demonstrate excellent leadership skills with regard to individual performance, academic teams, the department, Faculty, College, and when participating in national/international initiatives.
			* To work collaboratively with all members of the multi-disciplinary team and the College as required.
			* To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties.
			* To adhere to College guidelines on leave including reporting absence.

### **5.5** **Management and** **Administrative duties**

* ***[Depending on level of the appointment],*** To lead, play an active part in or contribute to the management of financial, staff and research resources, in line with College policy and procedure.
* To play a supportive role in unit administration, as appropriate.
* To undertake appropriate administrative tasks in support of the department’s teaching and research activities.
* To attend relevant academic or management committees.
* To comply with the College’s Equal Opportunities policy, Health and Safety policy and other College and departmental policies.
* To undertake other appropriate administrative duties commensurate with the grade of the post.

### **5.6 Staff Management**

* + - * To take responsibility for the appointment, management and development of College staff, in line with College policy and procedure.
			* To participate in team objective setting as part of the annual job planning cycle.
			* To be responsible for the annual review conversation (ARC) with staff who report to the post holder.

## **6. ANNUAL REVIEW CONVERSATION (ARC) AND MENTORING**

**Annual Review Conversation (ARC)**

The Annual Review Conversation (ARC) is an opportunity for staff to have a discussion with their line manager, focusing on everything they need to thrive at work. Building on regular one-to-ones, the conversation is designed to be meaningful and constructive, recognising ongoing contributions and planning for the future based on individual and departmental needs and aspirations. Staff are required to participate in these schemes when requested to do so by the Dean of the Faculty, Heads of Departments, and ARC are conducted on an annual basis in conjunction with the line manager.

**Mentoring**

The College will provide a mentor to the appointee through our Mentoring at Imperial scheme.

<https://www.imperial.ac.uk/staff-development/people-and-organisational-development/coaching-and-mentoring/mentoring-at-imperial/>

Imperial's mentoring scheme is available to all job families and Faculties across the College and is a widely used development tool that has positively impacted effectiveness, confidence, and career advancement. At the heart of mentoring is a relationship based on trust and mutual regard where one colleague uses their expertise and knowledge to support the development of another colleague. Most mentoring occurs between senior and junior colleagues, although peer mentoring, where there are little or no differences in seniority, is also possible. The mentee is encouraged and challenged to achieve their potential and aspirations through one-to-one confidential conversations. It can be helpful at all stages of a career.

## **7. OFFICE/ADMINISTRATIVE FACILITIES/OTHER**

The post holder will have office facilities, including computer with internet access, and access to administrative support at <campus> campus.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the [Imperial Values & Behaviours framework](https://www.imperial.ac.uk/about/values/). Our values are:

* Respect
* Collaboration
* Excellence
* Integrity
* Innovation

Employees are also required to comply with all College policies and regulations paying special attention to:

| * Confidentiality
* Conflict of Interest
* Data Protection
* Equal Opportunities
 | * Financial Regulations
* Health and Safety
* Information Technology
* Smoking
 | * Private Engagements and Register of Interests
 |
| --- | --- | --- |

*All employees are expected to adhere to the principles set out in its Equal Opportunities in Employment Policy, Promoting Race Equality Policy and all other relevant guidance/practice frameworks. They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on* [*the College Website Health and Safety Structure and Responsibilities*](https://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-management-system/structure-and-responsibilities/) *page.*

*Job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.*

*The College is a proud signatory to the San-Francisco Declaration on Research Assessment (DORA), which means that in hiring and promotion decisions, we evaluate applicants on the quality of their work, not the journal impact factor where it is published. For more information, see*[*www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/*](https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-evaluation/)

*The College believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College’s care are treated with full respect, and that all staff involved with this work show due consideration at every level:* [*Find out more about animal research at Imperial*](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research)

*We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. We are an* [*Athena SWAN Silver Award*](https://www.imperial.ac.uk/equality/accreditations/athena-swan/) *winner, a* [*Disability Confident Leader*](https://www.imperial.ac.uk/equality/accreditations/disability-confident/) *and a* [*Stonewall Diversity Champion*](https://www.imperial.ac.uk/equality/accreditations/stonewall/)*.*

## **8. PERSON SPECIFICATION**

Applicants will be assessed against the following person specifications, taking into account the level of the position for which they are applying:

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.

<Delete any of the following tables for the levels not being recruited>

| Requirements - Lecturer | Essential (E) and Desirable (D) |
| --- | --- |
| **Education** |  |
| PhD in <insert area of research> or related field or equivalent | E |
| **Knowledge and Experience** |  |
| A developing national reputation and expertise in the field of <insert area of research> | E |
| Evidence of contribution to the development and performance of colleagues through coaching and mentoring | E |
| Experience of preparing grant applications for submission  | E |
| A portfolio of research publications, confirming national standing (commensurate with career stage) | E |
| Experience of training Undergraduate and Postgraduate students  | E |
| Experience of supervision of higher degrees (PhD)  | E |
| **Skills and Abilities** |  |
| Ability to communicate well, conveying ideas and concepts clearly and effectively | E |
| A high level of analytical capability  | E |
| Ability to develop skills in leading, motivating, developing and managing the performance of colleagues  | E |
| Good leadership skills  | E |
| Ability to work under pressure  | E |
| Good organisational and management skills  | E |
| Ability to work within a multidisciplinary team  | E |
| Collaborative and able to build and sustain effective working relationships, both internally and externally | E |

| Requirements – Senior Lecturer | Essential (E) and Desirable (D) |
| --- | --- |
| **Education** |  |
| PhD in <insert area of research> or related field or equivalent | E |
| **Knowledge and Experience** |  |
| A established national reputation and expertise in the field of <insert area of research> | E |
| A significant track record in attracting high levels of research funding | E |
| Evidence of contribution to the development and performance of colleagues through coaching and mentoring | E |
| Experience and capability to act as a role model in areas of research, teaching and management as appropriate | E |
| Extensive experience in leading the design of research programmes | E |
| An excellent record of research, evidenced by a portfolio of research publications, confirming national/ international standing (commensurate with career stage) | E |
| Experience of training Undergraduate and Postgraduate students  | E |
| Experience of supervision of higher degrees (PhD)  | E |
| Evidence of management and administration experience | D |
| **Skills and Abilities** |  |
| Ability to communicate well, conveying ideas and concepts clearly and effectively | E |
| A high level of analytical capability  | E |
| Ability to make a significant contribution to the management of a department | E |
| Proven skills in leading, motivating, developing and managing the performance of colleagues, ensuring the effective performance and development of a leading research department | E |
| Good leadership skills  | E |
| Ability to work under pressure  | E |
| Good organisational and management skills  | E |
| Ability to work within a multidisciplinary team  | E |
| Collaborative and able to build and sustain effective working relationships, both internally and externally | E |

| Requirements – Reader | Essential (E) and Desirable (D) |
| --- | --- |
| **Education** |  |
| PhD in <insert area of research> or related field or equivalent | E |
| **Knowledge and Experience** |  |
| An established national reputation and a developing international reputation and expertise in the field of <insert area of research> | E |
| A significant track record in attracting high levels of research funding | E |
| Evidence of contribution to the development and performance of colleagues through coaching and mentoring | E |
| Experience and capability to act as a role model in areas of research, teaching and management as appropriate | E |
| Extensive experience in leading the design of research programmes | E |
| An excellent record of research, evidenced by a portfolio of research publications, confirming national/ international standing (commensurate with career stage) | E |
| Experience of training Undergraduate and Postgraduate students  | E |
| Experience of supervision of higher degrees (PhD)  | E |
| Evidence of management and administration experience | E |
| **Skills and Abilities** |  |
| Ability to communicate well, conveying ideas and concepts clearly and effectively | E |
| A high level of analytical capability  | E |
| Ability to make a significant contribution to the management of a department | E |
| Proven skills in leading, motivating, developing and managing the performance of colleagues, ensuring the effective performance and development of a leading research department | E |
| Good leadership skills  | E |
| Ability to work under pressure  | E |
| Good organisational and management skills  | E |
| Ability to work within a multidisciplinary team  | E |
| Collaborative and able to build and sustain effective working relationships, both internally and externally | E |

| Requirements – Chair (Professor) | Essential (E) and Desirable (D) |
| --- | --- |
| **Education** |  |
| PhD in <insert area of research> or related field or equivalent | E |
| **Knowledge and Experience** |  |
| An international reputation and expertise in the field of <insert area of research> | E |
| A sustained track record in attracting high levels of research funding | E |
| Evidence of contribution to the development and performance of colleagues through coaching and mentoring | E |
| Experience and capability to act as a role model in areas of research, teaching and management as appropriate | E |
| Extensive experience in leading the design of research programmes | E |
| An excellent record of research, evidenced by a portfolio of research publications, confirming international standing | E |
| Experience of training undergraduate and postgraduate students | E |
| Experience of supervision of higher degrees (PhD) | E |
| Evidence of management and administration experience | E |
| **Skills and Abilities** |  |
| Ability to communicate well, conveying ideas and concepts clearly and effectively | E |
| A high level of analytical capability | E |
| Ability to make a significant contribution to the management of a department | E |
| Proven skills in leading, motivating, developing and managing the performance of colleagues, ensuring the effective performance and development of a leading research department | E |
| Excellent leadership skills | E |
| Ability to work under pressure | E |
| Good organisational and management skills | E |
| Ability to work within a multidisciplinary team | E |
| Collaborative and able to build and sustain effective working relationships, both internally and externally | E |

| Personal attributes for all levels | Essential (E) and Desirable (D) |
| --- | --- |
| A willingness to undertake any necessary training and development activities for the role  | E |
| The understanding and vision required to contribute to the setting and delivery of strategic goals.  | E |
| A willingness to engage in collaborative research | E |
| A commitment to high quality teaching and fostering a positive learning environment for students | E |
| A commitment to work as part of a team in assisting the smooth running of the Group and its research and teaching programmes  | E |
| A personal commitment to the vision and values of the College, including high quality teaching and research.  | E |
| Supportive and tolerant |  E |
| A willingness to undertake any necessary training and development activities for the role  | E |

## **9. SALARY AND CONDITIONS OF SERVICE**

A full set of terms and conditions will be given to the successful candidate, together with the College’s most important policies, which affect staff. The principal terms and conditions are as follow:

**[Delete the levels not applicable for the post and insert the latest salaries according to the current salary scales]**

**Lecturers**

The salary range for a Lecturer is £66,221 – £75,184 per annum (effective from 1 August 2023 until further notice, for London and Silwood Park).

The post will be in the **Lecturer level** of the **Academic Job Family**.

Incremental progression and any performance payments will be in accordance with procedures governing Lecturer level in the Academic Job Family. Annual increment date is 1 October up to the maximum of the standard salary scale. For those starting between 2 April – 30 September, subject to satisfactory performance, the fist increment will be on the first of the month after six months in post.

Annual cost of living increases will be determined by Imperial College through its local collective bargaining machinery.

**Senior Lecturers**

The salary range for a Senior Lecturer is £72,071 – £75,184per annum (effective from 1 August 2023 until further notice, for London and Silwood Park).

The post will be in the **Senior** **Lecturer level** of the **Academic Job Family**.

Incremental progression and any performance payments will be in accordance with procedures governing Senior Lecturer level in the Academic Job Family. Annual increment date is 1 October up to the maximum of the standard salary scale. For those starting between 2 April – 30 September, subject to satisfactory performance, the fist increment will be on the first of the month after six months in post.

Annual cost of living increases will be determined by Imperial College through its local collective bargaining machinery.

**Readers**

The minimum salary for a Reader is £77,866 per annum (effective from 1 August 2023 until further notice, for London and Silwood Park).

The post will be at the **Reader level** of the **Academic Job Family**.

Any salary increases or performance payments will be determined in accordance with procedures which govern senior academic staff.

Annual cost of living increases will be determined by Imperial College through its local collective bargaining machinery.

**Professors**

The minimum salary for a Professor is £89,139 per annum (effective from 1 August 2023 until further notice, for London and Silwood Park).

The post will be at the **Professor level** of the **Academic Job Famil**y.

Any salary increases or performance payments will be determined in accordance with procedures which govern senior academic staff.

Annual cost of living increases will be determined by Imperial College through its local collective bargaining machinery.

Salaries are payable on the 24th day of each month (the exception being December) by transfer to a bank or building society account. Deductions in respect of income tax and National Insurance contributions will be made from salaries at the statutory rates.

Academic staff normally take annual leave during College vacations and by arrangement with the Head of Department in the light of academic and departmental requirements. Annual leave entitlement is 39 days for full time staff (pro rata entitlement for part time staff). This is inclusive of 8 days for Public holidays and a total of six days each year when the College is closed over Easter and Christmas.

In some years, because of the day of the week on which Christmas day falls, a decision may be made to increase the [College closure](https://www.imperial.ac.uk/human-resources/leave/college-closures/) to seven days. In these circumstances the annual leave entitlement will be increased to 40 days for full-time staff (again pro-rata for part-time staff).

At the beginning of the leave year staff will be required to allocate the appropriate number of days of their mandatory leave entitlement to cover the College Closure days and Public holidays that fall within that leave year. For part-time staff the allocation should cover their normal working days that fall upon a College closure day, bank or public holiday during that leave year.

The occupational pension scheme is the [Universities Superannuation Scheme (USS](https://www.imperial.ac.uk/human-resources/pay-and-pensions/pensions/uss/)). Staff members who are already members of the Federated Superannuation System for Universities (FSSU) or the National Health Service Superannuation Scheme (NHSPS) may, if they are still eligible, retain their membership in these schemes.

Unless stated otherwise in the offer of employment, or agreed by the head of department, the appointment may be terminated by either side by giving a minimum of three months’ notice in writing. For academic members of staff who wish to give notice of their intention to resign from the College the last day of service should fall on one of the following dates: 31 December; 31 March; 30 June or 30 September or at the end of a term by agreement with the Head of Department.

All staff have a probationary period of six months, with the exception of Assistant Professors, Non-Clinical Lecturers and Senior Lecturers (Clinical and Non-Clinical) who normally serve three years. Clinical Lecturers normally serve one year.

Staff on a fixed term contract receive notice of the ending of their employment within that contract. No further contractual notice will be given unless the contract is to terminate prior to the end date specified in the offer of employment. In these circumstances the notice from the College would be as above.

**Total Remuneration Package**

Our [Total Remuneration Package (TRP)](https://www.imperial.ac.uk/admin-services/human-resources/trp/) for staff is a key component of realising the College’s strategic aim. The TRP is the overall package of pay, recognition, pensions and other benefits by which we compensate staff for their contributions to Imperial’s mission.

The College supports many initiatives to support staff in their personal life ([flexible working](https://www.imperial.ac.uk/human-resources/procedures/flexible-working/), [private health insurance](https://www.imperial.ac.uk/human-resources/benefits/live-well-work-well/private-health-insurance/), [staff networks](https://www.imperial.ac.uk/equality/staff-networks/), [support for staff](https://www.imperial.ac.uk/human-resources/support-and-advice/support-for-staff/), [childcare](https://www.imperial.ac.uk/early-years/)and [carers](https://www.imperial.ac.uk/carers-network/)

[Benefits](https://www.imperial.ac.uk/human-resources/benefits/)to support an active lifestyle and health initiatives, such as [cycle to work scheme](https://www.imperial.ac.uk/sport/active-travel/cycle-to-work-scheme/), whereby you apply for an interest free loan for the purchase of a bicycle to encourage cycling to work for fitness.

**Childcare**

Our staff have access to the [Early Years Education Centre](https://www.imperial.ac.uk/early-years/) which is the College’s ‘Outstanding’ Ofsted rated nursery, located at the South Kensington Campus. We also have other [affiliated nurseries](https://www.imperial.ac.uk/early-years/affiliated-nurseries/) located at other campuses. All staff working directly with children have specialist training, and children benefit from continuity of care.

Imperial offers [support with EYEC fees](https://www.imperial.ac.uk/early-years/how-to-apply/fees/help-with-fees/) in the form of a salary sacrifice scheme enabling parents to pay fees before tax and national insurance contributions are taken. A reduced fee rate is available for students.

## **10. APPLICATIONS**

Our preferred method of application is online, on our website at the following link: [Imperial Career's site](http://www.imperial.ac.uk/jobs/) (select “Job Search”). Please apply online, uploading any relevant supporting documents such as a cover letter, full CV, which should include:

* degrees (including universities and dates);
* past and present posts, list of publications;
* brief description of current and future research plans;
* teaching statement and evidence of teaching scores;
* information on research grants and contracts which have been obtained, student supervision, etc;
* information regarding public engagement undertaken with research activities. Examples include: participating in festivals, working with cultural venues; creating opportunities for the public to inform research; researchers and the public working together to inform policy; citizen researchers and web based experiments, public debates, etc.

All candidates will be contacted after the shortlisting is completed.