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**Faculty of Technology**

**School of Civil Engineering and Surveying**

**Research Fellow**

**ZZ007243**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range from £36,382 - £39,739 per annum and progress to the top of the scale is by annual increments payable on 1 September each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch. As this post is research based, working hours will vary depending on the needs of the project so a flexible approach is required. Specific working hours will be agreed once an appointment has been made. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include a final salary based, index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Research Fellow |
| **Grade:** | 7 |
| **Faculty/Centre:** | Technology |
| **Department/Service:**  **Location:** | School of Civil Engineering and Surveying  Petersfield Wastewater Treatment Works |
| **Position Reference No:** | ZZ007243 |
| **Responsible to:** | Head of School and Project Principal Investigator |
| **Responsible for:** | Deliver the operational aspects of the Ofwat Innovation project and supporting the development of the code of practice for reactive media. |
| **Effective date of job description:** | October 2021 |

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| **Purpose of Job**: |
| Working with the project PI and CoIs, this post will manage the establishment and delivery of measures to facilitate the effective assessment and deployment of innovative reactive media solutions for wastewater treatment as part of the Ofwat Water Breakthrough Challenge Project “Alternative Approaches to phosphorus removal at small wastewater treatment works”. |

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| **Key Responsibilities:** |
| 1. To manage and be responsible for the completion of the research project in collaboration with the Principal Investigator, ensuring that the aims and objectives are met 2. Working with colleagues and external stakeholders to establish standardised testing regimes for comparing reactive media and test appropriate media. 3. Assist in designing, then overseeing the establishment and operation of a deployable testing station for assessing reactive media at wastewater treatment plants. 4. Develop standardised technical specifications for reactive media systems in collaboration with academic staff. 5. Undertake comparative costings of reactive media wastewater treatment systems in collaboration with academic staff. 6. Data collation, analysis and reporting of project outcomes to the Steering Group 7. Assisting with dissemination of findings through presentations and publications.   Additional expectations of the role holder   1. To communicate with team members and liaise/network with relevant others to ensure effective working relationships. 2. In line with the project objectives, the role holder is required to plan, prioritise and organise their own workloads. 3. To participate in, and contribute to, a performance & development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims. 4. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management. 5. To establish an understanding and conform to wastewater site H&S 6. To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances. 7. Any other duties as required by the PI/Head of Department. |

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| **Working Relationships:** |
| 1. Project Steering Group 2. Project partners 3. Principal Investigator 4. Head of School 5. Academic & Research Staff 6. Suppliers of materials/equipment |

1. **PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Knowledge of wastewater treatment and the wastewater industry | E | AF, S |
| 1.2 | Experience of practical research and/or innovation in the water sector. | E | AF, S |
| 1.3 | Experience of water quality monitoring | E | AF, S |
| 1.4 | Experience of design of treatment systems or research rigs | D |  |
| 1.5 | Experience of costing methods | D |  |
| 1.6 | Working knowledge of Health and Safety in the workplace | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Ability to predict and solve problems when they occur | E | AF, S |
| 2.2 | Ability to plan, organise and prioritise workloads | E | AF, S |
| 2.3 | Good report writing skills | E | AF, S |
| 2.4 | Data handling and analysis skills | E | AF, S |
| 2.5 | Excellent presentation skills | D | AF, S |
| 2.6 | Ability to communicate effectively and in a professional manner | E | AF, S |
| 2.7 | IT skills, to include emails, documents and spreadsheets | E | AF, S |
| **3.** | **Education &/or Training** |  |  |
| 3.1 | PhD or MSc+professional experience in Environmental Engineering or Environmental Science | E | AF, S |
| 3.2 | Member, or working towards membership, of an appropriate professional body. | D | AF, S |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Motivated and committed to the delivery of the project. | E | AF, S |
| 4.2 | Ability to work on own initiative and as part of a team | E | AF, S |
| 4.3 | Ability to work to tight deadlines | E | AF, S |
| 4.4 | Flexible and adaptable attitude to work. | E | AF, S |
| 4.5 | Entrepreneurial approach to science and technology | E | AF, S |
| 4.6 | Driving License | D | AF, S |

**Legend**

Rating of attribute: E = Essential; D = Desirable

Source of evidence: AF = Application Form; S = Selection Programme (Including Interview, Test, Presentation)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [Job Hazard Information](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) | X |
| 2. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water | X |
| 4. Genetically modified Organisms |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 6. Night Working  (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment | X | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, etc) |  | 20. Small print/colour coding |  |
| 9. Ionising radiation/non-ionising radiation/lasers/UV radiation | | 21. Soil/bio-aerosols |  |
| 10. Asbestos and/or lead | | 22. Nanomaterials | |
| 11. Driving on University business:  mini-bus (over 9 seats), van, bus, forklift truck, drones only) | | 23. Workplace stressors (e.g. workload, relationships, job role, etc.) | |
| 12. Food handling | | 24. Other (please specify) | |

**Line Manager/Supervisor to sign below:**

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| **Signed** |  |
| **Name (block capitals)** | JOHN WILLIAMS |
| **Date** | 25/10/21 |
| **Extension number** | 2404 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.