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**Faculty of Technology**

**School of Civil Engineering and Surveying**

**Senior Teaching Fellow in Construction Law**

**ZZ007088-1**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range £40,927 - £50,296 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

The full-time standard University hours are 37 per week which 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. Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/appointment. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. 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 an 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.

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

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:** | Senior Teaching Fellow |
| **Grade:** | 8 |
| **Faculty/Centre:** | Technology |
| **Department/Service:**  **Location:** | School of Civil Engineering and Surveying  Portland Building |
| **Position Reference No:** | ZZ007088 |
| **Cost Centre:** | 42800 |
| **Responsible to:** | Head of School |
| **Responsible for:** |  |
| **Effective date of job description:** | August 2021 |

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| **Context of Job:** |
| The School of Civil Engineering and Surveying is dedicated to providing high quality education and professional development relevant to the needs of industry and professional practice. It offers a range of fully accredited undergraduate and postgraduate degree programmes across the subjects of civil engineering, construction engineering management, construction project management, quantity surveying, property development and building surveying. The postholder will contribute to the teaching of law and its application relating to construction and the built environment. |

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| **Purpose of Job:** |
| To contribute to the delivery of undergraduate and postgraduate programmes responding to students needs as a member of the teaching team.  To act as a team member to participate in teaching and scholarship activities where appropriate in accordance with the School/Faculty objectives. |

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| **Key Responsibilities:** |
| * Develop teaching materials, methods and approaches to teaching relating to taught modules, including via online delivery * Lead on the preparation, delivery, assessment and management of taught modules, including the development of interactive problem-based exercises for formative assessment * Manage own teaching, scholarly and administrative activities with guidance where required * Where appropriate supervise students’ projects, fieldwork and placements * Participate in internal networks for exchange of information and collaboration with colleagues * Lead and participate in collaborations with academic colleagues on course development and curriculum changes * Attend and contribute to subject group meetings * Act as personal tutor to students to provide first line support and act as a mentor when required * Support degree apprentices through progress reviews and informal mentoring * Any other appropriate duties as required by the Head of School |

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| **Working Relationships:** |
| Course Leader  Course Team  Associate Dean (Students  Associate Dean (Academic)  Administrative Staff  Technical Staff  Head of School |

1. **PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Expertise in areas of law specifically relating to construction and the built environment, e.g. construction law, contract law, tort law | E | AF, S |
| 1.2 | Knowledge of UK (England and Wales) legal systems | E | AF, S |
| 1.3 | A good understanding of dispute resolution systems applicable to UK and international construction | D | AF, S |
| 1.4 | Understanding of the professional requirements and standards of the Surveying profession | E | AF, S |
| 1.5 | Experience of teaching or equivalent presentation of technical material | E | AF, S |
| 1.6 | Experience in developing online course materials | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | The ability to design and deliver relevant subject specific teaching and learning materials and to assess students at both undergraduate and postgraduate level | E | AF, S |
| 2.2 | The ability to communicate effectively and sympathetically with individuals and with groups of students | E | AF, S |
| 2.3 | The ability to work effectively with external partner organisations (e.g. industry, practice, government agencies) | E | AF, S |
| 2.4 | The ability to teach other subjects across the Surveying or Civil Engineering disciplines, particularly in relation to Quantity Surveying | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
| 3.1 | A good undergraduate / postgraduate qualification (or equivalent) in a relevant subject | E | AF |
| 3.2 | A professional qualification (e.g. MRICS/FRICS or similar) | D | AF |
| 3.3 | Relevant teaching qualification | D | AF |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Able and willing to work in a team | E | AF, S |
| 4.2 | Able to motivate students and encourage learning | E | AF, S |
| 4.3 | Efficient and well-organised | E | AF, S |
| 4.4 | Self-motivated and innovative | E | AF, S |
| 4.5 | Flexible in working patterns | E | AF, S |
| 4.6 | Recognises the need to carry out personal and professional development activities | E | 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/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this and give details in the free text space provided.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | x | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use etc) |  | 20. Small print/colour coding |  |
| 1. 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) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | STEPHANIE BARNETT |
| **Date** | October 2021 |
| **Extension number** | 2461 |

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.