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**Faculty of Creative and Cultural Industries**

**Portsmouth School of Architecture**

**Lecturer in Architecture and Professional Practice**

**ZZ004581**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range £34,520 - £37,706 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.

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.

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There is a probationary period of one year during which new staff will be expected to demonstrate their suitability for the post. Most academic staff new to Portsmouth will be expected either:

* to have already Descriptor 2 of the UK Professional Standards for Teaching and Supporting Learning in Higher Education and thus be Fellows of the HE Academy, or
* to achieve Descriptor 2 within their probationary year.

The UK Professional Standards are a set of standards for the HE sector and can be found at [www.heacademy.ac.uk/ukpsf](http://www.heacademy.ac.uk/ukpsf). The standards were updated in 2011. Successful achievement of one of the descriptors within the Standards Framework brings with it membership of the HEA at a level commensurate with the descriptor achieved (see table below).

|  |  |  |
| --- | --- | --- |
| Descriptor | HEA Fellowship Category | Target Group |
| D1 | Associate Fellow | Staff who support learning  Academic staff with limited teaching portfolios |
| D2 | Fellow | Early career teaching staff  Experienced academic staff with substantive teaching and learning responsibilities |
| D3 | Senior Fellow | Experienced academic staff who can demonstrate impact &influence through academic leadership &/or mentoring |
| D4 | Principal Fellow | Senior academic staff responsible for institutional leadership |

A discussion will take place at the formal selection interview about which Descriptor an individual should achieve within their probationary year. Therefore, it is important that applicants provide full information on the application form where they are in possession of a qualification in learning and teaching in HE and/or where they are already a Fellow of the Higher Education Academy.

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, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The appointee will be eligible to join the Teachers' Pension Scheme. The scheme's provisions include a final salary based index-linked pension and a lump sum on retirement together with dependants’ benefits.

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.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| --- | --- |
| **Job Title:** | Lecturer in Architecture and Professional Practice |
| **Faculty/Centre:** | Faculty of Creative and Cultural Industries |
| **Department/Service:**  **Location:** | Architecture  Eldon Building |
| **Position Reference No:** | ZZ004581 |
| **Cost Centre:** | 42100 |
| **Responsible to:** | Head of Department |
| **Responsible for:** | N/A |
| **Effective date of job description:** | May 2018 |

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| **Purpose of Job:** |
| The post holder will be responsible for contributing to teaching architecture and professional practice ensuring relevance to contemporary practice and helping facilitate the development of the courses, in addition to providing an academic lead for apprenticeships in architecture. The post will require a contribution to design studio teaching and an associated specialism. We have specialist teaching in the area of digital and CAD skills, Professional Practice and in construction technology and environmental design. Several of our academic staff teach in both architecture and interior architecture and design.  As the post develops there will be future opportunities to contribute towards areas of research and knowledge transfer in accordance with the School/Faculty objectives.  This post offers the opportunity to contribute to the development of new teaching and learning strategies that support the needs of students from a variety of backgrounds and experience, learning through design based programmes of study. |

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| **Key Responsibilities:** |
| To work as part of a team in the planning and delivery of teaching and assessment in several of the subject areas related to Architecture and Design.  Develop teaching materials, methods and approaches to teaching relating to taught units  Contribute to the preparation, delivery and assessment of taught units  Contribute to the architecture apprenticeship programmes, liaising with employers and mentors  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  Collaborate 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 acting as a mentor when required  Develop School/joint research objectives and or research and innovation proposals where appropriate  Any other appropriate duties as required by the Head of School. |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Year and Unit Coordinators  Course Leader  Course Team  Head of Department  Faculty Learning and Teaching Coordinator  Faculty Widening participation Coordinator  Associate Dean Students  Associate Dean Research  Associate Dean Academic  Dean |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | A broad understanding of, and passion for architecture and design. | E | AF, P |
|  | Interest and experience in a specialist area, teaching of professional practice | E | AF, P |
|  | Experience of teaching in studio | D | AF, P |
|  | Experience of practice of Architecture and/or design | E | AF, P |
| **2.** | **Skills & Abilities** |  |  |
|  | An ability to motivate students. | E | AF, P |
|  | Potential to act as a Studio Teacher. | E | AF, P |
|  | Excellent writing, IT and presentation skills | E | AF, P |
|  | Lecturing skills at HE level | D | AF, P |
| **3.** | **Education &/or Training** |  |  |
|  | First degree in Architecture (Part 1) | E | AF, P |
|  | Master’s Degree or equivalent in Architecture (Part 2) | E | AF, P |
|  | Professional Studies (Part 3) | E | AF, P |
|  | PhD | D | AF, P |
|  | Willingness to take the Postgraduate Certificate in Higher Education | E | AF, P |
|  | Pg. Cert TLHE | D | AF, P |
|  | Professional Registration in Architecture | D | AF, P |
| **4.** | **Other Requirements** |  |  |
|  | An ability and willingness to contribute to the ethos cooperation and teamwork in the School | E | P |
|  | A critical understanding and sympathy for the ethics of the pedagogy | E | P |
|  | An ability and willingness to engage with off-site students as apprentices | E | P |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test;

P = 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.** | | | |
| 1. International travel/Fieldwork | x | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, 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 (including lone working) | x | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc.) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc.) | | 23. Workplace stressors (e.g. workload, relationships, job role etc.) | |
| 12. Food handling | | 24. Other (please specify) | |

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**Completed by Line Manager/Supervisor:**

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| --- | --- |
| **Name (block capitals)** | PAM COLE |
| **Date** | May 2018 |
| **Extension number** | 2088 |

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.