

**Faculty of Creative and Cultural Industries**

**Faculty Office**

**Creative Skills Tutor (Film & TV)**

**ZZ601232**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £29,301 to £32,958 per annum and progress to the top of the scale is by annual increments payable on 1st September each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

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.

There is a probationary period of one year during which new staff will be expected to demonstrate their suitability for the post. The University of Portsmouth reserves the right to extend your probationary period, if, in its opinion, circumstances so require. 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.

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.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

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**

|  |  |
| --- | --- |
| **Job Title:** | Creative Skills Tutor |
| **Faculty/Centre:** | Creative and Cultural Industries |
| **Department/Service:**  **Location:** | Faculty Office  Eldon Building |
| **Position Reference No:** | ZZ601232 |
| **Grade:** | 6 |
| **Cost Centre:** | 42000 |
| **Responsible to:** | Associate Dean (Students) |
| **Responsible for:** | N/A |
| **Effective date of job description:** | October 2016 |

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| **Purpose of Job:** |
| To support the Faculty’s strategic aim of adding value to the CCi student experience by supporting student learning through the innovation of the CCi Skills Academy:   * Supporting learning and teaching in the creative and cultural industries curriculum by undertaking the design , preparation, delivery, administration and management of skills upgrading workshops, master classes, vendor software qualifications and continuing professional development opportunities.   The focus of the role is the design, preparation, delivery and administration of skills training to individual students or small groups of students (maximum group size 30). |

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| **Key Responsibilities:** |
| The appointee will:   * Support student learning by providing skills development workshops, parallel to the taught curriculum, to individuals or small groups (maximum group size 30) in: * Film, television and video editing software such as Avid Media Composer, Premiere Pro; * Motion graphics and compositing software such as After Effects * Post-Production audio software such as Pro Tools, Audition, Audacity * Interactive media and animation using software such as Adobe Animate * Television, Film and Video editing techniques including specialised post production and special effects techniques. * Video camera and sound recording training inductions * Administer and invigilate the Adobe and Autodesk professional accreditations as part of a team * Develop and deliver software and hardware focused continuing professional development skills workshops and skills training opportunities; * Be involved with the production and editing of television, film and video (including specialised post production and special effects) as required. * Assist in the delivery of other aspects of television, film and video creation as required. * Reflect on own practice and keep up to date in specific areas. * Ensure that health and safety guidelines are followed at all times. * Undertake administrative duties in accordance with the level of the post. * Undertake such other duties as may reasonably be required. |
| **Working Relationships (key individuals the job holder would be working with):** |
| Associate Dean (Academic)  Associate Dean (Students)  Academic Skills Tutors  CCi Academic staff  Course Leaders  CCi Heads of School  Faculty Manager |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Experience of using software such as Avid, Premiere Pro, Flash (Animate), After Effects to an expert level. | E | AF, S |
|  | Experience of television, film, and video editing, and post production and special effects techniques to an expert level. | E | AF, S |
|  | Experience of using technology such as video camera setup and use, editing suite setup and use, studio lighting, sound recording to an expert level. | E | AF, S |
|  | Experience of instigating a media related project and managing it to a successful completion. | D | AF, S |
|  | Understanding of the use of e-Learning or a willingness to undertake training | D | AF, S |
|  | Experience of training or teaching in a HE environment | E | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Well developed communication skills | E | AF, S |
|  | Excellent presentation skills | E | AF, S |
|  | Ability to work as part of a team | E | AF, S |
|  | Ability to assume administrative responsibilities commensurate with grade of post | E | AF, S |
| **3.** | **Education &/or Training** |  |  |
|  | A relevant professional teaching qualification | D | AF |
|  | A willingness to obtain a professional teaching qualification (LSPROF or equivalent). | E | S |
|  | Relevant First degree | E | AF |
|  | Relevant Higher Degree | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | A willingness to work flexibly and cooperatively with others, delivering skills training to students from all areas of CCi. | E | AF, S |
|  | Ability to design and develop learning and teaching materials to suit all levels (beginner to expert). | E | AF, S |

**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 |  | 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)  x | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | SIMON BROOKES |
| **Date** | OCTOBER 2016 |
| **Extension number** | 5159 |

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.