

**Faculty of Science**

**School of Health Sciences and Social Work**

**Lecturer in Quantitative Methods**

**ZZ003513**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Fixed term (5 years)**

**Part-time (0.5 fte)**

Salary is in the range £16,971 - £18,537 per annum (£33,943 - £37,075 x 0.5fte). Salary is paid into a bank or building society monthly in arrears.

Annual leave entitlement is 17.5 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. 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)

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| 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.

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**

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| **Job Title:** | Lecturer |
| **Grade:** | 7 |
| **Faculty/Centre:** | Science |
| **Department/Service:**  **Location:** | Health Sciences and Social Work  Portsmouth-Brawijaya Centre for Global Health, Population, and Policy |
| **Position Reference No:** | ZZ003513 |
| **Cost Centre:** | 44050 |
| **Responsible to:** | Head of School/Director, Portsmouth-Brawijaya Centre for Global Health, Population, and Policy |
| **Responsible for:** | N/A |
| **Effective date of job description:** | 20 November 2016 |

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| **Purpose of Job:** |
| Based in the School of Health Sciences and Social Work, the post holder will contribute to scholarly activity across the School of Health Sciences and Social work with a particular focus on research support for grant writing, and undertake research in global health in the areas of maternal health, health systems, public health, and/or international female migration with particular reference to South, South East Asia, and Africa. The post holder will be required to contribute to the preparation and submission of grant applications and research publications, in addition to teaching and supervision responsibilities with students. The post holder will also be required to teach quantitative methods for the MSc in Global Health Research Methods. |

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| **Key Responsibilities:** |
| The post holder will be required to:   1. Teach quantitative methods to post graduate students for the MSc in Global Health Research Methods as well as contribute learning materials/tutorial support as required. This role is likely to include setting and marking assessments; ensuring the verification of marks by other tutors, (where appropriate); and attending relevant assessment boards. 2. Contribute to the design and delivery of learning materials for other relevant topics (but within the subject area of quantitative methods and application) for undergraduate and postgraduate courses. 3. Seek and obtain research grant funding. To support grant writing mainly for the UK Research Councils. 4. To undertake secondary data analysis using large scale international surveys. 5. To participate in writing papers for publications. 6. Supervise post-graduate and post-doctoral researchers (MSc/MRes, PhD); Supervise undergraduate and postgraduate dissertations and similar independent learning activities if required. 7. Undertake academic course-related administrative tasks (where appropriate) e.g. Personal Tutor to students, attendance at Examination Boards. 8. Such other duties as may be reasonably required by the Head of School / Director of Portsmouth-Brawijaya Centre for Global Health, Population, and Policy. |

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| **Working Relationships:** |
| 1. Head of School of Health Sciences and Social Work 2. Director, Portsmouth-Brawijaya Centre for Global Health, Population, and Policy 3. Researchers at the Portsmouth-Brawijaya Centre for Global Health, Population, and Policy, University of Brawijaya, Malang, Indonesia 4. Associate Heads 5. School Manager and administrative team; Technical Manager and technical support team 6. Researchers within School of Health Sciences and Social Work and research leads within the Faculty of Science and wider University 7. Academic colleagues within the School of Health Sciences and Social Work 8. Dean of the Faculty of Science; Associate Deans 9. Local, National and International Collaborators |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Expertise in advanced quantitative methods. | E | AF,S |
|  | Experience of providing advice through statistical consultations. | E | AF,S |
|  | Experience in undertaking quantitative data analysis. | E | AF |
|  | Proficiency in the use of Stata software. | E | AF, S |
|  | Experience in the delivery and assessment of teaching and learning quantitative methods. | E | AF,S |
|  | Experience in supervision of Post Graduate Research students. | D | AF,S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent time management skills to handle a varied workload and able to meet tight deadlines. | E | AF, S |
|  | Good interpersonal and communication skills. | E | AF, S |
|  | Ability to write research proposals, reports and papers. | E | AF,S |
|  | Project management skills. | D | AF,S |
|  | Experience of writing grant applications. | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | PhD in social statistics/quantitative methods. | E | AF |
|  | BSc/MSc with high statistics content. | E | AF |
|  | HEA fellowship or equivalent. | D | AF,S |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to a whole school ethos. | E | S |
|  | Self motivation and ability to work in a multi-disciplinary team. | E | S |
|  | Engages positively with change and evolution. | D | S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (to include interview, test, presentation and references)

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) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Dr Chris Markham |
| **Date** | 17th November 2016 |
| **Extension number** | 2893 |

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.