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**Faculty of Humanities and Social Sciences**

**Institute of Criminal Justice Studies**

**Senior Lecturer in Policing**

**ZZ005837**

**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 £40,322 – £49,553per 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.

You will be expected to have commenced and be working towards the relevant Descriptor level of the UK Professional Standards Framework for teaching and supporting learning in higher education during your probationary year. If you are the successful candidate, the Department of Curriculum and Quality Enhancement will be in touch once you start work with further details about this development programme.

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 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Senior Lecturer in Policing |
| **Faculty:** | Humanities and Social Sciences |
| **School:**  **Location:** | Institute of Criminal Justice Studies  Ravelin House |
| **Position Reference No:** | ZZ005837 |
| **Grade:** | 8 |
| **Responsible to:** | Director of Professional Education Programmes.  Head of Department, as otherwise required. |
| **Responsible for:** | N/A |
| **Effective date of job description:** | 4 September 2019 |

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| **Purpose of Job:** |
| To lead the development of a Degree Holder Entrant Programme (*Graduate Diploma in Professional Policing Practice*) in liaison with partner institutions and police forces / consortiums of Police Forces in England & Wales. Key duties will include the design and development, with other team colleagues, of the programme, leading on course approval, and subsequently taking on the role of the Course Leader.  Teaching duties will comprise full day off-campus ‘masterclasses’, and online seminars for serving probationer Police Officers. The role will include travel to venues in England & Wales - as distributed within the overall HE partner delivery teams. Teaching may also be undertaken within the policing curriculum within our wider course provision.  To undertake academic leadership appropriate to grade, including module coordination, and development of e-learning materials. To supervise dissertations/final projects at undergraduate and postgraduate levels. To be responsible for a number of personal tutees across various levels of the programme.  Develop a portfolio of research and/or innovation in your area of subject expertise. |

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| **Key Responsibilities:** |
| The appointee will:   1. Lead the design, development and course approval of a Police Constable Degree Holder Entrant Programme (i.e. conversion course) and assume course leadership duties. 2. Contribute to the delivery of modules in the *BSc (Hons) in Professional Policing Practice* and/or the *Graduate Diploma Professional Policing*. 3. Coordinate modules as agreed. 4. Undertake dissertation/major project supervision and assessment. 5. Be responsible for a number of personal tutees across various levels of the programme. 6. Ensure teaching material is current through active scholarship. 7. Undertake administrative duties commensurate to the level of the post. 8. Undertake research in the subject area and produce outputs of a national and international significance for the next Research Excellence Framework (REF), and/or innovation income generation activities, either on own initiative or as part of a team. 9. Undertake such other duties as may reasonably be required by the Director of Professional Education Programmes and/or the Head of School. |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Course and Module Teams  Professional Services Staff (Online Course Developers, Administrative staff)  Training and Education Managers within Police organisations  Counterparts in other HEIs involved in co-delivery  Director of Professional Education Programmes  Associate Heads (Academic, Students, Research)  Head of School |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Thorough grounding in Police Constable Degree Apprenticeship / Degree Holder Entrant Programme curriculum areas as set out by the College of Policing | E | AF, S, P |
|  | An appreciation of the educational underpinning to Police Education Qualifications Framework | E | AF, S |
|  | Specific knowledge of one or more of the subject areas: criminal law, police investigations, social context of policing, criminology, policing operations and processes | E | AF, S, P |
|  | A working understanding of degree apprenticeships and their developing position within Higher Education | D | AF, S, P |
|  | Experience in a policing / practice setting | D | AF, S |
|  | Understanding and experience of the use of e-learning | E | AF, S |
|  | Teaching in Higher Education or the training of police officers | E | AF, S, P |
| **2.** | **Skills & Abilities** |  |  |
|  | Well-developed communication skills | E | AF, S, P |
|  | Excellent presentation / teaching 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** |  |  |
|  | Relevant first degree | E | AF |
|  | Relevant postgraduate degree | E | AF |
|  | Teaching qualification or a willingness to undertake a University teaching development programme. | E | AF |
|  | PhD or Professional Doctorate, or demonstrably near completion of a Doctorate | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to innovations in teaching and learning | E | AF, S, P |
|  | Commitment to scholarship and research in subject area | E | AF, S, P |
|  | Willingness to undertake academic administration | E | AF, S |
|  | Commitment to support the achievement of the School’s Mission | E | AF, S |
|  | Commitment to diversity and inclusion in training and education | E | AF, P |
|  | Willingness to travel, as required, to attend meetings and deliver teaching | 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 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)** | JULIAN PARKER-MCLEOD |
| **Date** | 25/09/2019 |
| **Extension number** | 3795 |

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.