****

**Faculty of Business & Law**

**RAF Cranwell, Lincolnshire**

**Teaching Fellow/Senior Teaching Fellow in International Security/Air and Space Power x 2**

**ZZ601075**

**Information for Candidates**

**THE POST**

Please see the attached job descriptions and person specifications.

**TERMS OF APPOINTMENT**

Full-time

Permanent

Located at the RAF College, Cranwell, Lincolnshire, these appointments are integrated fully with the University and the Portsmouth Business School thus supporting personal development and subject-specific research.

You must be willing to undergo MoD security clearance, and act to retain that clearance, and to follow a strict dress code at the place of work.

Interviews will take place at the Royal Air Force College, Cranwell, Sleaford, Lincolnshire, NG34 8HG.

Salary is in the range from £35,845 to £39,152 per annum (Teaching Fellow) and £40,322 to £49,553 per annum (Senior Teaching Fellow) 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.

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/filetodownload,91621,en.pdf>.

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 RAF College, Cranwell on taking up their appointment. This evidence will be copied and forwarded to the Human Resources Department at the University of Portsmouth.

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**

|  |  |
| --- | --- |
| **Job Title:** | Teaching Fellow in International Security / Air and Space Power |
| **Grade:** | 7 |
| **Faculty/Centre:** | Portsmouth Business School, Faculty of Business and Law |
| **Department/Service:** | Strategy, Enterprise and Innovation, RAF Cranwell |
| **Position Reference No:** | ZZ601075 |
| **Responsible to:** | Director of Air and Space Power Education  Head of Subject Group  Dean, Faculty of Business and Law |
| **Responsible for:** | Learning, Teaching and Student Support |
| **Effective date of job description:** | May 2021 |

|  |
| --- |
| **Context of Job:** |
| As a teaching fellow you will be committed to excellence in teaching at all levels. Support to develop teaching skills is available for less experienced staff. You will be expected to undertake administrative duties and projects. You will have drive, an innovative approach to learning and teaching and enjoy working collaboratively in a dynamic environment. |

|  |
| --- |
| **Purpose of Job:** |
| To support learning and teaching in the curriculum by undertaking scholarship, teaching, tutorial and practical work supervision and the development of learning activities. To contribute to the design, delivery and administration of assessment. To undertake administrative duties and projects as appropriate.  As a member of the teaching team at the Royal Air Force College Cranwell, contribute to the delivery of undergraduate-level and senior (postgraduate/Masters-level) programmes, responding to both the RAF’s and students’ needs. As part of the integrated UoP team contracted to deliver education to the RAF you may be required to deliver material at other locations, including RAF Halton. |

|  |
| --- |
| **Key Responsibilities:** |
| The post-holder will:   1. Deliver, review and update units as Unit Co-ordinator within subject area for undergraduate and postgraduate courses as required. Development of teaching team (where appropriate); setting and marking assessments; and attending relevant assessment/Review boards. 2. Contribute as a member of the teaching team on units for which the post holder is not the unit co-ordinator. 3. Development of the curriculum, including proposing new units, and active participation at subject group meetings. Ensuring teaching material, methods and approaches are current through active scholarship. This will include the design and creation of digital assets to support VLE-based courses. 4. Undertake undergraduate and postgraduate dissertation supervision in common with the rest of the teaching team and, where appropriate, supervise students’ projects and fieldwork. Take part in relevant aspects of the student support and assessment processes. 5. Undertake academic course-related administrative tasks as appropriate, such as ensuring course material is compliant with the Defence Systems Approach to Training. 6. Participate in business development and delivery, including support to contracted activity with clients other than the RAF. 7. Act as a personal tutor to students to provide development support when required. 8. Take part in relevant aspects of the student support and assessment processes (e.g. examination marking and essay assessment). 9. Engage in scholarly activity. 10. Contribute to project work undertaken by the Portsmouth team at Cranwell and the School. 11. Take part in planning and preparation for external quality assessment. Ensure that course/unit documentation held by the Administrator is accurate and conforms to local quality assurance arrangements and requirements. Contribute to the Contract-driven reporting and quality assurance processes when requested. 12. Address student feedback in accordance with local instructions. 13. Ensure that health and safety guidelines are followed at all times.   **Additional expectations of the role holder**   1. In line with Subject Group aims and objectives and the RAF Cranwell academic delivery programme, the role holder is required to prioritise and organise their own workload to meet agreed delivery deadlines. 2. Deliver courses outside the normal working week and usual locations, including at RAF Halton and outside the UK. 3. Actively participate in the RAF Cranwell engagement strategy to build academic and cooperative contacts with similar Higher Educational Institutions and relevant research and study Institutes. 4. To attend team meetings when required providing relevant and timely information, in order to aid decision making in the Subject Group. 5. Undertake compulsory training to comply with Ministry of Defence health and safety, information management and data security regulations. 6. Able and willing to take leave in accordance with the contract-driven delivery programme and not the normal academic cycle. 7. Any other appropriate duties as required by the Director of Air and Space Power Education, RAF Cranwell. 8. Any other appropriate duties as required by the Head of Subject Group. |

|  |
| --- |
| **Working Relationships:** |
| Head of Subject Group  Director of Air and Space Power Education, RAF Cranwell  Course Leader, RAF Cranwell  Programme Office Manager, RAF Cranwell  Officer Commanding Officer and Aircrew Cadet Training Unit, RAF College Cranwell  Associate Head of Subject Group  Academic staff  Technical & Administrative support staff  Associate Dean Students  Associate Dean Academic |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Critical thinking | E | AF, S |
|  | Expertise in the following subjects: international security, international relations, military history or air and space power. | E | AF, S |
|  | Current or recent experience of teaching and assessment in in HE or professional military education | E | AF, S |
|  | Understanding of the use of e-Learning | E | AF, S |
|  | Experience of working with the military | D | AF, S |
|  | Experience of curriculum development | D | AF, S |
|  | Understanding of cyber security or a willingness to undertake development in that area | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Well-developed communication and interpersonal skills with the ability to engage and motivate students | E | AF, S |
|  | Ability to teach at undergraduate and postgraduate levels | E | AF, S |
|  | Skills in the use of appropriate IT | E | AF, S |
|  | Ability to work individually and as part of a team with both academic and administrative colleagues | E | AF, S |
|  | Ability to design, document, apply, mark and administer assessments | E | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | A good first degree | E | AF |
|  | A relevant postgraduate degree (international security, international relations, military history or air and space power) | E | AF |
|  | A doctoral qualification | D | AF |
|  | HE teaching qualification or Fellowship of the HEA | D | AF |
|  | Membership of relevant professional bodies | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Personal initiative | E | AF, S |
|  | A willingness to work flexibly and cooperatively with others, across departments and faculties. | E | AF, S |
|  | Sympathetic and supportive to motivate students and encourage learning | E | AF, S |
|  | Recognition of the need to carry out personal and professional development activities | E | AF, S |
|  | Flexible in working patterns, including willingness to participate in residential field work, evening and weekend teaching | E | AF, S |
|  | A willingness to undergo MoD security clearance, and act to retain that clearance | E | On appt |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation)

1. **JOB HAZARD IDENTIFICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | X | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) |  |
| 2. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 3. 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:**

|  |  |
| --- | --- |
| **Name (block capitals)** | Tom Smith |
| **Date** | May 2021 |
| **Extension Number** |  |

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.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Senior Teaching Fellow in International Security / Air and Space Power |
| **Grade:** | 8 |
| **Faculty/Centre:** | Portsmouth Business School, Faculty of Business and Law |
| **Department/Service:** | Strategy, Enterprise and Innovation, RAF Cranwell |
| **Position Reference No:** | ZZ601075 |
| **Responsible to:** | Academic Director  Head of Subject Group  Dean, Faculty of Business and Law |
| **Responsible for:** | Learning, Teaching and Student Support |
| **Effective date of job description:** | May 2021 |

|  |
| --- |
| **Context of Job:** |
| As a senior teaching fellow you will be committed to excellence in teaching at all levels. Support to develop teaching skills is available but you will be expected to be an experienced educator with innovative ideas and academic leadership. You will be expected to undertake administrative duties and projects and management responsibilities such as assessments, curriculum and validation . You will have drive, an innovative approach to learning and teaching and enjoy working collaboratively in a dynamic environment. |

|  |
| --- |
| **Purpose of Job:** |
| To support learning and teaching in the curriculum by undertaking scholarship, teaching, tutorial and practical work supervision and the development of learning activities. To contribute to the design, delivery and administration of assessment. To undertake administrative duties and projects as appropriate.  As a member of the teaching team at the Royal Air Force College Cranwell, contribute to the delivery of undergraduate-level and senior (postgraduate/Masters-level) programmes, responding to both the RAF’s and students’ needs. As part of the integrated UoP team contracted to deliver education to the RAF you may be required to deliver material at other locations, including RAF Halton. |

|  |
| --- |
| **Key Responsibilities:** |
| The post-holder will:   1. Deliver, review and update units as Unit Co-ordinator within subject area for undergraduate and postgraduate courses as required. Development of teaching team (where appropriate); setting and marking assessments; and attending relevant assessment/Review boards. 2. Contribute as a member of the teaching team on units for which the post holder is not the unit co-ordinator. 3. Development of the curriculum, including proposing new units, and active participation at subject group meetings. Ensuring teaching material, methods and approaches are current through active scholarship. This will include the design and creation of digital assets to support VLE-based courses. 4. Undertake undergraduate and postgraduate dissertation supervision in common with the rest of the teaching team and, where appropriate, supervise students’ projects and fieldwork. Take part in relevant aspects of the student support and assessment processes. 5. Undertake academic course-related administrative tasks as appropriate, such as ensuring course material is compliant with the Defence Systems Approach to Training. 6. Participate in business development and delivery, including support to contracted activity with clients other than the RAF. 7. Act as a personal tutor to students to provide development support when required. 8. Take part in relevant aspects of the student support and assessment processes (e.g. examination marking and essay assessment). 9. Engage in scholarly activity and wider outreach engagement. 10. Contribute to project work undertaken by the Portsmouth team at Cranwell and the School. 11. Take part in planning and preparation for external quality assessment. Ensure that course/unit documentation held by the Administrator is accurate and conforms to local quality assurance arrangements and requirements. Contribute to the Contract-driven reporting and quality assurance processes when requested. 12. Address student feedback in accordance with local instructions. 13. Ensure that health and safety guidelines are followed at all times.   **Additional expectations of the role holder**   1. In line with Subject Group aims and objectives and the RAF Cranwell academic delivery programme, the role holder is required to prioritise and organise their own workload to meet agreed delivery deadlines. 2. Deliver courses outside the normal working week and usual locations, including at RAF Halton and outside the UK. 3. Actively participate in the RAF Cranwell engagement strategy to build academic and cooperative contacts with similar Higher Educational Institutions and relevant research and study Institutes. 4. To attend team meetings when required providing relevant and timely information, in order to aid decision making in the Subject Group. 5. Undertake compulsory training to comply with Ministry of Defence health and safety, information management and data security regulations. 6. Able and willing to take leave in accordance with the contract-driven delivery programme and not the normal academic cycle. 7. Any other appropriate duties as required by the Director of Air and Space Power Education, RAF Cranwell. 8. Any other appropriate duties as required by the Head of Subject Group. |

|  |
| --- |
| **Working Relationships:** |
| Head of Subject Group  Director of Air and Space Power Education, RAF Cranwell  Course Leader, RAF Cranwell  Programme Office Manager, RAF Cranwell  Officer Commanding Officer and Aircrew Cadet Training Unit, RAF College Cranwell  Associate Head of Subject Group  Academic staff  Technical & Administrative support staff  Associate Dean Students  Associate Dean Academic |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Critical thinking | E | AF, S |
|  | Expertise in the following subjects: international security, international relations, military history or air and space power. | E | AF, S |
|  | Substantial and contemporary experience of teaching and assessment in in HE or professional military education | E | AF, S |
|  | Understanding of the use of e-Learning | E | AF, S |
|  | Experience of working with the military | D | AF, S |
|  | Experience of curriculum development | D | AF, S |
|  | Understanding of cyber security or a willingness to undertake development in that area | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Well-developed communication and interpersonal skills with the ability to engage and motivate students | E | AF, S |
|  | Ability to teach at undergraduate and postgraduate levels | E | AF, S |
|  | Skills in the use of appropriate IT | E | AF, S |
|  | Ability to work individually and as part of a team with both academic and administrative colleagues | E | AF, S |
|  | Ability to design, document, apply, mark and administer assessments | E | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | A good first degree | E | AF |
|  | A relevant postgraduate degree (international security, international relations, military history or air and space power) | E | AF |
|  | A doctoral qualification | D | AF |
|  | HE teaching qualification or Fellowship of the HEA | D | AF |
|  | Membership of relevant professional bodies | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Personal initiative | E | AF, S |
|  | A willingness to work flexibly and cooperatively with others, across departments and faculties. | E | AF, S |
|  | Sympathetic and supportive to motivate students and encourage learning | E | AF, S |
|  | Recognition of the need to carry out personal and professional development activities | E | AF, S |
|  | Flexible in working patterns, including willingness to participate in residential field work, evening and weekend teaching | E | AF, S |
|  | A willingness to undergo MoD security clearance, and act to retain that clearance | E | On appt |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation)

1. **JOB HAZARD IDENTIFICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | X | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) |  |
| 2. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 3. 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:**

|  |  |
| --- | --- |
| **Name (block capitals)** | Tom Smith |
| **Date** | May 2021 |
| **Extension Number** |  |

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.