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**Faculty of Technology**

**School of Mechanical and Design Engineering**

**Lecturer in Engineering Design**

**ZZ004974**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range £35,211 to £38,460 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.

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 Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Lecturer in Engineering Design |
| **Faculty/Centre:** | Technology |
| **Grade:** | 7 |
| **Department/Service:**  **Location:** | School of Mechanical and Design Engineering  Anglesea Building |
| **Position Reference No:** | ZZ004974 |
| **Responsible to:** | Head of School |
| **Responsible for:** |  |
| **Effective date of job description:** | October 2018 |

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| **Context of Job:** |
| The delivery of the curriculum on undergraduate and taught postgraduate programmes within the School of Mechanical and Design Engineering. |

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| **Purpose of Job:** |
| To deliver high quality teaching, develop innovative curriculum, support students’ learning, undertake research and knowledge transfer and perform academic administrative tasks in the School of Mechanical and Design Engineering. |

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| **Key Responsibilities:** |
| 1. To undertake teaching duties in specialist topics in Engineering at undergraduate and postgraduate level, particularly engineering design and general concepts of engineering. 2. To engage with research and knowledge transfer activities in areas of   Engineering sciences linked to one of the School research groups.   1. To contribute to the implementation of the School strategic plan including external income generation. 2. To undertake teaching duties in other related subjects, e.g. more general science and engineering subjects. 3. To develop and deliver new curricula and teaching materials, including on-campus and on-line delivery, as required. 4. To ensure preparation of excellent teaching content and assessment artefacts. 5. To contribute to the learning and pastoral support of students in the School. 6. To engage with the development of working relationships with industry, employers and professional bodies. 7. To participate in and develop external networks (industry and academic, home and overseas), market the institution, generate income, obtain consultancy projects and build relations for future activities. 8. To engage with a range of administrative tasks including curriculum development and quality assurance within the teaching and learning processes for which the School is responsible. 9. To carry out such duties within the School, Faculty and University on instructions of the Head of School. |
| **Working Relationships (key individuals the job holder would be working with):** |
| Course Leaders Course Teams  Head of School Associate Deans Students, Academic and Research Administrative staff Technical staff  Scientific Officers |

**2. PERSON SPECIFICATION**

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| **No** | **Attributes** | | |
| **1.** | **Specific Knowledge & Experience** | **Rating** | **Source** |
| 1.1 | Subject expertise in Engineering Design including one or more of the following areas: product, industrial or mechanical design. | E | AF, S, P |
| 1.2 | Experience in the use of modern CAE techniques. | E | AF, S |
| 1.3 | Significant experience of teaching, supervision and assessment in Higher Education, ideally in a UK HE system or equivalent Engineering training and educational programme experience. | E | AF |
| 1.4 | Relevant industrial and commercial experience | D | AF,S |
| 1.5 | A track record of Research and / or knowledge transfer activities in Engineering or related subjects. | E | AF, S |
| 1.6 | Knowledge of engineering drawings, 3D modelling and rapid prototyping. | E | AF, S |
| 1.7 | Administrative experience in the UK Higher Education sector. | D | AF,S |
| 1.8 | Good knowledge of industrial applications of engineering/product design. | E | AF, S |
| 1.9 | Good knowledge of materials and manufacturing processes. | D | AF, S |
| 1.10 | Knowledge of UK Higher Education System & Quality Assurance procedures. | D | AF, S |
| 1.11 | Broad awareness of developments in current educational practice. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Passion for Engineering. | E | AF, P |
| 2.2 | Ability to communicate effectively in English. | E | AF, S, P |
| 2.3 | Ability to carry out research and/or knowledge services activities. | E | AF, S |
| 2.4 | A high level of problem solving ability. | E | AF, S |
| 2.5 | Ability to work without close supervision. | E | AF, S |
| 2.6 | Ability to work in a team. | E | AF, S |
| 2.7 | High level of IT skills. | E | AF, S, P |
| 2.8 | Leadership skills. | D | AF, S |
| 2.9 | Ability to advise students on sensitive issues. | D | AF, S |
| 2.10 | Ability to teach other engineering science subjects. | D | AF, S |
| 2.11 | Administrative Ability | D | AF, S |
| **3.** | **Education &/or Training** |  |  |
| 3.1 | A good first degree or equivalent in the field of Engineering. | E | AF |
| 3.2 | A relevant PhD or EngD qualification or significant equivalent industrial experience. | E | AF |
| 3.3 | Teaching qualification. | D | AF |
| 3.4 | Membership of a relevant professional body. | D | AF |
| **4.** | **Other Requirements** |  |  |
| 4.1 | High integrity and professional approach. | E | AF, S |
| 4.2 | Committed to the values of Higher Education including widening access and participation. | E | AF, S |
| 4.3 | Strong team player | E | AF, S |
| 4.4 | Valuing team approach to practical & vocational ethos | D | AF,S |
| 4.5 | Active approach to scholarship. | D | AF |

**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.** | | | |
| International travel/Fieldwork Some overseas travel may be required to attend conferences and present papers. | 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)** | Lynsey Plockyn |
| **Date** | 12/10/18 |
| **Extension number** | 2004 |

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.