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**Faculty of Science & Health**

**School of Biological Sciences**

**Senior Research Associate**

**ZZ007932-1**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range from £32,348 - £36,386 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.

Working hours are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch. As this post is research based, working hours will vary depending on the needs of the project so a flexible approach is required. Specific working hours will be agreed once an appointment has been made. Overtime is not normally payable but time off in lieu may be given.

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.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include a final salary based, index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

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.

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.

For information on how to find our campus and the navigation of buildings (including accessibility), please see <https://www.accessable.co.uk/university-of-portsmouth> (click on the Access Guides tab at the top of the page, and then click on "view all access guides".



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Senior Research Associate |
| **Grade:** | 6 |
| **Faculty/Centre:** | Faculty of Science & Health, |
| **Department/Service:**  **Location:** | School of Biological Sciences  King Henry Building |
| **Position Reference No:** | ZZ007932 |
| **Responsible to:** | Principal Investigator / Co-Investigator |
| **Responsible for:** | N/A |
| **Effective date of job description:** | September 2022 |

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| **Context of Job:** |
| To successfully support the management of the ValMaB-DM research project and related activities of their own or on behalf of the PI team. Liaising and networking with project partners, RCUK, as well as other relevant stakeholders. |

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| **Purpose of Job:** |
| The post holder will plan, develop, design and perform research experiments (field and laboratory based), analyse data, process samples and generate appropriate reports and outputs. Writing papers for research journals and material for publications contributing to the growing research culture for the project and communicating science. |

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| **Key Responsibilities:** |
| 1. To manage and be responsible for the completion of the research project (either own or on behalf of the Principal Investigator), ensuring that the aims and objectives (work packages) are completed in a timely manner. 2. To present research project findings to a variety of stakeholders and to write impactful papers for research journals and materials for publication to communicate science. 3. To develop funding applications for support of future projects within the ValMaB-DM team or separately for the PI.   **Line Management Responsibilities**   1. To liaise with the Principal Investigator and Co-Principal Investigator, project partners and support staff to ensure the efficient operation of the team and project. 2. Contribute to the operational planning and development of the project. 3. Deputise for Principal Investigator where appropriate. 4. Represent the PI, UoP and project at meetings where appropriate.   **Additional expectations of the role holder**   1. To communicate with team members, liaise and network with relevant other professional bodies, to influence events. 2. To lead team meetings when required providing relevant and timely information, in order to aid decision making. 3. To analyse research data and develop new evaluation methods, select existing methodologies determining when they should be applied. 4. To conduct day to day supervision of students (UG) working on the project. 5. In line with the research project aims and objectives, the role holder is required to plan, prioritise and organise their own workload and budget, occasionally managing the progress of the project. 6. To identify and solve problems that occur applying knowledge of subject area. 7. Provide information, appropriate to the role, to relevant project partners and stakeholders. 8. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management. 9. To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances. 10. Any other duties commensurate with grade as required by the line manager. |

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| **Working Relationships:** |
| 1. Managed by PI/Co-PI team on the project 2. Working with other Researchers in the team and School/Department and with research collaborators of the ValMaB-DM project and external to the University 3. Liaising with research and academic colleagues and management of research associate on day-to-day issues 4. Managing undergraduates, research students/assistants/associates operating in the same laboratory/department |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Research experience in marine habitats | E | AF, S |
|  | Experience of field and lab work on marine systems | E | AF, S |
|  | Knowledge of Natural Capital Accounting and ecosystem services | E | AF, S |
|  | Research experience of collecting and analysing quantitative data | E | AF, S |
|  | Ongoing research experience in ecology or related field | E | AF, S |
|  | Relevant publication track record in marine ecology and/or natural capital assessments | E | AF, S |
|  | Experience of writing research funding applications | D | AF, S |
|  | Previous experience of successfully managing a research project through to completion | D | AF, S |
|  | Previous experience of managing staff and budgets | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to predict and solve problems when they occur | E | AF, S |
|  | Ability to plan, organise and prioritise workloads | E | AF, S |
|  | Excellent communication and interpersonal skills | E | AF, S |
|  | Excellent report writing skills | E | AF, S |
|  | Statistical data analysis skills | E | AF, S |
|  | Excellent presentation skills | E | AF, S |
|  | Project management and budget control skills | E | AF, S |
|  | Possession of full UK driving licence | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Completed PhD in relevant subject | E | AF |
|  | Additional Post-Doctoral level experience | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Ability to work to tight deadlines | E | AF, S |
|  | Ability to work on own initiative and as part of a team | E | AF, S |
|  | Ability and willingness to work flexible hours as required | E | AF, S |
|  | Highly motivated and committed to undertaking research | E | AF, S |
|  | Ability to motivate and engage others in research | E | AF, S |

**Legend**

Rating of attribute: E = Essential; D = Desirable

Source of evidence: AF = Application Form; S = Selection Programme (Including Interview, Test, 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/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **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, welding fume) | X |
| 2. Manual Handling (of loads/people) | X | 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 |  |
| 4. Genetically modified Organisms |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA | X | 17. Vibrating tools |  |
| 6. Night Working  (between 2200 hrs and 0600 hrs) | X | 18. Diving |  |
| 7. Display screen equipment | X | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, etc) |  | 20. Small print/colour coding |  |
| 9. 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.)  X | |
| 12. Food handling | | 24. Other (please specify)  X | |

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| Field work in UK on coastal habitats (saltmarshes, soft sediments etc) and boat work. |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | GORDON WATSON |
| **Date** | 15th September 2022 |
| **Extension number** | 5798 |

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.