**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Part Time Hourly Paid Lecturer |
| **Grade:** | 7 |
| **Faculty/Centre:** | Science |
| **Department/Service:**  **Location:** | School of Earth and Environmental Sciences / Burnaby Building |
| **Position Reference No:** | PTHP5040 |
| **Cost Centre:** | 44054 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | July 2017 |

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| **Purpose of Job**: |
| The person appointed will be responsible to the Head of School in the School of Earth and Environmental Sciences and will contribute to: the delivery and management of undergraduate and/or postgraduate units in the School; the research and/or knowledge transfer activity and output in one of the areas identified as a strength or for development in the School; the administrative functions of the School as directed by the Head. |

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| **Key Responsibilities:** |
| Duties may include:  Contributing to the delivery, management and assessment of appropriate undergraduate and/or postgraduate units in relation to palaeontology.  Contributing to the undergraduate and/or postgraduate tutorial programmes.  Supervision of final year undergraduate dissertation projects and postgraduate research students.  Contributing to the administration and development of academic activities within the School, broadly defined.  The conduct of any other duties required by the Head of School. |

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| **Working Relationships:** |
| Head of School  Course Management Team  Associate Heads (Research, Innovation and Impact, Education)  School Manager and course administration team  Technical manager and technical support team |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Research experience relevant to units delivered within the School of Earth and Environmental Sciences | E | AF, S |
|  | Experience of teaching at undergraduate and/or postgraduate degree level | D | AF, S |
|  | Experience of assessing students’ work at bachelor’s degree level or above, and of providing feedback on assessment | D | AF, S |
|  | Teaching experience in an HE setting at bachelor’s degree level or above | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Good teaching, communication and IT skills | E | AF, S |
|  | Able to work to deadlines | E | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Doctoral qualification in a relevant subject | E | AF, S |
|  | PgC in Teaching and Learning in HE or equivalent | D | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Enthusiasm for subject and ability to motivate students | E | AF, S |
|  | Personal initiative | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (may include 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/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 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) | √ | 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) | |

**Line Manager/Supervisor to sign below:**

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| **Signed** | R Strachan |
| **Name (block capitals)** | Professor Rob Strachan |
| **Date** | 8th August 2016 |
| **Extension number** | 2279 |

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.