



**Faculty of Technology**

**School of Computing**

**RESEARCH ASSOCIATE**

**(12 months fixed term contract)**

**ZZ004028**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range from £29,301 to £32,958 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 37 per week and are usually worked between 8.30 am and 5.15 pm Monday to Thursday and between 8.30 am and 4.15 pm on 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.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

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**

|  |  |
| --- | --- |
| **Job Title:** | Research Associate |
| **Grade:** | 6 |
| **Faculty/Centre:**  **Location:** | Faculty of Technology  School of Computing |
| **Position Reference No:** | ZZ004028 |
| **Cost Centre:** | 14563 |
| **Responsible to:** | Head of School |
| **Effective date of job description:** | July 2017 |

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| **Purpose of Job:** |
| To contribute to the EU Project in developing research methodologies and meeting research objectives. To conduct research on multiple sensory data processing and real-time programming. |

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| **Key Responsibilities:** |
| 1. To investigate methodologies to analyse the multi-modal motion data. 2. To design motion recognition packages to process the dataset and control the robot. 3. To undertake research under the guidance of the grant holders of the project. 4. To collaborate with researchers in other establishments, especially project partners. 5. To contribute to writing up research outcomes for research conferences, journals and technical reports as required. 6. To contribute to presenting research outcomes at conferences and research seminars as required. 7. To be able to visit EU research partners and present research as required. 8. Such other duties as may be reasonably required by the grant holders. |

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| **Working Relationships:** |
| Project grant holders and researchers  Head of School  Dean  Associate Dean |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | * a background in multiple sensory data processing and real-time programming * knowledge of machine learning will be a good plus. * Experience in data sensing and analysis * publication record commensurate with experience * Completed PhD in Robotics or related subjects | E  E  E  D  D | AF, S, P  AF, S, P  AF, S, P  AF, S, P  AF, S, P |
| **2.** | **Skills & Abilities** |  |  |
|  | * experience in C/C++, Matlab and knowledge of real-time programming * the ability to work independently and as a member of a broader team * fluency in written and spoken English | E  E  E | AF, S, P  AF, S, P  AF, S, P |
| **3.** | **Qualifications, Education & Training**   * Master or equivalent in relevant discipline * PhD or equivalent in relevant discipline | E  D | AF, S  AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Be able to travel overseas | E | AF, S, P |

**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**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | 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) The post holder will have to occasionally travel to EU project partners. The post holder will have to collect data from multiple devices.  x | |

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

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| **Signed** | Nick Savage |
| **Name (block capitals)** | NICK SAVAGE |
| **Date** | 17/07/2017 |
| **Extension number** | 2346 |

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.