



**Faculty of Creative and Cultural Industries**

**Faculty Office**

**Research Fellow**

**ZZ004177**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Fixed term to 31 July 2020**

Salary is in the range from £20,712 to £22,623 per annum (£34,520- £37,706 per annum x 0.6 fte) 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 22.2 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. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. 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.

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>

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**

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| **Job Title:** | Research Fellow |
| **Grade:** | 7 |
| **Faculty/Centre:** | Faculty of Creative and Cultural Industries |
| **Department/Service:**  **Location:** | Enterprise and Innovation, Faculty Office  Eldon Building |
| **Position Reference No:** | ZZ004177 |
| **Cost Centre:** | 14120 |
| **Responsible to:** | Associate Dean (Enterprise and Innovation) and Principal Investigator PONToon |
| **Responsible for:** | N/A |
| **Effective date of job description:** | July 2017 |

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| **Purpose of Job:** |
| To develop game-like applications and tools for a range of platforms, including mobile and VR. Lead the creation of digital assets for research at international level in the creative and cultural industries on project PONToon.  To work autonomously, and in collaboration with other researchers at the University of Portsmouth, primarily in the Faculty of Creative and Cultural Industries, but also including cross faculty collaborations contributing to the PONToon project and to mentor junior members working on the project.  To have involvement in the formulation of teams, working parties and internal research networks, writing papers for research journals and material for publications and contributing to growing research culture across the Faculty of Creative and Cultural Industries. |

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| **Key Responsibilities:** |
| 1. To help manage and be responsible for digital aspects of project PONToon ensuring that identified aims and objectives are met. 2. To design and programme applications for a variety of platforms, including mobile and VR. 3. To liaise with senior staff across the Faculty in the design and planning of PONToon research. 4. To present research project findings to a variety of stakeholders and to write papers for refereed journals and materials for publication. 5. To participate in the research activities of the group employing digital technologies for social good. 6. Provide leadership by coordinating the work of others to ensure that research and communication events are delivered effectively and to time. 7. To promote the standing of the Institute, the research area, and the PONToon project via research publications, seminar and conference talks, visits and attendance of meetings, public outreach activities. |
| **Additional expectations of the role holder:** |
| 1. The role holder is required to plan, prioritise and organise their own workload in line with the Department/Faculty/University aims. 2. To communicate with team members and have involvement in planning teams, working parties and leading internal and external research networks as appropriate. 3. To attend Steering Committee and team meetings when required, providing relevant and timely information in order to aid decision making. 4. To solve problems that may occur throughout the research project, applying specialist knowledge. 5. To develop methodologies and analytical techniques that can be used by others in order to apply the creative technologies for social good. 6. Any other duties as required by the Principal Investigator 7. Travel to partner locations and events |

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| **Working Relationships (key individuals the job holder would be working with):** |
| 1. The RF will be mentored by senior academics, the Principal Investigator/Professor of Design and Innovation/Associate Dean Enterprise and Innovation 2. Working with other researchers involved in the PONToon project in CCI and across the university. 3. Liaising with research and academic colleagues and support/technical staff on day-to-day issues. 4. Managing research students/assistants/associates operating on the project. 5. Liaising with the Project Coordinator, finance and support staff 6. Project partners |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Excellent research-level understanding of the creative technologies and application for social good | E | AF,S,R |
|  | Experience of programming and releasing games or similar applications on a variety of platforms. A list of applications/games should be provided. | E | AF, S,P |
|  | Experience of using a range of technologies, such as game engines and VR, to author applications. | E | AF,S,P |
|  | Single-author or leading-author publications; strong citation record; presentation at international conferences | E | AF,S |
|  | Knowledge or experience of the digital and social inclusion arena | E | AF,S,R |
|  | Experience of interdisciplinary working | E | AF,S |
|  | Experience of mentoring and/or coordinating the work of others | D | AF,S,R |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to predict and solve problems | E | AF, S, R |
|  | Ability to plan, organize and prioritise workloads | E | AF, S, R |
|  | Good written, oral and interpersonal communication skills | E | AF,S,R |
|  | Ability to demonstrate vision and creativity | E | AF,S |
|  | Good report writing skills and track record of writing for publication | E | AF,S |
|  | Ability to effectively manage relations with a variety of stakeholders, both internal and external | E | AF,S |
|  | French speaking | D | AF,S |
|  | Excellent skills in visualizing research | D | AF,S,R |
|  | Project Management skills | D | AF,S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | PhD in creative technologies or relevant field (awarded, or submitted within 3 months of start) | E | AF,S |
| **4.** | **Other Requirements** |  |  |
|  | Creative and self-motivated | E | AF,S,R |
|  | Ability to motivate and engage others in research | E | AF, S |
|  | Able to work autonomously and in a team | E | AF,S,R |
|  | Willing to meet deadlines | E | AF,S,R |
|  | Willing to travel in the UK and overseas for research | E | AF,S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation, R=Reference letters

**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   To attend conferences and collaboration meetings. | 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)** | Joan Farrer |
| **Date** | July 2017 |
| **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.