**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Part Time Hourly Paid (PTHP) Lecturer  |
| **Faculty/Centre:** | Faculty of Business and Law |
| **Department/Service:****Location:** | Strategy, Enterprise & InnovationPBS@Cranwell |
| **Position Reference No:** | PTHP5089 |
| **Grade** | 7 |
| **Cost Centre:** | 20417 |
| **Responsible to:** | Director Academic Support Services (RAF)Head of Subject Group, Portsmouth Business School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | August 2017 |

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| **Purpose of Job:** |
| As a member of the teaching team at the RAF College Cranwell contribute to the delivery of *ab initio* (undergraduate-level) programmes, responding to both the RAF’s and students’ needs.Based on experience and performance there may be the subsequent opportunity to teach and mark on the masters-level Senior Officers’ Study Programme. |

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| **Key Responsibilities:** |
| Introduction: The Initial Office Training Course (IOCT) is a concurrent training programme based on three terms lasting 9 weeks. There is a two week break at Christmas and a two week break in August. All events are fixed the by the IOTC programme with each of the three Terms occurring concurrently each quarter.Teaching: Following induction, contribute as a member of the teaching team conducting seminars and being the academic mentor for assigned cadets. There are 5hrs 20 mins of contact time per Term 1 seminar group and 12 hrs per Term 2 seminar group. Marking: Mark hand-written exams. This includes providing formal written feedback to each candidate and an internal moderation process. Applicants must be prepared to teach and/or mark across the range of the IOTC curriculum, which comprises air power and defence studies with elements of international relations, ethics, leadership and geopolitics.Contribute to the Contract-driven reporting and quality assurance processes. Undertake compulsory training to comply with Ministry of Defence health and safety, information management and data security regulations (on-site PTHP employees). Selected applicants will be placed on the bank of PTHP lecturers and will be contacted when suitable opportunities for work arises. Once the work is agreed for the quarter a schedule of delivery and timescales will constitute the PTHP contract for that quarter. |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Subject Group Leader – Professor Paul TrottDepartment Head: Director Academic Support Services (RAF) (located at RAFC Cranwell) – Mr Nicholas RandleAssistant Directors: Academics Business Management and ServicesRoyal Air Force:Officer Commanding Officer and Aircrew Cadet Training UnitOfficer Commanding Generic Education Training Centre |

1. **PERSON SPECIFICATION – PTHP LECTURER**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Critical thinking. | E | AF, S |
|  | Subject Expertise in contemporary security studies and the utility of military force. | E | AF, S |
|  | Engagement with and application of theoretical constructs in international relations theory. | D | AF, S |
|  | Experience in the field of military history. | D | AF, S |
|  | Previous experience of security and/or defence-related subjects and leadership development studies. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to teach at undergraduate level. | E | AF, S |
|  | Skills in the use of appropriate IT  | E | AF, S |
|  | Ability to communicate with and motivate undergraduate students. | E | AF,  |
|  | Ability to collaborate with academic, military and administrative colleagues regarding teaching and course management activities. | E | AF, S |
|  | Teaching experience (in a military or academic setting). | E | AF, S |
|  | Ability to teach at graduate level | D | AF, S |
| **3.**  | **Education &/or Training** |  |  |
|  | A Masters-level qualification in a relevant or related discipline. | E | AF |
|  | A doctoral degree. | D | AF |
|  | HE/FE teaching qualification. | D | AF |
|  | Current membership of relevant professional body. | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Personal initiative. | E | AF, S |
|  | Commitment to work in an academic environment. | E | AF, S |
|  | Willingness to observe and adhere to a strict dress code and code of conduct in the workplace, this includes at any time when representing the University of Portsmouth.  | E | AF, S |
|  | Willingness to undertake MOD security clearance and, subsequently, to behave in a manner which would not compromise retaining that clearance. | E | AF, S |
|  | Willingness to undertake further development, as necessary, to contribute to the delivery of the full range of courses delivered by PBS@Cranwell (including international relations and airpower studies) including essay marking and seminar supervision.  | D | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Presentation, References)

**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%2C164407%2Cen.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
 | 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/bio-aerosols |  |
| 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)** | Nicholas Randle |
| **Date** | 29/08/2017 |
| **Extension number** | RAF Cranwell 01400 268020 |

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.