

**Faculty of Humanities and Social Sciences**

**School of Languages and Area Studies**

**University Teaching Fellow in International Business and Marketing**

**ZZ003954**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range from £33,943 to £37,075 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.

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.

There is a probationary period of one year during which new staff will be expected to demonstrate their suitability for the post. Most academic staff new to Portsmouth will be expected either:

* to have already Descriptor 2 of the UK Professional Standards for Teaching and Supporting Learning in Higher Education and thus be Fellows of the HE Academy, or
* to achieve Descriptor 2 within their probationary year.

The UK Professional Standards are a set of standards for the HE sector and can be found at [www.heacademy.ac.uk/ukpsf](http://www.heacademy.ac.uk/ukpsf). The standards were updated in 2011. Successful achievement of one of the descriptors within the Standards Framework brings with it membership of the HEA at a level commensurate with the descriptor achieved (see table below)

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| Descriptor | HEA Fellowship Category | Target Group |
| D1 | Associate Fellow | Staff who support learningAcademic staff with limited teaching portfolios |
| D2 | Fellow | Early career teaching staffExperienced academic staff with substantive teaching and learning responsibilities |
| D3 | Senior Fellow | Experienced academic staff who can demonstrate impact & influence through academic leadership &/or mentoring |
| D4 | Principal Fellow | Senior academic staff responsible for institutional leadership |

A discussion will take place at the formal selection interview about which Descriptor an individual should achieve within their probationary year. Therefore, it is important that applicants provide full information on the application form where they are in possession of a qualification in learning and teaching in HE and/or where they are already a Fellow of the Higher Education Academy.

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/filetodownload,91621,en.pdf](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines/filetodownload%2C91621%2Cen.pdf).

The appointee will be eligible to join the Teachers' Pension Scheme. The scheme's provisions include a final salary based index-linked pension and a lump sum on retirement together with dependants’ benefits.

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:** | University Teaching Fellow  |
| **Grade:** | 7 |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:****Location:** | School of Languages & Area StudiesPark Building |
| **Position Reference No:** | ZZ003954 |
| **Cost Centre:** | 43200 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | March 2017 |

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| **Context of Job:** |
| The School of Languages and Area Studies (SLAS) is one of the largest departments in the UK for languages, communication, and international studies, it delivers a wide range of taught programmes, conducts world-class research, and undertakes consultancy and knowledge exchange. |

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| **Purpose of Job:**  |
| To undertake teaching in the areas of international marketing, international trade, international business, and the language of international business communication to international students. To contribute to relevant research. Preference will be given to candidates with experience of working with international students. The appointee will:* Deliver specialist units at a range of levels ininternational marketing, international trade, international business and business communication.
* Current teaching needs are likely to include International Marketing and Export Trade; Business & Markets in a Global Environment; International Trade, Payments and Law and Business Communication.
* Contribute to teaching, assessment, curriculum development, unit coordination, and supervision at a range of levels.
* Have excellent interpersonal skills, be student-focused and have relevant experience of teaching undergraduate students.
* Carry out the administrative tasks associated with various taught units; provide pastoral care to students; undertake an administrative role; and to be a full and collegial member of a teaching team.
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| **Key Responsibilities:** |
| 1. To develop and deliver specialist units in international business and trade, and the language of international business communication to international students.
2. To contribute to teaching, assessment, curriculum development, unit coordination, and supervision at undergraduate level as appropriate to expertise.
3. To act as personal tutor and dissertation / project tutor.
4. To contribute to presentations aimed at student recruitment.
5. To attend Boards of Examiners, Boards of Studies, Staff meetings and CPD events.
6. Undertake, if required, the University’s Postgraduate Certificate in Education (HE).
7. Any other duties as agreed with the Head of Department.
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| **Working Relationships:** |
| Subject Area LeadersCourse LeaderCourse TeamHead of DepartmentSchool Support Staff |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Subject expertise in international business and trade, and business communication.  | E | AF, S, P |
|  | Experience of teaching international business and trade through English to international students.  | E | AF, S, P |
|  | Native / near native speaker competence in English. | E | AF, S, P |
|  | Experience in the pastoral care of students. | E | AF, S, P |
|  | Experience of teaching within UK HE.  | D | AF, S, P |
|  | Knowledge of diverse learning and teaching methods. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Teaching ability. | E | AF, S, P |
|  | Ability to supervise student dissertations and projects | E | AF, S |
|  | Good organisational skills  | E | AF, S |
|  | Good interpersonal skills | E | AF, S |
|  | Well-developed communication skills | E | AF, S |
|  | Excellent presentation skills | E | AF, S |
|  | Ability to work as part of a team  | E | AF, S |
|  | Ability to work in a multicultural/international environment | E | AF, S |
|  | Ability to use VLE for teaching and assessment purposes or a willingness to undertake training. | D | AF, S, P |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | First degree in a relevant discipline | E | AF |
|  | Master degree in a relevant discipline | E | AF |
|  | Fellowship of HEA or willingness to undertake the University’s APEX Fellowship | E | AF |
|  | Interest in registering for a PhD or registered for a PhD | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | A willingness to work flexibly and cooperatively with others in support of student learning and pastoral care within the School. | E | AF, S, P |
|  | A commitment to innovation in learning and teaching. | E | AF, S, P |
|  | A willingness to embrace diversity in teaching, research and knowledge transfer activities. | E | AF, S, P |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, 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)** | Prof Alessandro Benati |
| **Date** | March 2017 |
| **Extension number** | 6050 |

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.