



**Faculty of Science**

**School of Health Sciences and Social Work**

**Senior Lecturer in Health & Social Care (2 posts)**

**ZZ004262**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Permanent

1 x Full-time

1 x Part-time (0.8 fte)

Salary is in the range £38,833 - £47,722 (1.00 fte), £31,066 - £38,177 (0.8 fte) per annum. Salary is paid into a bank or building society monthly in arrears.

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.

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>

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.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three year period of employment or study (where there has been no employment). One of your referees mustbeyour current or most recent employer.

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:** | Senior Lecturer  |
| **Grade:** | 8 |
| **Faculty/Centre:** | Science |
| **Department/Service:****Location:** | Health Sciences and Social WorkJames Watson Hall (West)  |
| **Position Reference No:** | ZZ600672/ ZZ004262 |
| **Cost Centre:** | 44057 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | October 2017 |

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| **Purpose of Job:** |
| Based in the School of Health Sciences and Social Work, the post holder will contribute to scholarly activity across the School of Health Sciences and Social work with a particular focus on delivering research methods and evidence based practice in health and social care. The post holder will be required to contribute to the preparation and submission of grant applications and research publications, in addition to teaching and supervision responsibilities of undergraduate and post graduate students. The post holder will be required to ensure rigorous evidence based practice input into teaching activities across the school and will contribute to, and in some instances lead, relevant scholarly activity within the field.  |

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| **Key Responsibilities:** |
| The post holder (s) will be required to:1. Design, deliver, and review evidence based practice content and delivery across the School as well as contribute learning materials/tutorial support as required. This role is likely to include setting and marking assessments; ensuring the verification of marks by other tutors, (where appropriate); and attending relevant assessment boards. It may also involve co-ordination of teaching teams, (where appropriate);2. Contribute to the design, deliver, review and update of learning materials for other units for which the post holder is not the unit co-ordinator (but within the subject area of research methodology and evidence based practice for undergraduate and postgraduate courses. 3. Seek and obtain research grant funding4. Supervise undergraduate, post-graduate and post-doctoral researchers; Supervise undergraduate and postgraduate dissertations and similar independent learning activities if required5. Contribute to continuing development of the curriculum, including proposing new units and active participation at subject group meetings6. Undertake academic course-related administrative tasks (where appropriate) e.g. Personal Tutor to undergraduate and postgraduate students including attendance at Examination Boards7. Lead (or contribute) to open Day events and similar presentations aimed at student recruitment as required.Such other duties as may be reasonably required by the Head of Department/Section |

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| **Working Relationships:** |
| The following roles in the appropriate Department/School:1) Head of School of Health Sciences and Social Work2) Associate Heads3) School Manager and administrative team; Technical Manager and technical support team.4) Research active staff within School of Health Sciences and Social Work, research leads within the Faculty of Science and wider University5) Academic colleagues within the School of Health Sciences and Social Work6) Local, National and International Collaborators7) Members of the senior team within the Faculty of Science. |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |   |   |
|   | Expertise in all aspects of the design of research studies, and awareness of the importance of evidence based practice across the School curriculum | E | AF,S |
|   | Experience in writing bids for grants, specifically contributing to the study design | E | AF,S |
|   | Recent publications in peer-reviewed journals | E | AF |
|   | Proficiency in the use of statistical software, such as Stata, SAS, SPSS | E | AF, S |
|   | Experience in the delivery and assessment of teaching and learning for research methodology | E | AF,S |
|   | Experience in supervision of postgraduate research students | D | AF,S |
|  | Understanding of quality assurance in higher education and the role of regulatory bodies in Health and Social Care.  | E | AF,S |
| **2.** | **Skills & Abilities** |   |   |
|   | Excellent time management skills to handle a varied workload and able to meet tight deadlines. | E | AF,S |
|  | Excellent IT, written & oral communication skills | E | AF,S |
|   | Excellent interpersonal skills, including the ability to influence and negotiate when working collaboratively to design and review research proposals. | E | AF,S |
|   | Project management skills. | E | AF,S |
|   | Take initiative in building good communication links with relevant stakeholders for grant writing and collaboration | E | AF,S |
|   | Ability to communicate complex study design ideas clearly to a range of staff and investigators. | E | AF,S |
|   | Innovative, able to problem solve and be decisive. | E | S |
| **3.** | **Qualifications, Education & Training** |   |   |
|   | Doctoral level qualification or equivalent | E | AF |
|   | Undergraduate degree or postgraduate degree in a relevant subject | E | AF |
|   | HEA fellowship or equivalent | E | AF,S |
| **4.** | **Other Requirements** |   |   |
|   | Commitment to a whole school ethos and Inter-professional Education | E | AF,S |
|   | Self-motivation and ability to work in a multi-disciplinary team. | E | AF,S |
|   | Engages positively with change  | E | AF,S |
|   | Flexible attitude to work and willingness/ ability to travel | E | AF,S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (which may include 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
 | √ | 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)  |

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

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| **Signed** | C Markham |
| **Name (block capitals)** | DR CHRIS MARKHAM |
| **Date** | September 2017 |
| **Extension number** | 4400 |

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.