



**Faculty of Science**

**School of Pharmacy & Biomedical Science**

**Senior Clinical Teaching Fellow in Biomedical Science**

**ZZ004356**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Permanent**

**Full-time**

Salary is in the range from £38,833 to £47,772per 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 learning  Academic staff with limited teaching portfolios |
| D2 | Fellow | Early career teaching staff  Experienced 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>.

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 Clinical Teaching Fellow in Biomedical Science |
| **Grade:** | 8 |
| **Faculty/Centre:** | Science |
| **Department/Service:**  **Location:** | School of Pharmacy & Biomedical Science |
| **Position Reference No:** | ZZ004356 |
| **Cost Centre:** | 44056 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | November 2017 |

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| **Purpose of Job:** |
| The person appointed will be responsible to the Head of School in the School of Pharmacy & Biomedical Sciences and will act as a team member to participate in teaching and scholarship in accordance with the School/Faculty objectives.  More specifically the appointee will be expected to undertake teaching and clinical teaching in relevant areas of Biomedical Science including blood transfusion and professional practice. |

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| **Key Responsibilities:** |
| Duties may include:   * To design, deliver, review and update teaching within the subject area for undergraduate and postgraduate courses. Whereas the primary teaching duties of the post-holder are likely to be in relation to transfusion science/Blood Science, it is expected that they will have the capability to contribute to other teaching areas as needed and support the provision of the MPharm, BSc (Hons) Pharmacology and MSc Medical Biotechnology courses in the School. * To co-ordinate and develop the range of clinical and industrial placements on the Biomedical Science sandwich programme, undertake placement visits to undergraduate students (where appropriate) and resolve any problems identified by student or employer’s representative. * To contribute to the development of the curriculum to include proposing of new units, liaising with relevant External Bodies to develop new pathways/short courses for the Biomedical Science profession. * To contribute to teaching, assessment, curriculum development, unit coordination and supervision at undergraduate and postgraduate level, and in credit bearing short courses as appropriate to expertise. * To attend Boards of Examiners, Boards of Studies, Staff meetings and CPD events. * Participate in the development and delivery of Preview and Open Days and similar presentations aimed at promotion of the School and student recruitment. * Have a proactive approach in identifying own development needs and engaging in development programmes to address these needs. * Undertake, if required, the University’s Postgraduate Certificate in Education (HE) and appropriate level membership of the Higher Education Academy (HEA). * Any other duties as agreed by Head of School, Associate Heads of School and/or Head of Division. |

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| **Working Relationships:** |
| Head of School of Pharmacy & Biomedical Sciences  Associate Heads (Research, Innovation and Impact, Education)  Division Leader  Course Leader(s)  Course Team  School Manager and course administration team  Technical manager and technical support team  Technology Enhanced Learning Lead  Faculty Placements Manager |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Subject knowledge and experience in Blood Science and Biomedical Science Professional Practice | E | AF, S |
|  | Experience of teaching/mentoring and/or training at undergraduate and/or postgraduate degree level | E | AF, S |
|  | Experience in the co-ordination/management of placement learning/training activities | E | AF, S |
|  | Experience in the development of Biomedical Science related programmes and/or short courses | D | AF, S |
|  | Understanding of the role of the IBMS, HCPC, Health Education England, National School for Healthcare Science | E | AF, S |
|  | Knowledge of diverse learning and teaching methods and experience in the development of new approaches to pathology focused pedagogies | E | AF, S |
|  | Understanding of HEI and Quality Assurance Agency processes | E | AF,S |
|  | Experience in the pastoral care of students | D | AF, S |
|  | Experience of teaching within UK HE | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Laboratory and classroom based teaching ability | E | AF, S |
|  | Excellent IT, written & oral communication skills including writing of scientific/professional reports | E | AF,S |
|  | Ability to organise own time and manage own work load | E | AF,S |
|  | Good organisational skills | E | AF, S |
|  | Good interpersonal skills, including well-developed communication skills | E | AF, S |
|  | Excellent presentation skills | E | AF, S |
|  | Ability to work collegially and as part of a team | E | AF, S |
|  | Ability to use technology including the VLE for teaching and assessment purposes or a willingness to undertake training | E | AF, S |
|  | Ability to identify own developmental needs | E | AF, S |
|  | Short, medium and long term project management skills | D | AF, S |
|  | Ability to supervise student dissertations and projects | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Honours Degree in Biomedical Science or a relevant subject area | E | AF |
|  | A postgraduate award in a relevant subject (or equivalent) | E | AF |
|  | Current professional registration/accreditation e.g. IBMS, HCPC | E | AF |
|  | HEA fellowship or equivalent | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Enthusiasm for the subject and the ability to motivate self and students; as well as demonstrating personal initiative | E | AF, S |
|  | Capable of upholding the highest professional standards, with a desire to succeed | E | AF, S |
|  | A collegiate approach with others in support of student learning and pastoral care within the School | E | AF, S |
|  | A commitment to innovation, evaluation and research in teaching, learning and assessment methods | E | AF, S |
|  | A commitment to diversity in teaching, research and innovation activities | E | AF, S |
|  | A flexible approach to staff development | E | AF, S |

**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,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) | X  X | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) | X  X | 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  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)  X | | 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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| **Signed** | S Ahmed |
| **Name (block capitals)** | Prof Sabbir Ahmed |
| **Date** | November 2017 |
| **Extension number** | 3594 |

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.