**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Part-time Hourly Paid Lecturer  |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:****Location:** | Institute of Criminal Justice Studies |
| **Position Reference No:** | PTHP5030 |
| **Grade:** | 7 |
| **Cost Centre:** | 43025 |
| **Responsible to:** | Head of Department |
| **Responsible for:** | N/A |
| **Effective date of job description:** | 1st November 2017 |

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| **Purpose of Job:** |
| To join a bank of part-time hourly paid lecturers to be available to provide cover for teaching and marking (maximum 12 hours per week by negotiation) in the fields of criminology and/or criminal justice.  |

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| **Key Responsibilities:** |
| 1. Provide teaching cover for lectures as required and negotiated.
2. Provide teaching cover for seminar work and marking of associated assignments as required and negotiated.
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| **Working Relationships (key individuals the job holder would be working with):** |
| Head of DepartmentProgramme Area Leader – Full Time Undergraduate ProgrammesInstitute Manager |

**PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Knowledge and experience of teaching in criminology and criminal justice  | E | AF, S, P |
|  | Committed to personal scholarship in relation to areas of teaching expertise  | E | AF, S |
|  | Knowledge and experience of research methods | D | AF, S, P |
|  | Knowledge of assessment procedures | D | AF, S  |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent communication skills | E | AF, S, P |
|  | Excellent presentation skills | E | AF, S, P |
|  | Ability to work as part of a team | E | AF, S |
|  | Teaching in HE | E | AF, S  |
| **3.**  | **Education &/or Training** |  |  |
|  | Relevant Undergraduate at 2:1 or above | E | AF |
|  | Relevant Masters Degree | D | AF |
|  | PhD or Professional Doctorate | D | AF |
|  | Teaching Qualification | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to innovations in teaching and learning | E | AF, S  |
|  | Ability to work at University of Portsmouth at short notice | E | AF, S |
|  | Willingness to work towards Associate Fellow of the Higher Education Academy within the University of Portsmouth’s APEX Programme | E | AF, S  |

**Legend**

Rating of attribute: E = essential; D = desirable

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

**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
 | 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)  |

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

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| **Name (block capitals)** | Dr Paul Norman |
| **Date** | 1 November 2017 |
| **Extension number** | 3459 |

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.