



**Faculty of Humanities and Social Sciences**

**Institute of Criminal Justice Studies**

**Senior Lecturer in Criminal Investigation**

**ZZ601274**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £38,833 - £47,722 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. 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>

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 |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:**  **Location:** | Institute of Criminal Justice Studies  St George’s Building |
| **Position Reference No:** | ZZ601274 |
| **Grade** | 8 |
| **Cost Centre:** | 43025 |
| **Responsible to:** | Head of Department |
| **Responsible for:** | N/A |
| **Effective date of job description:** | October 2017 |

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| **Purpose of Job:** |
| To lead and contribute to the Institute’s postgraduate course provision in the field of criminal investigation and intelligence within our ‘crime science’ field, including dissertation supervision and assessment. The post holder will be expected to take on the admissions administrative role in relation to crime science within the campus-based and distance learning postgraduate programmes. To be research active and with an established and developing publication profile in the field. To additionally contribute to undergraduate teaching and innovation activity as appropriate. |

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| **Key Responsibilities:** |
| 1. To deliver, review and update units as Unit-coordinator within the subject area for undergraduate and postgraduate courses. 2. To contribute to criminal investigation and intelligence teaching, setting and marking assessments, ensuring the verification of marks by other tutors (where appropriate) and attending relevant examination boards. 3. To provide lectures in the post holder’s specialist area and to develop own specialist unit(s), acting as unit coordinator as appropriate. 4. To contribute as a member of the teaching team on units for which this the post holder is not the unit coordinator. 5. To contribute to the development of the curriculum, including proposing new units and active participation at subject group meetings. 6. To act as personal tutor, and as a dissertation supervisor of undergraduate, postgraduate and doctoral students. 7. To contribute to postgraduate distance learning teaching provision (including materials updates and authoring) as appropriate to expertise. 8. To take on an postgraduate admissions role in the crime science subject area. 9. To conduct research and pursue publications in line with Departmental, Faculty and University strategic priorities. 10. To undertake assessment activities at all levels of the Institute’s student portfolio. 11. To participate in Postgraduate Information Days and similar presentations (online and face to face) aimed at student recruitment nationally and internationally. 12. To engage in research and knowledge transfer activities, either on own initiative or as part of a team. 13. To ensure that teaching materials are current through active scholarship. 14. Any other duties as negotiated with the Head of Department. |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Course Leaders  Unit Coordinators  Course Team  Head of Department  School Professional Services Staff  Associate Dean (Students)  Associate Dean (Academic)  Associate Dean (Research) |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | A thorough knowledge of criminal investigation and intelligence within the broader framework of criminology. | E | AF, S, P |
|  | Knowledge of crime science issues and their relevance for the teaching of criminology. | E | AF, S, P |
|  | Experience of course design within VLEs within HE or a willingness to undertake appropriate training. | E | AF, S, P |
|  | Knowledge of Police Education Qualification Framework | D | AF, S |
|  | Experience of teaching within HE. | D | AF, S, P |
|  | Experience in the pastoral care of students. | D | AF, S, P |
|  | Knowledge and experience of diverse learning and teaching methods for the Institute’s broad portfolio of students. | D | AF, S |
|  | Experience of teaching criminology, criminal Justice, police studies, research methodology | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent communication skills | E | AF, S, P |
|  | Familiarity with and an ability to use VLE for teaching and assessment purposes or a willingness to undertake training | E | AF, S, P |
|  | Familiarly with the learning needs of distance learners as well as internationally-diverse cohorts of students | D | AF, S, P |
| **3.** | **Education &/or Training** |  |  |
|  | Bachelors degree in police studies, criminology or a closely related discipline | E | AF |
|  | Masters degree in police studies, criminal investigation, crime science, criminology or closely related discipline | E | AF |
|  | A recognised HE Teaching Qualification and/or willingness to undertake training to attain Fellowship of the HEA | E | AF |
|  | Doctoral level degree in police studies, criminal investigation, crime science, criminology or closely related area | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | A willingness to work flexibly and cooperatively with others in support of student learning and pastoral care | E | AF, S, P |
|  | A willingness to work within the Institute’s core values. | E | AF, S, P |
|  | A willingness to embrace diversity in all its forms in teaching, research and knowledge transfer activities. | E | AF, S, P |
|  | Committed to criminology and criminal justice scholarship with clear plans for future publications. | E | AF, S, P |
|  | The ability to integrate an employability agenda into the curriculum. | D | 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,164407,en.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) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Dr Paul Norman |
| **Date** | 06 October 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.