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**Faculty of Science and Health**

**Department of Psychology**

**Lecturer or Senior Lecturer in Psychology**

**ZZ600831**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range: Lecturer £35,845 - £39,152, Senior Lecturer £40,322 - £49,553 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.

You will be expected to have commenced and be working towards the relevant Descriptor level of the UK Professional Standards Framework for teaching and supporting learning in higher education during your probationary year. If you are the successful candidate, the Department of Curriculum and Quality Enhancement will be in touch once you start work with further details about this development programme.

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 must be your 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) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| --- | --- |
| **Job Title:** | Lecturer in Psychology |
| **Grade:** | 7 |
| **Faculty/Centre:** | Science and Health |
| **Department/Service:**  **Location:** | Psychology, King Henry Building |
| **Position Reference No:** | ZZ600831 |
| **Responsible to:** | Head of Psychology |
| **Responsible for:** | N/A |
| **Effective date of job description:** | October 2020 |

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| **Context of Job:**  You will contribute to the design, delivery and management of undergraduate and/or postgraduate modules in the Department of Psychology as well as to research activities, income generation and output in Psychology, and the administrative functions of the Department as directed by the Head.  We are seeking a highly motivated and collegial individual who, in addition to being passionate about their research, can also deliver high quality engaging teaching and supervision on our undergraduate and postgraduate (including distance learning) degrees. |

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| **Purpose of Job:** |
| To work with colleagues and act as a team member to contribute to the delivery and design of undergraduate and postgraduate programmes and to respond to students’ needs as a member of teaching teams.  To participate in teaching, scholarship, research/innovation in accordance with Department/Faculty objectives.  To actively seek to enhance the student experience and student employability and enterprise opportunities.  To contribute to day-to-day running and administrative activities in the Department which may include marketing, outreach and widening participation activities. |

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| **Key Responsibilities:** |
| 1. Develop an area of personal research/innovation expertise (as demonstrated by successful applications for external income and acceptance of academic or innovation outputs or evidence of impact beyond academia) in line with the strategic aims of the Department, independently and/or in collaboration with others as part of a larger research team. 2. Develop teaching materials, methods and approaches to teaching relating to taught modules and contribute to the preparation, delivery and assessment of taught UG and/or PG modules. 3. Ensure teaching materials, methods and approaches are current through active research, innovation or professional practice and personal development. 4. Manage delivery of own teaching, research/innovation, scholarly and administrative activities with guidance where required. 5. Supervise students’ projects, fieldwork and placements where appropriate. 6. Act as a personal tutor to students to provide first line support and act as a mentor when required. 7. Take part in relevant aspects of the student support and assessment processes (e.g. examination boards). 8. Participate in internal networks for exchange of information and collaboration with colleagues, attending and contributing to subject group meetings for the benefit of education at the University of Portsmouth. 9. Take part in marketing activities including applicant/open days, outreach, admissions and recruitment.   **Additional expectations of the role holder**   1. In line with Department/Faculty aims and objectives, the role holder is required to plan, prioritise and organise their own workload commensurate with the goals agreed with their line manager. 2. Collaborate collegiately with academic colleagues. 3. Attend team meetings when required providing relevant and timely information, in order to aid the decision making of the Department/Faculty. 4. Apply due care and diligence with regard to health and safety for self and others. 5. Deliver material outside of their immediate area of expertise, but within their broad subject area. 6. Participate in, and contribute to, a performance and development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims. 7. Support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances. 8. Any other duties as required by the Head of Department. |

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| **Working Relationships (key individuals the job holder would be working with):** | |
| Course Leaders  Module Coordinators  Course Team / Academic colleagues  Head of Department, Associate Heads  Dean, Associate Deans | Departmental Administration Team,  Departmental Technical Team  DSAA  Faculty support staff |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Current knowledge and experience in psychology | E | AF, S |
|  | Knowledge and understanding of the use of e-learning and/or a willingness to undertake training in this area | E | AF,S |
|  | Relevant teaching experience with indicators of success | E | AF,S |
|  | Recent experience of personal tutoring and supervision of students’ research projects | E | AF, S |
|  | Up-to-date research or innovation activity in this subject area | E | AF, S |
|  | Evidence of recent published research output that will contribute to the department’s submission to the Research Excellence Framework | D | AF, S |
|  | Evidence of ability to develop research activity that could result in successful grant applications | D | AF, S |
|  | Recent experience of, and success in, academic administration | D | AF, S |
|  | Practitioner experience in public or private sector | D | AF, S |
|  | Teaching experience at HE level | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent and up-to-date research or innovation skills | E | AF,S |
|  | Excellent and up-to-date teaching skills | E | AF, S |
|  | A focus on reflection and self-development | E | AF,S |
|  | Excellent oral and written communication skills | E | AF,S |
|  | Excellent IT skills | E | AF, S |
|  | Ability to work collegiately and effectively as part of a team | E | AF, S |
|  | Ability to motivate and support students | E | AF, S |
|  | Ability to carry out administration | D | AF, S |
| **3.** | **Education &/or Training** |  |  |
|  | Postgraduate qualification (in relevant subject area) or equivalent experience | E | AF |
|  | PhD in a relevant subject area (or equivalent experience and achievement) | D | AF |
|  | HE teaching qualification (or equivalent achievement indicators) | D | AF |
|  | Relevant professional qualification | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Willingness to work as part of a team | E | AF, S |
|  | Willingness to engage with staff development to obtain a HE teaching qualification | E | AF, S |
|  | Committed to education and teaching | E | AF, S |
|  | Student-centred | E | AF, S |
|  | Prepared to work in the evening and weekends as equitably allocated across staff and where necessary | E | AF, S |
|  | Prepared to travel and where necessary accompany students on educational visits | E | AF, S |
|  | Evidence of established networks related to role | D | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation)

**JOB HAZARD IDENTIFICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 and give details in the free text space provided.** | | | |
| 1. International travel/Fieldwork | X | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare settings, 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 etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/non-ionising radiation/lasers/UV radiation | | 21. Soil/bio-aerosols |  |
| 10. Asbestos and or lead | | 22. Nanomaterials | |
| 11. Driving on University business: mini- bus (over 9 seats), van, bus, forklift truck, drones only) | | 23. Workplace stressors (e.g. workload, relationships, job role etc)  X | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | LUCY AKEHURST |
| **Date** | October 2020 |
| **Extension number** | 6337 |

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.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

**1. JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Senior Lecturer in Psychology |
| **Grade:** | 8 |
| **Faculty/Centre:** | Science and Health |
| **Department/Service:**  **Location:** | Psychology  King Henry Building |
| **Position Reference No:** | ZZ600831 |
| **Responsible to:** | Head of Psychology |
| **Responsible for:** | N/A |
| **Effective date of job description:** | October 2020 |

|  |
| --- |
| **Context of Job:**  You will contribute to the design, delivery and management of undergraduate and/or postgraduate modules in the Department of Psychology as well as research activities, income generation and output in Psychology, and the administrative functions of the Department as directed by the Head.  We are seeking a highly motivated and collegial individual who, in addition to being passionate about their research, can also deliver high quality engaging teaching and supervision on our undergraduate and postgraduate (including distance learning) degrees. |

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| **Purpose of Job:** |
| To work with colleagues and act as a Module Coordinator (or equivalent) to contribute to the delivery and design of undergraduate and postgraduate programmes and to respond to students’ needs as a member of teaching teams.  To lead in a key area/s of the Department’s function (e.g. as a course leader or equivalent administrative role).  To participate in teaching, scholarship, research/innovation in accordance with Department/Faculty objectives.  To actively seek to enhance the student experience and student employability and enterprise opportunities.  To contribute to day to day running and administrative activities in the Department which may include marketing, outreach and widening participation activities. |

|  |
| --- |
| **Key Responsibilities:** |
| 1. Develop an area of personal research/innovation expertise (as demonstrated by successful applications for external income and acceptance of academic or innovation outputs or evidence of impact beyond academia) in line with the strategic aims of the Department as a Principal Investigator/Project Lead. 2. Design, deliver, review and update modules as Module Co-ordinator for undergraduate and postgraduate courses. Co-ordinate teaching teams (where appropriate); setting and marking assessments; ensuring the verification of marks by other tutors, (where appropriate); and attending relevant assessment boards. 3. Develop teaching materials, methods and approaches to teaching relating to taught modules and contribute to the preparation, delivery and assessment of taught UG and PG modules. 4. Contribute to, and where appropriate lead, continuing development of the curriculum, including proposing new modules and active participation at subject group meetings. 5. Ensure teaching materials, methods and approaches are current through active research, innovation or professional practice and personal development. 6. Manage delivery of own and others (where appropriate) teaching, research/innovation, scholarly and administrative activities with guidance where required. 7. Supervise students’ projects, fieldwork and placements where appropriate. 8. Act as a personal tutor to students to provide first line support and act as a mentor when required. 9. Take part in relevant aspects of the student support and assessment processes (e.g. examination boards). 10. Participate in internal and external networks for exchange of information and collaboration with colleagues. 11. Take part in marketing activities including preview/open days, outreach, admissions and recruitment. 12. Act as a mentor to colleagues within the department. 13. Contribute to the day-to-day operation and development of the Department, including via project work or administrative roles. 14. Take part in planning and preparation for external quality assessment e.g. TEF.   **Additional expectations of the role holder**   1. In line with Department/Faculty aims and objectives, the role holder is required to plan, prioritise and organise their own workload commensurate with the goals agreed with their line manager. 2. Collaborate collegiately with academic colleagues. 3. Communicate with team members and get involved with planning teams, chairing working parties and leading/initiating internal and external networks. 4. Attend team meetings when required providing relevant and timely information, in order to aid the decision making of the Department/Faculty. 5. Apply due care and diligence with regard to health and safety for self and others. 6. Deliver material outside of their immediate area of expertise, but within their broad subject area. 7. Support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances. 8. Any other duties as required by the Head of Department. |

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| **Working Relationships (key individuals the job holder would be working with):** | |
| Course/Programme leaders  Module Coordinators  Course Team / Academic colleagues  Head of Department, Associate Heads  Dean, Associate Deans | Departmental Administration Team  Departmental Technical Team  DSAA  Faculty support staff |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Current knowledge and experience in Psychology | E | AF, S |
|  | Relevant teaching experience at HE level with indicators of success | E | AF,S |
|  | Recent experience of personal tutoring and supervision of students’ research projects | E | AF, S |
|  | Experience of course/module management | E | AF, S |
|  | Knowledge and understanding of the use of e-learning and/or a willingness to undertake training in this area. | E | AF, S |
|  | Up-to-date research or innovation activity in Psychology | E | AF, S |
|  | Evidence of recent published research output that will contribute to the Department’s submission to the Research Excellence Framework | E | AF, S |
|  | Evidence of ability to develop research activity that could result in successful grant applications | E | AF, S |
|  | Experience of postgraduate research student supervision | E | AF, S |
|  | Evidence of successful administration of an area of academic activity (e.g. ethics committee, student recruitment, careers advice) | D | AF, S |
|  | Understanding of UK HE system | D | AF, S |
|  | Practitioner experience in public or private sector | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent and up-to-date research or innovation skills | E | AF,S |
|  | Excellent written and verbal communication skills | E | AF,S |
|  | Ability to prioritise work and keep to deadlines | E | AF, S |
|  | Potential to lead research or innovation projects | E | AF, S |
|  | Potential and willingness to take on leadership roles | E | AF, S |
|  | Well-developed IT skills, and a proven ability to use Technology-Enhanced Learning and Social Media to enhance learning | E | AF, S |
|  | Project management skills | D | AF, S |
| **3.** | **Education &/or Training** |  |  |
|  | PhD in a relevant subject area (or equivalent experience and achievement) | E | AF |
|  | HE teaching qualification (or equivalent achievement indicators) | E | AF |
|  | Relevant professional qualification | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Willingness to work as part of a team | E | AF, S |
|  | Committed to equality and diversity | E | AF, S |
|  | Committed to supporting student development via work and research placements | E | AF, S |
|  | Committed to excellence in education and teaching | E | AF, S |
|  | A collegiate approach with others in support of student learning and pastoral care within the Department | E | AF, S |
|  | Prepared to work in the evening and weekends as equitably allocated across staff and where necessary | E | AF, S |
|  | Committed to continuing professional development | E | AF, S |
|  | Prepared to travel and where necessary accompany students on educational visits | E | AF, S |
|  | Evidence of established networks related to role | E | AF, S |

**Legend**

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| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | x | 19. Compressed gases |  |
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| **Name (block capitals)** | LUCY AKEHURST |
| **Date** | October 2020 |
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