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**Faculty of Technology**

**Institute of Cosmology**

**Public Engagement and Outreach Fellow**

**ZZ006356**

**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 £35,845 - £39,152 per annum and progress to the top of the scale is by annual increments payable on 1st September each year. Salary is paid into a bank or building society monthly in arrears.

The full-time standard University hours are 37 per week which are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch.  Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/appointment. Overtime is not normally payable but time off in lieu may be given.

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.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

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>

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

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.

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:** | Public Engagement and Outreach Fellow (maternity cover) |
| **Grade:** | 7 |
| **Faculty/Centre:** | Technology |
| **Department/Service:**  **Location:** | Institute of Cosmology and Gravitation  Dennis Sciama Building |
| **Position Reference No:** | ZZ006356 |
| **Responsible to:** | Dr Laura Nuttall |
| **Responsible for:** | Junior Outreach and Public Engagement staff  Student Outreach Demonstrator casual staff |
| **Effective date of job description:** | November 2020 |

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| **Purpose of Job:** |
| To successfully manage core ICG public engagement and outreach projects, and related activities, working autonomously as directed by the ICG Academic Champions for Public Engagement and the ICG Directors. To develop, implement, and evaluate public engagement and outreach projects. To liaise and network with funding bodies and other relevant professionals, write papers and material for publications, contribute to funding applications and impact case studies, and engage in any other activities as required by the Department, Faculty and University. To undertake outreach and public engagement activities to meet the ICG’s commitments to the South East Physics Network (SEPnet). |

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| **Key Responsibilities:** |
| 1. Schools Outreach    1. Manage the ICG strategic schools outreach programme. This will include:       1. Recruitment, training and line management of a team of student outreach demonstrators to deliver the schools outreach programme.       2. Maintain relationships with ICG Partner Schools.       3. Involvement in delivery of the schools outreach programme.       4. Strategic decision making as to the best range of offerings to support the needs of ICG and ICG partner schools.       5. Ongoing (at least annually) assessment of the range and scope of offerings (in collaboration with the Director(s) of ICG and SEPnet Director of Outreach and Public Engagement) to ensure it best meets the needs of ICG and SEPnet.    2. Collaborating with the SEPnet Outreach Team and leading specific named projects within the SEPnet Outreach and Public Engagement Plan.    3. Responsibility to keep the ICG Astrodome and other Outreach equipment stocked and in working order.    4. Overseeing evaluation of the ICG schools outreach programme. 2. Public Engagement 3. Plan, co-ordinate and manage volunteers at ICG-linked astronomy/cosmology specific events that support public engagement with ICG research. This includes the January Stargazing at Portsmouth Historic Dockyard event, and other activities to support national/international space/astronomy events (e.g. World Space Week). 4. Advise and support ICG staff to develop (and apply for funding for) public engagement activities based on their research. 5. Advise and support ICG staff to evaluate their public engagement activities and, where appropriate, collect evidence of impact. 6. Contribute to public engagement threads within REF Impact Cases as appropriate. 7. Contribute to existing public engagement projects (e.g. Tactile Universe) as required. 8. Science Communication Training    1. Engage as appropriate with science communication training of students, e.g. those   engaged as outreach demonstrators, or physics students interested in science  communication or outreach-related project work for their course.   1. General    1. Advise the PhD Student Public Engagement and Outreach representative.    2. Manage the spending of the ICG Outreach/Public Engagement Budget    3. Promote the standing of the ICG and SEPnet during public activities.    4. Represent the ICG at external outreach and public engagement conferences and   meetings.   * 1. Develop constructive professional relationships with colleagues within the ICG, across the university, across SEPnet, and in the wider outreach and public engagement community.   2. Attend professional development activities organised within the SEPnet outreach and public engagement team.   3. Keep abreast of new developments, best practice and the professional and regulatory framework relating to outreach and public engagement.   4. Undertake such other duties as may reasonably be required by the ICG and SEPnet. |

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| **Working Relationships:** |
| ICG outreach and public engagement team, including Academic Champions for Public Engagement and Public Engagement and Outreach Fellow  Institute of Cosmology and Gravitation Directors  SEPnet Director of Outreach and Public Engagement  Colleagues in the Institute of Cosmology and Gravitation and external collaborators  Colleagues at SEPnet  University Recruitment and Outreach (RAO) Team  Outreach and public engagement networks within and outside of the University. |

**2. PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Previous experience working with children or young adults in a physics/STEM context | E | AF, S |
| 1.2 | Previous experience of event management and organisation | E | AF, S |
| 1.3 | Knowledge of the UK school and college system, widening participation and higher education | E | AF, S |
| 1.4 | Knowledge of the England national curriculum | D | AF, S |
| 1.5 | Knowledge of public engagement with research policy | D | AF, S |
| 1.6 | Knowledge of research areas within ICG | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Ability to plan, organise and prioritise workloads | E | AF, S |
| 2.2 | Excellent communication skills, both written and verbal | E | AF, S |
| 2.3 | Excellent interpersonal skills | E | AF, S |
| 2.4 | Excellent organisational and administrative skills | E | AF, S |
| 2.5 | Ability to motivate and communicate well with young people and children | E | AF, S |
| 2.6 | Ability to manage a team of student outreach demonstrators or equivalent experience | E | AF, S |
| 2.7 | Ability to work to deadlines | E | AF, S |
| 2.8 | Ability to motivate and engage others | E | AF, S |
| 2.9 | Excellent presentation skills | E | AF, S |
| 2.10 | Working knowledge of Microsoft applications – Word, Excel and PowerPoint | E | AF, S |
| 2.11 | Working knowledge of Stellarium or equivalent planetarium software | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
| 3.1 | Undergraduate degree in Physics (awarded) or equivalent experience | E | AF |
| 3.2 | Full driving license upon commencement of position | D | AF |
| 3.3 | Professional qualification related to working with children or young people e.g. Teaching, Information Advice and Guidance | D | AF |
| 3.4 | Science Communication or Public Engagement courses, such as SciComm Masterclass or NCCPE Public Engagement Academy. | D | AF |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Committed to the principles of HE, FE and WP | E | AF, S |
| 4.2 | Flexible and creative in approach to work, be able to travel and work away from home | E | S |
| 4.3 | Able to work in a team and on own initiative | E | S |
| 4.4 | Results-oriented | E | S |
| 4.5 | DBS Certificate upon commencement of position | E | 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**

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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 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) | X | 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) | X | 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)  X | | 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)** | Laura Nuttall |
| **Date** | November 2020 |
| **Extension number** | 3138 |

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.