

**Faculty of Technology**

**Institute of Cosmology and Gravitation**

**SENIOR LECTURER**

**10013667**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £37,394 to £45,954 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 August 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 there are a further five bank holidays.  Staff are likely to be asked to attend on weekends for recruitment activities at certain times of the year.

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 the University's policy to take up references for candidates called for interview and to ask successful candidates to submit documentary evidence of their qualifications on taking up their appointment.

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>.

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.

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.

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.

All applications must be submitted by Midnight (GMT) on the closing date published. **UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Senior Lecturer |
| **Grade:** | 8 |
| **Faculty/Centre:** | Technology |
| **Department/Service:**  **Location:** | Institute of Cosmology and Gravitation  Dennis Sciama Building |
| **Position Reference No:** | 10013667 |
| **Cost Centre:** | 41950 |
| **Responsible to:** | ICG Director |
| **Responsible for:** | N/A |
| **Effective date of job description:** | November 2014 |

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| **Context of Job:** |
| Academic role within ICG |

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| **Purpose of Job:** |
| To undertake high quality research and innovation in astrophysics and/or cosmology.  To contribute to the delivery and development of undergraduate and postgraduate units.  To engage in teaching, scholarship, research, innovation and outreach in line with the Department, Faculty and University objectives. |

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| **Key Responsibilities:** |
| * To undertake an agreed workload of teaching, scholarship, research, innovation and outreach. * Publish research work in refereed journals and disseminate the results on the worldwide web, and at seminars, conferences or other such activities. * Contribute to departmental/joint research and impact objectives and/or proposals. * Develop new research and innovation opportunities and external funding. * Provide academic leadership by co-ordinating the work of others to ensure that research and/or knowledge exchange projects are delivered effectively and to time. * Supervise undergraduate and postgraduate students and student projects. * Participate in and develop networks for exchange of information and collaboration with colleagues. * Contribute to the development, preparation, delivery and assessment of taught units. * Co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met. * Collaborate with academic colleagues on course development and curriculum changes including contributing to new units and courses. * Support, develop and deliver public outreach activities contributing to the public understanding of science. * Attend and contribute to various meetings as required. * Manage own teaching, research and administrative activities.   Any other duties as required by the ICG Director. |

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| **Working Relationships:** |
| ICG academic and support staff  ICG Directors  Associate Dean Students  Associate Dean Research  Associate Dean Academic |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Excellent research-level understanding of astrophysics and/or cosmology | E | AF,S |
|  | Experience of teaching or equivalent presentation of technical material | E | AF,S |
|  | Relevant research experience including a strong track record of refereed journal publications | E | AF,S |
|  | Single-author or leading-author publications with strong citation impact and talks at international conferences | E | AF |
|  | Record of external grant funding | E | AF,S |
|  | Record of research with impact outside higher education | D | AF, S |
|  | Knowledge of the UK Higher Education system | D | AF,S |
|  | Knowledge and/or experience in research innovation and impact (knowledge exchange, consultancy, etc) | D | AF, S |
|  |  |  |  |
| **2.** | **Skills & Abilities** |  |  |
|  | Research skills | E | AF,S |
|  | Ability to teach a broad range of mathematics and physics to students at all levels including those from a wide range of disciplines | E | AF,S |
|  | Ability to communicate effectively in English verbally and in writing | E | AF,S |
|  | Ability to work without close supervision | E | AF,S |
|  | Ability to work in a team | E | AF,S |
|  | Organisational and administrative ability | E | AF,S |
|  | Ability to supervise research students | E | AF,S |
|  | Ability to engage with the public or to undertake school outreach activities | D | AF,S |
|  | Ability to engage with knowledge exchange and innovation stakeholders | D | AF, S |
|  |  |  |  |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | A PhD in a relevant discipline (e.g. physics, astrophysics or mathematics) | E | AF |
|  | Personal research awards (e.g., fellowships and prizes) | D | AF |
|  |  |  |  |
| **4.** | **Other Requirements** |  |  |
|  | High integrity and professional approach | E | AF,S |
|  | Sensitivity to the needs of a diverse student population | E | AF,S |
|  | Positive attitude towards essential administrative tasks | E | AF,S |
|  | Ability to work to tight deadlines | E | AF,S |
|  | Creative and self-motivated | E | AF,S |
|  | Willing to travel in the UK and overseas | E | AF,S |
|  | Enthusiastic about public engagement and knowledge exchange | 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   International travel to attend conferences and collaboration meetings. | √ | 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 (including lone working) | √ | 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/bioaerosols |  |
| 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)** | David Wands |
| **Date** | 12/11/14 |
| **Extension number** | 3115 |

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.