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**Faculty of Business and Law**

**Operations & Systems Management**

**Part-time Hourly Paid Lecturer in Quantitative Methods**

**PTHP5085**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Your rate of pay will be £46.58 - £50.88. New employees will be appointed at the bottom of the scale unless you have previous relevant experience from another academic institution.

Your rate of pay will be in respect of each teaching hour delivered and for all the work in connection with that delivery.  This includes:

* one hour scheduled teaching;
* preparation for teaching;
* the setting and marking of projects and assignments;
* the setting and marking of examinations;
* the supervision of examinations;
* completion of registers;
* provision of data and related course administration;
* an allocation of holiday pay.

The annual leave entitlement for a full time post at your grade is 35 days in addition to statutory bank holidays, local discretionary holidays and days when the institution is closed in the interests of efficiency.  Your entitlement to paid leave is calculated on an equivalent basis, proportionate to the part of the leave year you are required to work. Your holiday pay is included in your payment for each teaching hour delivered and will be separately itemised in your contract and payslip.  Holidays are allocated to days in each pay period when you are not required to teach.

Salary is paid into a bank or building society monthly in arrears.

You will be automatically enrolled in the Teachers' Pension Scheme.  The scheme's provisions include a final salary based index-linked pension and a lump sum on retirement together with dependents’ benefits.

The University offers support for Maternity, Paternity and Shared Parental Leave. Your contractual entitlement is in accordance with the procedures contained in the Academic Staff Handbook and on the University website: <http://www.port.ac.uk/accesstoinformation/policies/>

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.

Under the University’s Recruitment and Selection Policy we will take up references for appointable candidates. Your current employer reference must be your current line manager.  It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

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), 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 23:59 (UK time) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Part Time Hourly Paid Lecturer in Quantitative Methods |
| **Grade:** | 7 |
| **Faculty/Centre:** | Portsmouth Business School, Faculty of Business and Law |
| **Department/Service:**  **Location:** | Operations & Systems Management Subject Group |
| **Position Reference No:** |  |
| **Cost Centre:** | 40300 |
| **Responsible to:** | Head of Subject Group |
| **Responsible for:** | N/A |
| **Effective date of job description:** | November 2019 |

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| **Context of Job:** |
| As a member of the teaching team contribute to the delivery of undergraduate and postgraduate units and programmes, responding to students’ needs. |

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| **Purpose of Job:** |
| To engage in teaching as part of a team in line with the School’s objectives. |

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| **Key Responsibilities:** |
| Contribute as a member of the teaching team to the delivery and review of units within the subject area for undergraduate and postgraduate courses, including marking and verification of assessments.  Supervise undergraduate and postgraduate dissertations, and similar independent learning activities.  Undertake student placement visits and resolve any problems identified by the student or the employer.  Ensure teaching material is current and of high quality through active scholarship. |

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| **Working Relationships:** |
| Head of Subject Group  Associate Head of Subject Group  Course Leaders  Course and Module Teams |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Critical thinking | E | AF, S |
|  | Engagement with and application of theoretical and/or practical constructs in Quantitative Methods | E | AF, S |
|  | Expertise in Quantitative Methods (including statistics, business mathematics, management science). | E | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to teach at undergraduate and postgraduate levels | E | AF, S |
|  | Skills in the use of appropriate IT | E | AF, S |
|  | Ability to communicate with and motivate both undergraduate and postgraduate students | E | AF, S |
|  | Ability to use Virtual Learning Environment Systems, eg, Moodle | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | A good first degree | E | AF |
|  | A relevant postgraduate degree or relevant professional qualification | E | AF |
| **4.** | **Other Requirements** |  |  |
|  | Personal initiative | E | AF, S |
|  | Sympathetic and supportive to motivate students and encourage learning | E | AF, S |
|  | Commitment to work in an academic environment | E | AF, S |
|  | Understand equal opportunity policy in HE and its impact on academic content and issues relating to student and staff welfare | E | 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**

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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 |  | 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) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | PROF MARK XU |
| **Date** | NOVEMBER 2019 |
| **Extension number** | 4123 |

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.