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**Faculty of Technology**

**Institute of Cosmology and Gravitation**

**Senior Research Associate x 2**

**ZZ006000**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range from £30,942 to £34,804 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.

Working hours 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. As this post is research based, working hours will vary depending on the needs of the project so a flexible approach is required. Specific working hours will be agreed once an appointment has been made. 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. 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 a final salary based, 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.

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.

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



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Senior Research Associate |
| **Grade:** | Grade 6 |
| **Faculty/Centre:** | Technology |
| **Department/Service:**  **Location:** | Institute of Cosmology and Gravitation |
| **Position Reference No:** | ZZ006000 and ZZ006001 |
| **Cost Centre:** | 41950 |
| **Responsible to:** | ICG Director or nominee |
| **Responsible for:** | N/A |
| **Effective date of job description:** | October 2019 |

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| **Context of Job:** |
| Carrying out scientific research and innovation in the Institute of Cosmology and Gravitation, a research department in the Faculty of Technology at the University of Portsmouth, with instruction from academic staff. Supporting other teaching, scholarship, research, innovation, public engagement and outreach in accordance with department, faculty and university objectives. |

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| **Purpose of Job:** |
| Working autonomously with instruction from research supervisor in the Institute of Cosmology and Gravitation, to carry out high-quality scientific research and innovation in cosmology, astrophysics and gravitation. |

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| **Key Responsibilities:** |
| 1. To write research reports and contribute to research publications in refereed journals 2. To present research findings to a variety of stakeholders, disseminating the results of research via the internet, at seminars and conferences and other such activities. 3. To contribute to collaborative departmental research and impact objectives and/or proposals. 4. To collaborate with other ICG researchers to ensure that research and/or innovation projects are delivered effectively and to time. 5. To participate in networks for the exchange of information and collaboration with colleagues within the university and externally. 6. To support and deliver outreach and public engagement activities contributing to the public understanding of science. 7. Attend and contribute to department and university meetings as required   **Additional expectations of the role holder**   1. In line with the research project aims and objectives, the role holder is required to plan, prioritise and organise their own workload, regularly managing the progress of elements of the research project 2. To communicate with team members and liaise and network with relevant others, ensuring effective working relations 3. To attend team meetings when required providing relevant and timely information, in order to aid decision making 4. To solve problems that may occur during the length of the research project using guidelines or a set of procedures 5. To analyse research data and develop new methodologies or select existing methodologies determining when they should be applied 6. Can assist with supervising a research student/assistant/associate 7. Can deliver introductory workshops to students on topics such as research methods 8. To participate in and contribute to a performance & development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims 9. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management 10. Any other duties as required by the research supervisor, Director or Associate Director for ICG |

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| **Working Relationships:** |
| 1. Managed by a senior academic or research supervisor 2. Working with other researchers in the team and, where appropriate, with research collaborators external to the university 3. Liaising with academic and research colleagues, support and technical staff on day-to-day issues 4. Working with and sometimes supervising research students operating in the same department |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Excellent research-level understanding of cosmology, astrophysics and gravitation | E | AF, S |
| 1.2 | Research and/or innovation experience in cosmology, astrophysics and gravitation, relevant to current activity in the department | E | AF, S |
| 1.3 | High-quality refereed journal publications | D | AF, S |
| 1.4 | Knowledge and/or experience in research innovation and impact | D | AF, S |
| 1.5 | Experience of teaching or equivalent presentation of technical material | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Ability to plan, organise and prioritise work | E | AF, S |
| 2.2 | Good Communication and Interpersonal skills | E | S |
| 2.3 | Good report writing skills | E | AF, S |
| 2.4 | Good analytic, numerical and/or data analysis skills | E | AF, S |
| 2.5 | Presentation skills | E | S |
| **3.** | **Qualifications, Education & Training** |  |  |
| 3.1 | PhD in a relevant discipline (e.g. physics, astrophysics or mathematics) to be submitted before start date | E | AF, S |
| 3.2 | Personal research and/or innovation awards | D | AF, S |
| **4.** | **Other Requirements** |  |  |
| 4.1 | High integrity and professional approach | E | AF, S |
| 4.2 | Ability to work on own initiative and as part of a team | E | AF, S |
| 4.3 | Creative and highly motivated | E | AF, S |
| 4.4 | Ability to work to tight deadlines | E | AF, S |
| 4.5 | Willing to travel in the UK and overseas | E | AF, S |
| 4.6 | Enthusiastic about public engagement, impact and innovation | 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**

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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) |  | 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)** | David Wands |
| **Date** | 6 November 19 |
| **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.