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**Faculty of Technology**

**Institute of Cosmology and Gravitation**

**Senior Lecturer**

**ZZ006021**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range £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:** | Senior Lecturer |
| **Grade:** | 8 |
| **Faculty/Centre:** | Technology |
| **Department/Service:**  **Location:** | Institute of Cosmology and Gravitation  Dennis Sciama Building |
| **Position Reference No:** | ZZ006021 |
| **Responsible to:** | ICG director |
| **Responsible for:** | N/A |
| **Effective date of job description:** | October 2019 |

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| **Context of Job:** |
| To undertake high quality research and innovation in cosmology, astrophysics and gravitation. To coordinate and contribute to the delivery and development of undergraduate and postgraduate programmes, and respond to student needs. To coordinate the work of colleagues and act as a team member engaging in teaching, scholarship, research, innovation and public outreach in accordance with department, faculty and university objectives. |
| **Key Responsibilities:** |
| 1. Engage in internationally-excellent research and innovation in cosmology, astrophysics, and gravitation. 2. Publish research outputs in international journals and to disseminate the results via the worldwide web and through seminars, conferences and workshops. 3. Contribute to the external profile of the department and the university, engaging in external research collaborations. 4. Contribute to securing external funding for research and innovation. 5. Collaborate with academic partners and user groups to deliver research impact. 6. Recruit and supervise research students, and post-doctoral researchers and other research support staff. 7. Engage in a range of administrative tasks associated with research projects, reporting results, data management and open access. 8. Design, deliver, review and update modules for our undergraduate and postgraduate courses. 9. Contribute to continuing development of the curriculum, including proposing new modules for on-campus and on-line delivery as required. 10. Supervise undergraduate and postgraduate projects and similar independent learning activities. 11. Act as a personal tutor to students to provide first line support and act as a mentor when required. 12. Support undergraduate student recruitment and open days. 13. Engage in a range of course-related administrative tasks associated with course leadership, recruitment, progression and career development of students within the university. 14. Engage in a range of administrative tasks associated with curriculum development and quality assurance within the teaching and learning processes for which the Institute is responsible. 15. Undertake scholarly activities to maintain currency of knowledge in the fields of physics, astrophysics, cosmology and gravitation. 16. Undertake other such duties as may be required within the Institute, the Faculty and the University or other instructions of the Institute Director if called upon to do so. |

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| **Working Relationships:** |
| 1. ICG director and associate director 2. Undergraduate course leaders 3. Academic staff colleagues and support/technical staff 4. Administrative staff 5. External research collaborators 6. Associate Deans (Research, Innovation, Academic and Students) |

**2. PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes -** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Excellent research-level knowledge of astrophysics, cosmology and gravitation | E | AF, S |
| 1.2 | Record of high quality and high impact research publications in areas complementary to existing ICG research, such as theoretical cosmology and gravitation or exploitation of next generation astronomical facilities, such as E-ELT or JWST | E | AF, S |
| 1.3 | Experience of teaching or equivalent presentation of technical material | E | AF, S |
| 1.4 | Evidence of external research and/or innovation funding | D | AF, S |
| 1.5 | Roles in collaborative research projects, involving academics and/or users | D | AF, S |
| 1.6 | Experience of enterprise, innovation and research with evidence of social and/or economic impact | D | AF, S |
| 1.7 | Experience of delivering online or distance learning | D | AF, S |
| 1.7 | Broad knowledge of astrophysics and cosmology | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Excellent communication and interpersonal skills | E | S |
| 2.2 | Ability to work in a team | E | AF, S |
| 2.3 | Ability to communicate effectively in English, verbally and in writing | E | AF, S |
| 2.4 | Ability to exploit future astronomical facilities, such as the E-ELT and the James Webb Space Telescope | D | AF, S |
| 2.5 | Ability to develop and exploit innovative new computational or analytical techniques | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
| 3.1 | PhD in Physics, Astrophysics or a related discipline | E | AF |
| 3.2 | Personal research awards (fellowships and prizes) | D | AF |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Sensitivity to the needs of a diverse student population | E | AF, S |
| 4.2 | Independent and self-motivated | E | AF, S |
| 4.3 | Willing to travel in the UK and internationally | E | AF, S |
| 4.4 | Ability to work to tight deadlines | E | AF, S |
| 4.5 | Driven about public engagement and outreach | D | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including 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)** | Professor David Wands |
| **Date** | October 2019 |
| **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.