



**Faculty of Technology**

**Institute of Cosmology and Gravitation**

**Research Fellow**

**ZZ004032**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range from £34,520 - £37,706 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 37 per week and are usually worked between 8.30 a.m. and 5.15 p.m. Monday to Thursday and between 8.30 a.m. and 4.15 p.m. on 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.

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 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 mustbeyour 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 Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| --- | --- |
| **Job Title:** | Dennis Sciama Postdoctoral Fellow in Gravitational Wave Science |
| **Grade:** | 7 |
| **Faculty/Centre:** | Technology |
| **Department/Service:**  **Location:** | Institute of Cosmology and Gravitation  Dennis Sciama Building |
| **Position Reference No:** | ZZ004032 |
| **Cost Centre:** | 41950 |
| **Responsible to:** | ICG Director |
| **Responsible for:** | N/A |
| **Effective date of job description:** | September 2017 |

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| **Purpose of Job:** |
| To undertake high quality independent postdoctoral research and innovation in gravitational wave science. To engage in teaching, scholarship, research, innovation and outreach as needed in line with the Department, Faculty and University objectives. |

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| **Key Responsibilities:** |
| * To lead high-quality, world-leading independent research in gravitational waves science. * 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 as required and in agreement with ICG staff and Directors * Participate in and develop networks for exchange of information and collaboration with colleagues. * Support, develop and deliver public outreach activities contributing to the public understanding of science. * Attend and contribute to various meetings as required. * Possibly contribute to undergraduate and postgraduate teaching activities in agreement with ICG Directors * Manage own research and administrative activities.   Any other duties as required by the ICG Director. |
| **Working Relationships:** |
| ICG academic and support staff  ICG Directors  Associate Dean Research |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Excellent research-level understanding of gravitational wave science. | E | AF,S |
| 1.2 | Relevant research experience including a demonstrated track record of refereed journal publications in gravitational wave science, cosmology or astrophysics | E | AF,S |
| 1.3 | Single-author or leading-author publications with strong citation impact and talks at international conferences | E | AF |
| 1.4 | Record of external grant funding | D | AF,S |
| 1.5 | Record of research with impact outside higher education | D | AF, S |
| 1.6 | Knowledge and/or experience in research innovation and impact (knowledge exchange, consultancy, etc) | D | AF, S |
| 1.7 | Experience of teaching or equivalent presentation of technical material | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Key research skills | E | AF,S |
| 2.2 | Ability to lead and develop independent research projects | E | AF,S |
| 2.3 | Ability to communicate effectively in English verbally and in writing | E | AF,S |
| 2.4 | Ability to work without close supervision | E | AF,S |
| 2.5 | Ability to work in a team | E | AF,S |
| 2.6 | Organisational and administrative ability | E | AF,S |
| 2.7 | Ability to supervise research students | D | AF,S |
| 2.8 | Ability to engage with the public or to undertake school outreach activities | D | AF,S |
| 2.9 | Ability to engage with knowledge exchange and innovation stakeholders | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
| 3.1 | A PhD in a relevant discipline (e.g. physics, astrophysics or mathematics) | E | AF |
| 3.2 | Personal research awards (e.g., fellowships and prizes) | D | AF |
| **4.** | **Other Requirements** |  |  |
| 4.1 | High integrity and professional approach | E | AF,S |
| 4.2 | Positive attitude towards essential administrative tasks | E | AF,S |
| 4.3 | Ability to work to tight deadlines | E | AF,S |
| 4.4 | Creative and self-motivated | E | AF,S |
| 4.5 | Willing to travel in the UK and overseas | E | AF,S |
| 4.6 | Enthusiastic about public engagement and knowledge exchange | D | 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 | x | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 2. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 4. Genetically modified Organisms |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 6. Night Working (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment (including lone working) | X | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 9. 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)** | Professor David Wands |
| **Date** | September 2017 |
| **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.