

****

**Faculty of Science**

**School of Pharmacy and Biomedical Sciences**

**Lecturer or Senior Lecturer in Histopathology**

**ZZ004210**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary for the post of Lecturer is in the range of £34,520 - £37,706 per annum. Salary for the post of Senior Lecturer is in the range of £38,833 - £47,722 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 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. 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)

|  |  |  |
| --- | --- | --- |
| 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 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 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**

|  |  |
| --- | --- |
| **Job Title:** | Lecturer in Histopathology / Biomedical Science |
| **Grade:** | 7 |
| **Faculty/Centre:** | Science |
| **Department/Service:**  **Location:** | School of Pharmacy & Biomedical Sciences  St. Michael’s Building |
| **Position Reference No:** | ZZ004210 |
| **Cost Centre:** | 44056 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | September 2017 |

|  |
| --- |
| **Purpose of Job**: |
| The person appointed will be responsible to the Head of School in the School of Pharmacy & Biomedical Sciences and will act as a team member to participate in teaching, scholarship, research and knowledge transfer in accordance with the School/Faculty objectives.  To assist in the design and delivery of undergraduate and postgraduate programmes to respond to students’ needs. |

|  |
| --- |
| **Key Responsibilities:** |
| Duties may include:   * Engage in research and knowledge transfer activities; actively seek funding to support these, either on own initiative or as part of team; and generate research outputs consistent with the level of appointment. * Contribute to the research ethos of the School including through a collegial approach to own research and that of others. * Working with others, to design, deliver, review and update teaching within the subject area for undergraduate and postgraduate courses (with the assistance of a mentor if necessary). Whereas the primary teaching duties of the post-holder are likely to be in relation to clinical histopathology and biomedical science, it is expected that (s)he will have the capability to contribute to other teaching areas as needed, and this may include academic skills. * Co-ordination of teaching with that of others; setting and marking assessments; ensuring the verification of marks by other tutors and participating in verification of others’ marks (where appropriate); and attending relevant assessment boards. * Management of a limited number of units and contribution as a member of the teaching team on units for which the post holder is not the unit co-ordinator. * Contribute to continuing development of the curriculum, including proposing new units and active participation at subject group meetings. * Supervise undergraduate and postgraduate projects and similar independent learning activities. * Undertake training in doctoral supervision, if appropriate, and effectively supervise doctoral students. * Undertake academic course-related administrative tasks, including attendance at Boards of Studies and Examination Boards, as appropriate. * Undertake placement visits to undergraduate students (where appropriate) and resolve any problems identified by student or employer’s representative. * Participate in Preview and Open Days and similar presentations aimed at promotion of the School and student recruitment. * Ensure teaching material is current through active scholarship. * Act as a Personal Tutor to undergraduate and postgraduate students. * Take part in relevant aspects of the student support and assessment processes. * Have a proactive approach to identifying own development needs and engaging in development programmes to address these needs.   Undertake other activities as reasonably requested by Head of Division, Associate Heads of School and/or Head of School. |

|  |
| --- |
| **Working Relationships:** |
| Head of School  Associate Heads (Research, Innovation and Impact, Education)  Division Leader  Course Leader(s)  Course Team  School Manager and course administration team  Technical manager and technical support team |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Knowledge and experience in Histology, Cellular Pathology and Biomedical Science at a level commensurate with a Lecturer appointment. | E | AF, S, P |
|  | Research experience in areas linked to the research interest of the School of Pharmacy and Biomedical Sciences. | E | AF, S, P |
|  | Relevant publications in peer reviewed journals | E | AF |
|  | Experience of teaching/mentoring and/or training at undergraduate and/or postgraduate degree level | E | AF |
|  | Experience of assessing students’ work at bachelor’s degree level or above, and of providing feedback on assessment | D | AF, S, |
|  | Experience of supervising undergraduate and postgraduate project students | D | AF, S, |
|  | Experience in the design of teaching materials | D | AF, S, P |
|  | Success in applying for and securing research funding | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to communicate using a wide variety of media; including writing of scientific/professional reports.  Use of IT and literature searching tools. | E | AF, S, P |
|  | Prioritising work and working to deadlines. | E | AF, S, P |
|  | Working collegially and in teams. | E | AF, S, P |
|  | Ability to identify own development needs. | D | AF, S, P |
|  | Ability to interact effectively with academic and support staff and with students in area of expertise. | D | AF, S, P |
|  | Short, medium and long-term project management skills. | D | AF, S, P |
|  | Curriculum development and management | D | AF, S, |
|  | Experience of small and large group teaching and student mentoring. | D | AF, S, |
|  | Undergraduate / postgraduate project management  Successful doctoral student supervision | D | AF, S, |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | First Degree in relevant subject area (or equivalent) | E | AF, S |
|  | Doctoral qualification in a relevant subject | E | AF |
|  | PgC in Teaching and Learning in HE or equivalent | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Enthusiasm for subject and ability to motivate self and students | E | AF, S, P |
|  | Personal initiative | E | AF, S, P |
|  | Capable of upholding the highest professional standards, with a desire to succeed | E | AF, S, P |
|  | Commitment to CPD, teaching and research | D | AF, S, P |
|  | Registration/membership of the Institute of Biomedical Science (IBMS) or other relevant Professional/Regulatory Body | D | AF |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (may include interview, test; presentation)

**JOB HAZARD IDENTIFICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) | x |
| 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) | x | 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) | x | 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) | |

**Line Manager/Supervisor to sign below:**

|  |  |
| --- | --- |
| **Signed** | S Ahmed |
| **Name (block capitals)** | Sabbir Ahmed |
| **Date** | September 2017 |
| **Extension number** | 3594 |

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.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Senior Lecturer in Histopathology / Biomedical Science |
| **Grade:** | 8 |
| **Faculty/Centre:** | Science |
| **Department/Service:**  **Location:** | School of Pharmacy & Biomedical Sciences  St. Michael’s Building |
| **Position Reference No:** | ZZ004210 |
| **Cost Centre:** | 44056 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | September 2017 |

|  |
| --- |
| **Purpose of Job**: |
| The person appointed will be responsible to the Head of School in the School of Pharmacy & Biomedical Sciences and will act as a team member to participate in teaching, scholarship, research and knowledge transfer in accordance with the School/Faculty objectives.  To assist in the design and delivery of undergraduate and postgraduate programmes to respond to students’ needs. |

|  |
| --- |
| **Key Responsibilities:** |
| Duties may include:   * Engage in research and knowledge transfer activities; actively seek funding to support these, either on own initiative or as part of team; and generate research outputs consistent with the level of appointment. * Contribute to the research ethos of the School including through a collegial approach to own research and that of others. * To design, deliver, review and update teaching within the subject area for undergraduate and postgraduate courses. Whereas the primary teaching duties of the post-holder are likely to be in relation to clinical histopathology, it is expected that (s)he will have the capability to contribute to other teaching areas as needed and support the provision of the MPharm, BSc (Hons) Pharmacology and MSc Medical Biotechnology courses in the School. * Managing of own teaching and co-ordination of teaching with that of others; setting and marking assessments; ensuring the verification of marks by other tutors and participating in verification of others’ marks (where appropriate); and attending relevant assessment boards. * Management of units and contribution as a member of the teaching team on units for which the post holder is not the unit co-ordinator. * Development of the curriculum, including proposing new units and active participation at subject group meetings. * Supervise undergraduate and postgraduate projects and similar independent learning activities. * Undertake training in doctoral supervision, if appropriate, and effectively supervise doctoral students. * Undertake academic course-related administrative tasks, including attendance at Boards of Studies and Examination Boards, as appropriate. * Undertake placement visits to undergraduate students (where appropriate) and resolve any problems identified by student or employer’s representative. * Participate in the development and delivery of Preview and Open Days and similar presentations aimed at promotion of the School and student recruitment. * Ensure teaching material is current through active scholarship. * Act as a Personal Tutor to undergraduate and postgraduate students. * Take part in relevant aspects of the student support and assessment processes. * Have a proactive approach to identifying own development needs and engaging in development programmes to address these needs.   Undertake other activities as reasonably requested by Head of Division, Associate Heads of School and/or Head of School. |

|  |
| --- |
| **Working Relationships:** |
| Head of School  Associate Heads (Research, Innovation and Impact, Education)  Division Leader  Course Leader(s)  Course Team  School Manager and course administration team  Technical manager and technical support team |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Knowledge and experience in Histology, Cellular Pathology and Biomedical Science at a level commensurate with a Senior Lecturer appointment. | E | AF, S, P |
|  | Research experience in areas linked to the research interest of the School of Pharmacy and Biomedical Sciences, and the capacity to successfully direct own research. | E | AF, S, P |
|  | Relevant publications in peer reviewed journals of international standing. | E | AF |
|  | Experience of teaching/mentoring and/or training at undergraduate and/or postgraduate degree level | E | AF, S |
|  | Experience of assessing students’ work at bachelor’s degree level or above, and of providing feedback on assessment | D | AF, S |
|  | Experience of supervising undergraduate and postgraduate project students | D | AF, S |
|  | Experience in the design of teaching materials | D | AF, S, P |
|  | Having applied for funding of research activities. | E | AF, S |
|  | Success in securing such funding. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to communicate using a wide variety of media, including: writing of scientific/professional reports; use of IT and literature searching tools. | E | AF, S, P |
|  | Prioritising work and working to deadlines. | E | AF, S, P |
|  | Working collegially and in teams. | E | AF, S, P |
|  | Ability to identify own development needs. | E | AF, S, P |
|  | Ability to interact effectively with academic and support staff and with students in area of expertise. | E | AF, S, P |
|  | Short, medium and long-term project management skills. | D | AF, S, P |
|  | Curriculum development and management | D | AF, S, |
|  | Experience of small and large group teaching and student mentoring. | D | AF, S, |
|  | Undergraduate / postgraduate project management  Successful doctoral student supervision | D | AF, S, |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | First Degree in relevant subject area (or equivalent) | E | AF, S |
|  | Doctoral qualification in a relevant subject | E | AF, S |
|  | PgCert in Teaching and Learning in HE or equivalent | E | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Enthusiasm for subject and ability to motivate self and students | E | AF, S, P |
|  | Personal initiative | E | AF, S, P |
|  | Capable of upholding the highest professional standards, with a desire to succeed | E | AF, S, P |
|  | Commitment to CPD, teaching and research | E | AF, S, P |
|  | Registration/membership of the Institute of Biomedical Science (IBMS) or other relevant Professional/Regulatory Body | D | AF |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (may include interview, test; presentation)

**JOB HAZARD IDENTIFICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) | x |
| 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) | x | 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) | x | 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) | |

**Line Manager/Supervisor to sign below:**

|  |  |
| --- | --- |
| **Signed** | S Ahmed |
| **Name (block capitals)** | Sabbir Ahmed |
| **Date** | September 2017 |
| **Extension number** | 3594 |

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.