



**Faculty of Business and Law**

**Strategy, Enterprise and Innovation**

**Teaching Fellow or Senior Teaching Fellow in Strategic Studies**

**ZZ600372**

**THE POST**

Please see the attached job description and person specification.

Located at the RAF College, Cranwell, Lincolnshire, this appointment is integrated fully with the University and the Portsmouth Business School thus supporting personal development and subject-specific research.

You must be willing to undergo MoD security clearance, and act to retain that clearance, and to follow a strict dress code at the place of work.

Interviews will take place at the Royal Air Force College, Cranwell, Sleaford, Lincolnshire, NG34 8HG.

**TERMS OF APPOINTMENT**

Salary is in the range from Teaching Fellow £34,520 to £37,706 per annum or Senior Teaching Fellow £38,833 to £47,722 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. Most new academic staff 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):

|  |  |  |
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| Descriptor | HEA Fellowship Category | Target Group |
| D1 | Associate Fellow | Staff who support learningAcademic staff with limited teaching portfolios |
| D2 | Fellow | Early career teaching staffExperienced 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/filetodownload,91621,en.pdf](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines/filetodownload%2C91621%2Cen.pdf).

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 RAF College, Cranwell on taking up their appointment. This evidence will be copied and forwarded to the Human Resources Department at the University of Portsmouth.

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:** | Teaching Fellow  |
| **Grade:** | 7 |
| **Faculty/Centre:** | Faculty of Business and Law |
| **Department/Service:****Location:** | Strategy, Enterprise & InnovationPBS@Cranwell |
| **Position Reference No:** | ZZ600372 |
| **Cost Centre:** | 20417 |
| **Responsible to:** | Director of Academic Support ServicesHead of Subject Group |
| **Responsible for:** | N/A |
| **Effective date of job description:** | October 2017[[1]](#footnote-1) |

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| **Context of Job:**  |
| To deliver learning and teaching in the PBS@Cranwell curriculum by undertaking: teaching duties; supervision of tutorial and fieldwork work; development of learning activities as directed; research in the field of specialisation; and, contributing to the delivery of assessment. To undertake educational administrative duties and projects as appropriate. |

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| **Purpose of Job:** |
| As a member of the teaching team at the RAF College Cranwell contribute to the delivery of undergraduate-level and senior (postgraduate/Masters-level) programmes, responding to both the RAF’s and students’ needs.To engage in teaching, scholarship, research and knowledge transfer as part of a Portsmouth Business School team in line with the Subject group and School objectives. |

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| **Key Responsibilities:** |
| 1. Deliver, review and update units as Unit Co-ordinator within subject area for undergraduate and postgraduate courses as required. Development of teaching team (where appropriate); setting and marking assessments; and attending relevant assessment/Review boards.
2. Contribute as a member of the teaching team on units for which the post holder is not the unit co-ordinator.
3. Development of the curriculum, including proposing new units, and active participation at subject group meetings. Ensuring teaching material, methods and approaches are current through active scholarship.
4. Undertake undergraduate and postgraduate dissertation supervision in common with the rest of the teaching team and, where appropriate, supervise students’ projects and fieldwork. Take part in relevant aspects of the student support and assessment processes.
5. Undertake research in specialisation as teaching commitments allow and in accordance with the research requirements of both the School and University.
6. Undertake academic course-related administrative tasks as appropriate, such as ensuring course material is compliant with the Defence Systems Approach to Training.
7. Participate in business development and delivery, including support to contracted activity with clients other than the RAF.
8. Act as a personal tutor to students to provide development support when required.
9. Take part in relevant aspects of the student support and assessment processes (e.g. examination marking and essay assessment).
10. Contribute to project work undertaken by PBS@Cranwell and the School.
11. Take part in planning and preparation for external quality assessment. Ensure that course/unit documentation held by the Administrator is accurate and conforms to local quality assurance arrangements and requirements. Contribute to the Contract-driven reporting and quality assurance processes when requested.
12. Address student feedback in accordance with local instructions.

**Additional expectations of the role holder**1. In line with Subject Group aims and objectives and the PBS@Cranwell academic delivery programme, the role holder is required to prioritise and organise their own workload to meet agreed delivery deadlines.
2. Deliver courses outside the normal working week and usual locations, including outside the UK.
3. Actively participate in the PBS@Cranwell engagement strategy to build academic and cooperative contacts with similar Higher Educational Institutions and relevant research and study Institutes.
4. To attend team meetings when required providing relevant and timely information, in order to aid decision making in the Subject Group.
5. Apply due care and diligence with regards to health and safety for self and others.
6. Undertake compulsory training to comply with Ministry of Defence health and safety, information management and data security regulations.
7. Able and willing to take leave in accordance with the contract-driven delivery programme and not the normal academic cycle.
8. Any other appropriate duties as required by Director, Academic Support Services.
9. Any other appropriate duties as required by the Head of Subject Group.
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| **Working Relationships (key individuals the job holder would be working with):** |
| Subject Group Leader – Professor Paul TrottDepartment Head: Director Academic Support Services (RAF) (located at RAF Cranwell) – Mr Nicholas RandleAssistant Directors: Academics – Dr Benjamin Jones Business Management and Support – Mrs Sarah RossRoyal Air Force:Officer Commanding Officer and Aircrew Cadet Training UnitCommandant, Central Training School |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Critical thinking. | E | AF, S |
|  | Engagement with and application of theoretical constructs in one of the fields of: air power studies; strategic studies; war studies; defence and security studies or military history. | E | AF, S |
|  | Subject expertise in contemporary security studies and the utility of military force. | E | AF, S |
|  | Experience in the field of military history. | D | AF, S |
|  | Previous experience of security and/or defence-related subjects and leadership development studies. | D | AF, S |
|  | Teaching experience | 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,  |
|  | Research and/or knowledge service skills. | E | AF, S |
|  | Ability to collaborate with academic, military and administrative colleagues regarding teaching and course management activities. | E | AF, S |
| **3.**  | **Education &/or Training** |  |  |
|  | A Masters-level qualification in a relevant or related discipline. | E | AF |
|  | A doctoral degree. | D | AF |
|  | HE/FE teaching qualification. | D | AF |
|  | Current membership of relevant professional body. | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Personal initiative. | E | AF, S |
|  | Commitment to work in an academic environment. | E | AF, S |
|  | Willingness to undertake further development, as necessary, to contribute to the delivery of the full range of courses delivered by PBS@Cranwell (including leadership and ethics studies) including essay marking and seminar supervision.  | E | AF, S |
|  | Willingness to undertake MOD security clearance and, subsequently, to behave in a manner which would not compromise retaining that clearance. | E | AF, S |
|  | Willingness to observe and adhere to a strict dress code and code of conduct in the workplace, this includes at any time when representing the University of Portsmouth.  | E | AF, S |
|  | Successful candidates must meet the security requirements detailed by the Ministry of Defence to fulfill the expectations of the role. The minimum level of security needed for this post is Security Check (SC). You should review the appropriate information here: <https://www.gov.uk/government/publications/national-security-vetting-advice-for-people-who-are-being-vetted> prior to applying.  Candidates that cannot reasonably be expected to meet this security clearance may not be shortlisted. | E | 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%2C164407%2Cen.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)  |  |
| 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)
 |  | 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, book sensitization etc)
 |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bio-aerosols |  |
| 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)** | PAUL TROTT |
| **Date** | October 2017 |
| **Extension number** | 4245 |

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 Teaching Fellow  |
| **Grade:** | 8 |
| **Faculty/Centre:** | Faculty of Business and Law |
| **Department/Service:****Location:** | Strategy, Enterprise & InnovationPBS@Cranwell |
| **Position Reference No:** | ZZ600372 |
| **Cost Centre:** | 20417 |
| **Responsible to:** | Director of Academic Support ServicesHead of Subject Group |
| **Responsible for:** | N/A |
| **Effective date of job description:** | October 2017[[2]](#footnote-2) |

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| **Context of Job:**  |
| To lead learning and teaching in the PBS@Cranwell curriculum by undertaking: teaching duties; supervision of tutorial and fieldwork work; development of learning activities; and, contributing to the design, delivery and administration of assessment. To undertake educational and contract administrative duties and projects as appropriate. |

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| --- |
| **Purpose of Job:** |
| As a member of the teaching team at the RAF College Cranwell contribute to the delivery of undergraduate-level and senior (postgraduate/Masters-level) programmes, responding to both the RAF’s and students’ needs.To engage in teaching, scholarship and knowledge transfer as part of a Portsmouth Business School team in line with the Subject group and School objectives. |

|  |
| --- |
| **Key Responsibilities:** |
| 1. Design, deliver, review and update units as Unit Co-ordinator within subject area for undergraduate and postgraduate courses. Development and co-ordination of teaching team (where appropriate); setting and marking assessments; and attending relevant assessment/Review boards.
2. Contribute as a member of the teaching team on units for which the post holder is not the unit co-ordinator.
3. Development of the curriculum, including proposing new units, and active participation at subject group meetings. Ensuring teaching material, methods and approaches are current through active scholarship.
4. Undertake undergraduate and postgraduate dissertation supervision in common with the rest of the teaching team and where appropriate, supervise students’ projects and fieldwork. Take part in relevant aspects of the student support and assessment processes.
5. Undertake academic course-related administrative tasks as appropriate, such as ensuring course material is compliant with the Defence Systems Approach to Training.
6. Participate in business development and delivery, including support to contracted activity with clients other than the RAF.
7. Act as a personal tutor to students to provide development support when required.
8. Act as a mentor to colleagues within the department.
9. Take part in relevant aspects of the student support and assessment processes (e.g. examination, moderation and Review boards).
10. Contribute to the operational planning and development of PBS@Cranwell and the School, including project work
11. Take part in planning and preparation for external quality assessment. Ensure that course/unit documentation held by the Administrator is accurate and conforms to local quality assurance arrangements and requirements. Contribute to the Contract-driven reporting and quality assurance processes.
12. Address student feedback in accordance with local instructions.

**Additional expectations of the role holder**1. In line with Subject Group aims and objectives and the PBS@Cranwell academic delivery programme, the role holder is required to prioritise and organise their own workload to meet agreed delivery deadlines.
2. Deliver courses outside the normal working week and usual locations, including outside the UK.
3. To communicate with team members and have involvement in planning teams, chairing working parties and leading/initiating internal networks, as appropriate.
4. Actively participate in the PBS@Cranwell engagement strategy to build academic and cooperative contacts with similar Higher Educational Institutions and relevant research and study Institutes.
5. To attend team meetings when required providing relevant and timely information, in order to aid decision making in the Subject Group.
6. Apply due care and diligence with regards to health and safety for self and others.
7. Undertake compulsory training to comply with Ministry of Defence health and safety, information management and data security regulations.
8. Able and willing to take leave in accordance with the contract-driven delivery programme and not the normal academic cycle.
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1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
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|  | Subject Expertise in contemporary security studies and the utility of military force. | E | AF, S |
|  | Experience in the field of military history. | D | AF, S |
|  | Previous experience of security and/or defence-related subjects and leadership development studies. | D | AF, S |
|  | Teaching experience | E | AF, S |
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|  | Research and/or knowledge service skills. | D | AF, S |
|  | Ability to collaborate with academic, military and administrative colleagues regarding teaching and course management activities. | E | AF, S |
|  | Curriculum development or course management experience. | D | AF, S |
| **3.**  | **Education &/or Training** |  |  |
|  | A Masters-level qualification in a relevant or related discipline. | E | AF |
|  | A doctoral degree. | D | AF |
|  | HE/FE teaching qualification. | D | AF |
|  | Current membership of relevant professional body. | D | AF |
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|  | Personal initiative. | E | AF, S |
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|  | Willingness to undertake further development, as necessary, to contribute to the delivery of the full range of courses delivered by PBS@Cranwell (including leadership and ethics studies) including essay marking and seminar supervision.  | E | AF, S |
|  | Willingness to undertake MOD security clearance and, subsequently, to behave in a manner which would not compromise retaining that clearance. | E | AF, S |
|  | Willingness to observe and adhere to a strict dress code and code of conduct in the workplace, this includes at any time when representing the University of Portsmouth.  | E | AF, S |
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 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
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1. Updated from May 2014 version to reflect change to CDS and RAF organisational contacts and incorporation of revised Hazard Form [↑](#footnote-ref-1)
2. Updated from May 2014 version to reflect change in terminology to Teaching Fellow; change to CDS and RAF organisational contacts; and, incorporation of revised Hazard Form [↑](#footnote-ref-2)