



**Faculty of Science**

**Department of Psychology**

**Lecturer in Psychology**

**ZZ003756**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £34,520 - £37,706 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)

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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>

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**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Lecturer  |
| **Grade** | 7 |
| **Faculty/Centre:** | Science |
| **Department/Service:****Location:** | PsychologyKing Henry Building |
| **Position Reference No:** | ZZ003756 |
| **Cost Centre:** | 44068 |
| **Responsible to:** | Head of Psychology |
| **Responsible for:** | N/A |
| **Effective date of job description:** | September 2017 |

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| **Purpose of Job:** |
| The person appointed will be responsible to the Head of Psychology and will contribute to:The design, delivery and management of undergraduate or postgraduate units in the Department; research activity, income generation and output in Psychology, and the administrative functions of the Department as directed by the Head of Department.  |

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| **Key Responsibilities:** |
| 1. Contribute to the design, marketing, delivery, management and assessment of appropriate undergraduate or postgraduate units, including active participation at Course Team Meetings (i.e. Board of Studies, Unit Assessment Boards and Award Boards and where appropriate Course Management Team Meetings).
2. Contribute to the undergraduate and postgraduate tutorial programmes.
3. Supervision of final year undergraduate and postgraduate taught (including distance learning), and research student dissertations / theses, and attendance at the Postgraduate Research Degrees Committee, where appropriate.
4. Coordination 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.
5. Undertake academic course-related administrative tasks, including attendance at Boards of Studies and Examination Boards, as appropriate.
6. Ensure teaching material is current through active scholarship.
7. Participate in Preview and Open Days and similar presentations aimed at promotion of the School and student recruitment.
8. Have a proactive approach to identifying own development needs and engaging in development programmes to address these needs.
9. Make an active contribution to key areas of research strength, by submitting publications and external research grant applications, engaging with Research Centre/group meetings and where appropriate contributing to innovation activity (e.g. by income generation, business spin out, case studentships or knowledge transfer partnerships).
10. Contribute to the Department’s submissions to Government Research Assessments (i.e. Research Excellence Framework).
11. Contribute to the administration and development of academic activities within the Department (e.g. PR, ethics, year tutor role, careers advisor, outreach activities etc.)
12. The conduct of any other duties required by the Head of Department.
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| **Working Relationships (key individuals the job holder would be working with):** |
| Head of DepartmentAssociate Head InnovationAssociate Head EducationAssociate Head ResearchCourse Leaders (Undergraduate and Postgraduate)Unit Co-ordinators | Year TutorsPlacement and Employment LeadDepartmental ManagerTechnical Manager |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Current knowledge and experience in Psychology/ Forensic Psychology/ Psychology & Law | E | AF, S |
|  | Demonstrable potential for excellence in teaching in Psychology (especially Forensic Psychology / Psychology & Law) | E | AF, S  |
|  | Experience of unit/module management. | D | AF, S |
|  | Current research experience in areas relevant to Psychology/ Forensic Psychology/ Psychology & Law units delivered within the Department of Psychology | E | AF, S |
|  | Potential to enhance the Department’s research / innovation profile in the area of Forensic Psychology / Psychology & Law | E | AF, S |
|  | Experience of teaching, tutoring and supervision at Undergraduate or Postgraduate level. | E | AF, S  |
|  | Experience of successful administration of an area of academic activity (e.g. ethics committee, student recruitment, year tutor, careers advisor etc.) | D | AF, S  |
|  | Understanding of UK HE system. | D | AF, S  |
|  | Evidence of published research output that will contribute to the Department’s submission in the Research Excellence Framework. | E | AF, S  |
|  | Evidence of ability to develop research activity that has resulted in (or is likely to result in) successful grant applications. | D | AF, S  |
|  | Evidence of ability to develop activity that will result in impact (outside of academia) or income generation via knowledge services. | D | AF, S  |
|  | Experience of postgraduate research student supervision. | D | AF, S  |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellence in written and verbal communication | E | AF, S  |
|  | Well-developed IT skills, including for Technology Enhanced Learning | E | AF, S  |
|  | Ability to prioritise work and keep to deadlines | E | AF, S |
|  | Ability to interact effectively with academic and support staff and with students in area of expertise | D | AF, S |
|  | Short, medium and long-term project management skills | D | AF, S |
|  | Undergraduate/ Postgraduate project management | D | AF, S |
| **3.**  | **Education &/or Training** |  |  |
|  | PhD in Psychology or closely related area. | E | AF, S  |
|  | HE teaching qualification | D | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Team work skills | E | AF, S |
|  | Commitment to supporting student development via work and research placements | E | AF, S  |
|  | Commitment to the integration of research and teaching | E | AF, S  |
|  | Commitment to equality and diversity | E | AF, S |
|  | Enthusiasm for subject and ability to motivate students | E | AF, S |
|  | Commitment to CPD, teaching and research | D | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (to include 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
 | √ | 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 (including lone working)
 | √ | 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:**

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| **Signed** | James Ost |
| **Name (block capitals)** | DR JAMES OST |
| **Date** | 21st September 2017 |
| **Extension number** | 6311 |

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.