



**Faculty of Technology**

**Institute of Cosmology and Gravitation**

**Senior Lecturer in Gravitational Wave Science**

**ZZ004181**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Permanent**

**Full-time**

Salary is in the range **£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)

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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 – 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 GravitationDennis Sciama Building |
| **Position Reference No:** | ZZ004181 |
| **Cost Centre:** | 41950 |
| **Responsible to:** | ICG directors |
| **Responsible for:** | N/A |
| **Effective date of job description:** | September 2017 |

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| **Purpose of Job:** |
| To undertake high quality research and innovation in gravitational wave science. 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 physics, astrophysics, and gravitational wave science.
2. Design, deliver, review and update units for our undergraduate and postgraduate courses.
3. Contribute to continuing development of the curriculum, including proposing new units for on-campus and on-line delivery as required.
4. Publish research outputs in international journals and to disseminate the results via the worldwide web and through seminars, conferences and workshops, to contribute to the external visibility of the department and the university.
5. Collaborate with academic partners and user groups to deliver research impact.
6. Contribute to securing external funding for research and innovation
7. Recruit and supervise research students, and post-doctoral researchers and other research support staff.
8. Undertake scholarly activities to maintain currency of knowledge in the fields of physics, astrophysics and gravitational wave science.
9. Supervise undergraduate and postgraduate projects and similar independent learning activities.
10. Act as a personal tutor to students to provide first line support and act as a mentor when required
11. Support undergraduate student recruitment and open days
12. Engage in a range of course-related administrative tasks associated with course leadership, recruitment, progression and career development of students within the School.
13. Engage in a range of administrative tasks associated with curriculum development and quality assurance within the teaching and learning processes for which the School is responsible.
14. Engage in a range of administrative tasks associated with research projects, reporting results, data management and open access.
15. Undertake other such duties as may be required within the School, the Faculty and the University or other instructions of the Head of School if called upon to do so.
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| **Working Relationships:**  |
| 1. ICG directors
2. Undergraduate course leaders
3. Research group and academic colleagues and support/technical staff
4. Administrative staff
5. External research collaborators
6. Associate Deans (Research, Innovation, Academic and Students)
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**2. PERSON SPECIFICATION**

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| **No** | **Attributes -**  | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Excellent research-level understanding of gravitational waves, and astrophysics and/or cosmology | E | AF,S |
| 1.2 | Record of high quality and high impact research publications in gravitational wave science and areas complementary to existing ICG research | 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 |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Excellent communication and interpersonal skills | E | AF,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 | Organisation and administrative ability | E | AF |
| **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 | Willing to travel in the UK and internationally | E | AF,S |
| 4.3 | Ability to work to tight deadlines | E | AF,S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including 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)  |  |
| 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** | August 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.