

**Faculty of Science**

**School of Health Sciences and Social Work**

**Senior Lecturer in Social Work**

**ZZ003932**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £38,183 - £46,924 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Leave entitlement is 32 working days per annum. 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.

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 entitled to join the Local Government Pension Scheme. The scheme's provisions include an 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.

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.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

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:** | Science |
| **Department/Service:****Location:** | School of Health Sciences and Social Work James Watson West / St Michaels Building |
| **Position Reference No:** | ZZ601615 |
| **Cost Centre:** | 44057 |
| **Responsible to:** | Head of School  |
| **Responsible for:** | N/A |
| **Effective date of job description:** | 1st June 2017 |

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| **Purpose of Job:** |
| Based in the School of Health Sciences and Social Work, the post holder will contribute to scholarly activity across the School, with a particular focus on social work. The person appointed will be expected to take a key role in the development and maintenance of our qualifying courses and contribute to the school’s research and innovation profile, including scholarly activity and income generation. |

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| **Key Responsibilities:** |
| The post holder will be required to:1. Design, deliver, review and update content as Unit Co-ordinator as well as contribute learning materials/tutorial support as required. This role will include setting and marking assessments; ensuring the verification of marks by other tutors, (where appropriate); and attending relevant assessment boards.
2. Contribute to the design, delivery, review and update of learning materials for other units for which the post holder is not the unit co-ordinator (but within the subject area of social work) for undergraduate and postgraduate courses.
3. Maintain a scholarly profile, including a research and or innovation active profile that contributes to the wider university strategic aims and includes grant funding and publication and dissemination of scholarly works.
4. Develop and maintain regional, national and international collaborations and partnerships that underpin the university’s Education and Research strategies.
5. Contribute to maintaining continual development of contemporary and innovative curricular, teaching and assessment strategies, including proposing new units and active participation at subject group meetings
6. Undertake academic course-related administrative tasks (where appropriate) e.g., Level Tutor, Personal Tutor to undergraduate and postgraduate students including attendance at Examination Boards
7. Lead (or contribute) to open Day events and similar presentations aimed at student recruitment as required.

Such other duties as may be reasonably required by the Head of Department/Section |

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| **Working Relationships:** |
| 1. Head of School of Health Sciences and Social Work
2. Allied Health and Social Care Programme Lead
3. Associate Heads of School, recruitment and curriculum leads
4. School Manager and administrative team; Technical Manager and technical support team.
5. Academic colleagues within the School of Health Sciences and Social Work
6. Dean of the Faculty of Science; Associate Deans.
7. Local, National and International Collaborators
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1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Experience in the delivery and assessment of teaching and learning in social work or a closely related discipline | E | AF,S |
|  | Experience in writing bids to funding bodies | D | AF,S |
|  | Recent publications in peer-reviewed journals  | E | AF,S |
|  | Understanding of evidence based practice. | E | AF,S |
|  | Understanding of quality assurance in higher education and the role of regulatory bodies in Social Care.  | E | AF,S |
|  | Experience in supervision of Post Graduate Research students | D | AF,S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent time management skills to handle a varied workload and able to meet tight deadlines. | E | AF,S |
|  | Possess excellent interpersonal skills, including the ability to influence and negotiate when working collaboratively to design and review research proposals.  | E | AF,S |
|  | Project management skills. | E | AF,S |
|  | Take initiative in building good communication links with relevant stakeholders for placements, grant writing and collaboration | E | AF,S |
|  | Ability to communicate complex principles effectively. | E | AF,S |
|  | Innovative, able to problem solve and be decisive. | E | AF,S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | Higher degree in a relevant subject area | E | AF |
|  | PhD in a relevant subject | D | AF |
|  | BSc/MSc in relevant subject | E | AF |
|  | HEA fellowship or equivalent | D | AF,S |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to a whole school ethos | E | AF,S |
|  | Self-motivation and ability to work in a multi-disciplinary team. | E | AF,S |
|  | Engages positively with change and evolution | D | AF,S |
|  | Willingness and ability to travel | E | AF,S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

**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 (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:**

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| **Signed** | Chris Markham |
| **Name (block capitals)** | Dr CHRIS MARKHAM |
| **Date** | 1st June 2017 |
| **Extension number** | 2893 |

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.