

**Portsmouth Business School**

**Organisation Studies and Human Resource Management**

**Lecturer or Senior Lecturer in Human Resource Management / Organisational Behaviour**

**ZZ602356**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range Lecturer £33,943 - £37,075 per annum or Senior Lecturer £38,183 - £46,924 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.

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:** | Lecturer  |
| **Faculty/Centre:** | Portsmouth Business School |
| **Department/Service:****Location:** | Organisation Studies and HRMRichmond Building |
| **Position Reference No:** | ZZ602356 |
| **Grade** | 7 |
| **Cost Centre:** | 40500 |
| **Responsible to:** | Head of Department |
| **Responsible for:** | N/A |
| **Effective date of job description:** | June 2017 |

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| **Purpose of Job:** |
| As a member of the teaching team contribute to the delivery of undergraduate and postgraduate units and programmes, responding to students’ needs.To engage in teaching, scholarship, research and knowledge transfer as part of a team in line with Department/Faculty objectives. |

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| **Key Responsibilities:** |
| Contribute as a member of the teaching team to the delivery and review of units within the OS/HRM subject area for undergraduate and postgraduate courses, including marking and verification of assessments.Contribute to continuing development of the curriculum, including proposing new units and active participation at subject group meetings.Engage in research and knowledge transfer activities, either on own initiative or as part of a team.Supervise undergraduate and postgraduate dissertations, and similar independent learning activities.Undertake academic course-related administrative tasks, including attendance at Examination Boards, as appropriate.Undertake placement visits to undergraduate students and resolve any problems identified by student or employer’s representative.Contribute to student recruitment activities.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. |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Subject Group LeaderCourse LeadersCourse and Unit TeamsHead of Department |

1. **PERSON SPECIFICATION – LECTURER IN OS/HRM**

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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 the general Organisational Studies/Human Resource Management subject discipline. | E | AF, S |
|  | Sufficient breadth and depth of specialist knowledge in a broad range of OS/HR topics. | D | AF, S |
|  | Practitioner experience in the field of Personnel/Human Resource Management. | D | 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, S |
|  | Demonstrable research potential and knowledge transfer skills. | E | AF, S |
|  | Ability to collaborate with both academic and administrative colleagues regarding teaching, course management and research activities. | E | AF, S |
| **3.**  | **Education &/or Training** |  |  |
|  | A good first degree and a postgraduate qualification in a related discipline. | E | AF |
|  | A doctorate or equivalent research training. | D | AF |
|  | A relevant professional qualification. | D | AF |
|  | HE/FE teaching qualification. | D | AF |
|  | Chartered Membership/Fellowship of the CIPD | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Personal initiative. | E | AF, S |
|  | Commitment to work in an academic environment. | E | AF, S |
|  | Understand equal opportunity policy in HE and its impact on academic content and issues relating to student and staff welfare. | E | AF, S |
|  | Preparedness to deliver courses outside the normal working week and in locations outside the UK. | D | 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
 |  | 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)** | Gary Rees |
| **Date** | June 2017 |
| **Extension number** | 4221 |

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  |
| **Faculty/Centre:** | Portsmouth Business School |
| **Department/Service:****Location:** | Organisation Studies and HRMRichmond Building |
| **Position Reference No:** | ZZ602356 |
| **Grade** | 8 |
| **Cost Centre:** | 40500 |
| **Responsible to:** | Head of Subject Group |
| **Responsible for:** | N/A |
| **Effective date of job description:** | June 2017 |

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| **Purpose of Job:** |
| As a member of the teaching team contribute to the delivery of undergraduate and postgraduate units and programmes, responding to students’ needs.To engage in teaching, scholarship, research and knowledge transfer as part of a team in line with Department/Faculty objectives, and make a significant contribution to the research profile of the Faculty. |

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| **Key Responsibilities:** |
| Design, deliver, review and update units as Unit Coordinator within the subject area for undergraduate and postgraduate courses, including coordination of teaching team where appropriate; set and mark assessments and verify marks of other tutors where appropriate; attend relevant assessment boards.Contribute as a member of the teaching team on units for which post-holder is not the unit coordinator.Contribute to continuing development of the curriculum, including proposing new units and active participation at subject group meetings.Engage in research and knowledge transfer activities, either on own initiative or as part of a team, and contribute to enhancing the research profile of the Faculty in line with stated objectives.Supervise undergraduate and postgraduate dissertations, and similar independent learning activities.Undertake academic course-related administrative tasks, including attendance at Examination Boards, as appropriate.Undertake placement visits to undergraduate students and resolve any problems identified by student or employer’s representative.Contribute to student recruitment activities.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. |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Subject Group LeaderCourse LeadersCourse and Unit TeamsHead of Department |

1. **PERSON SPECIFICATION – SENIOR LECTURER IN OS/HRM**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Critical thinking. | E | AF, S |
|  | Engagement with and application of theoretical constructs in the general Organisational Studies/Human Resource Management subject discipline. | E | AF, S |
|  | Sufficient breadth and depth of specialist knowledge in a broad range of topics. | D | AF, S |
|  | Research and knowledge transfer experience. | E | AF, S |
|  | Knowledge and understanding of quantitative techniques or qualitative techniques applied to the behavioural sciences | E | AF, S |
|  | Considerable practitioner experience in the relevant professional field. | D | 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, S |
|  | A research record as evidenced by publications and related research activities, and knowledge transfer skills. | E | AF, S |
|  | Ability to collaborate with both academic and administrative colleagues regarding teaching, course management and research activities. | E | AF, S |
|  | Curriculum development or course management experience. | D | AF, S |
|  | Ability to both understand and apply quantitative techniques applied to the behavioural sciences | E | AF, S |
|  | Teaching experience. | E | AF, S |
|  | Teaching experience at University level. | D | AF, S |
| **3.**  | **Education &/or Training** |  |  |
|  | A good first degree. | E | AF |
|  | A relevant professional or postgraduate qualification. | E | AF |
|  | A doctorate or equivalent research training. | D | AF |
|  | HE/FE teaching qualification. | D | AF |
|  | Chartered Membership/Fellowship of the CIPD | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Personal initiative. | E | AF, S |
|  | Commitment to work in an academic environment. | E | AF, S |
|  | Understand equal opportunity policy in HE and its impact on academic content and issues relating to student and staff welfare. | E | AF, S |
|  | Preparedness to deliver courses outside the normal working week and in locations outside the UK. | D | 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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| 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)
 | 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)  |

**Completed by Line Manager/Supervisor:**

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| --- | --- |
| **Name (block capitals)** | Professor Gioia Pescetto |
| **Date** | June 14 |
| **Extension number** | 4057 |

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