

**Portsmouth Business School**

**Operations and System Management**

**Teaching Fellow in in Quantitative Methods and Analytics**

**ZZ004069**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range from £33,943 to £37,075 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 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/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.

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:** | University Teaching Fellow  |
| **Faculty/Centre:** | Portsmouth Business School |
| **Department/Service:****Location:** | Operations and Systems Management Richmond Building |
| **Position Reference No:** | ZZ004069 |
| **Grade** | 7 |
| **Cost Centre:** | 40300 |
| **Responsible to:** | Head of Subject Group  |
| **Responsible for:** | N/A |
| **Effective date of job description:** | June 2017 |

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| **Context of Job:** |
| We seek to appoint a Teaching Fellow in Quantitative Methods and Analytics. You will be committed to excellence in teaching at all levels and support to develop teaching skills is available for less experienced staff. You will be expected to undertake administrative duties and projects. You will have drive and enthusiasm, an innovative approach to learning and teaching and enjoy working collaboratively in a dynamic environment. |

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| **Purpose of Job:** |
| To support learning and teaching in Quantitative Methods and Analytics curriculum by undertaking teaching, tutorial and practical work, supervision and the development of learning activities. To contribute to the design, delivery and administration of assessments. To undertake administrative duties and projects as appropriate. |

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| **Key Responsibilities:** |
| Contribute to the delivery of core and specialist units in the in Quantitative Methods, Research Methods, Management Science and Analytics curriculum.Develop, maintain and deliver learning support and carry out assessment and assessment artefact administration for taught units.Undertake undergraduate and postgraduate project supervision.Develop and deliver new teaching materials, including on-campus and on-line delivery.Be responsible for a number of personal tutees across the various levels of the programmes.Collaborate with academic colleagues on course development and curriculum changes.Contribute to employer and educational liaison / outreach.Engage in scholarly activity, where required, including updating teaching materials.Ensure that health and safety guidelines are followed at all times.Undertake administrative duties in accordance with the level of the post including attendance at Examination Boards as appropriate.Undertake placement visits to undergraduate students.Contribute to student recruitment activities.Take part in relevant aspects of the student support and assessment processes.Undertake such other duties/projects as may reasonably be required by the Head of Subject Group. |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Head of Subject GroupAssociate Head of Subject GroupUnit Coordinators Course LeadersAcademic StaffTechnical & Administrative Support StaffAdministrative StaffAssociate Dean (Students)Associate Dean (Academic)  |

1. **PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Subject expertise in quantitative research methods, statistics, management science, business analysis | E | AF, S |
| 1.2 | Practitioner experience in business problem solving using quantitative methods, including for example professional/commercial background | D | AF, S |
| 1.3 | Current or recent experience of teaching and assessment in HE in the areas of quantitative research methods, statistics, management science, business analysis | E | AF, S |
| 1.4 | Critical thinking | E | AF, S |
| 1.5 | Understanding of the use of e-Learning or a willingness to undertake training | D | AF, S |
| 1.6 | Knowledge of UK Higher Education System & Quality Agenda | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Well-developed communication and interpersonal skills | E | AF, S |
| 2.2 | High level of IT skills relevant to quantitative analytics | E | AF, S |
| 2.3 | Excellent presentation skills | E | AF. S |
| 2.4 | Ability to design, document, apply, mark and administer assessments in UK HE environment | E | AF, S |
| **3.**  | **Education &/or Training** |  |  |
| 3.1 | A good first degree in a relevant discipline | E | AF |
| 3.2 | Postgraduate qualification achieved or in progress  | E | AF |
| 3.3 | HE/FE Teaching qualification or willingness to work towards | E | AF |
| 3.4 | Membership of relevant professional bodies | D | AF |
| **4.** | **Other Requirements** |  |  |
| 4.1 | A willingness to work cooperatively with others, across departments | E | AF, S |
| 4.2 | Sympathetic and supportive to motivate students and encourage learning | E | AF, S |
| 4.3 | Carry out personal and professional development activities | E | AF, S |
| 4.4 | Flexible in working patterns, including willingness to deliver courses outside the normal working week and in locations outside the UK. | E | AF, S |
| 4.5 | Personal initiative | 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)** | Mark Xu |
| **Date** | June 2017 |
| **Extension number** | 4123 |

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.