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**Faculty of Technology**

**School of Mechanical and Design Engineering**

**Lecturer in Engineering**

**ZZ007076**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range £36,382 - £39,739 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.

You will be expected to have commenced and be working towards the relevant Descriptor level of the UK Professional Standards Framework for teaching and supporting learning in higher education during your probationary year. If you are the successful candidate, the Department of Curriculum and Quality Enhancement will be in touch once you start work with further details about this development programme.

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.

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 must be your 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.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Lecturer in Engineering |
| **Grade** | 7 |
| **Faculty/Centre:** | Technology |
| **Department/Service:**  **Location:** | School of Mechanical and Design Engineering  Anglesea Building |
| **Position Reference No:** | ZZ007076 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | September 2021 |

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

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| **Key Responsibilities:** |
| Contribute as a member of the teaching team to the delivery and review of modules within the subject area for undergraduate and postgraduate courses, including marking and verification of assessments.  Contribute to continuing development of the curriculum, including proposing new modules 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 projects, 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 a 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.  Undertake any other appropriate duties as required by the Head of School. |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Head of School  Associate Heads of School  Course and Module Teams  Professional Support Staff |

1. **PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Ability to deliver modules in the area of robotics, automation, and big data. | E | AF, S |
| 1.2 | Ability to deliver modules in the area of programming and mechatronics.. | E | AF, S |
| 1.3 | Experience in producing research outputs of sufficient standard or potential as recognised nationally (e.g. REF). | E | AF, S |
| 1.4 | Ability to support teaching activities and supervise students projects in other subject areas. | E | AF, S |
| 1.5 | Evidence of involvement in externally funded grant proposals and projects. | D | AF, S |
| 1.6 | Current or recent experience of teaching and assessment in HE in the areas of mechanical and/or general engineering. | D | AF, S |
| 1.7 | Recent experience of STEM-related and other outreach activities. | D | AF, S |
| 1.8 | Understanding of the use of e-Learning or a willingness to undertake training. | D | AF, S |
| 1.9 | Knowledge of the UK Higher Education System & Quality Agenda. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Ability to teach at undergraduate and postgraduate levels. | E | AF, S |
| 2.2 | Skills in the use of appropriate IT. | E | AF, S |
| 2.3 | Ability to communicate with and motivate both undergraduate and postgraduate students. | E | AF, S |
| 2.4 | Demonstrable research potential and knowledge transfer skills. | E | AF, S |
| 2.5 | Ability to collaborate with both academic and administrative colleagues regarding teaching, course management and research activities. | E | AF, S |
| **3.** | **Education &/or Training** |  |  |
| 3.1 | A good first degree or equivalent in the field of Engineering or closely related subject. A relevant PhD or EngD qualification or significant equivalent industrial experience. | E | AF |
| 3.2 | HE/FE teaching qualification. | D | AF |
| 3.3 | Current membership of relevant professional body, e.g. IMechE, IET and willingness to apply to become a Chartered Engineer. | D | AF |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Personal initiative. | E | AF, S |
| 4.2 | Commitment to work in an academic environment. | E | AF, S |
| 4.3 | Understand equal opportunity policy and widening access and participation in HE and its impact on academic content and issues relating to student and staff welfare. | E | AF, S |
| 4.4 | Preparedness to deliver courses outside the normal working week and in locations outside the UK. | E | AF, S |
| 4.5 | Willingness to support open days by working some Saturdays as part of a team. | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, 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,164407,en.doc) **document in order to do this and give details in the free text space provided.** | | | |
| 1. International travel/Fieldwork | x | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare settings, 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 etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Soil/bio-aerosols |  |
| 10. Asbestos and or lead | | 22. Nanomaterials | |
| 11. Driving on University business: mini- bus (over 9 seats), van, bus, forklift truck, drones only) | | 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)** | JOVANA RADULOVIC |
| **Date** | SEPTEMBER 2021 |
| **Extension number** | 2113 |

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.