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**Faculty of Technology**

**School of Civil Engineering and Surveying**

**Teaching Fellow in Construction Project Management**

**ZZ006285**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range from £35,485 to £39,152 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.

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, 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>.

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.

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) 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:** | Teaching Fellow in Construction Project Management |
| **Grade:** | 7 |
| **Faculty/Centre:** | Technology |
| **Department/Service:**  **Location:** | School of Civil Engineering and Surveying |
| **Position Reference No:** | ZZ006285 |
| **Cost Centre:** | 42803 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | May 2020 |

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| **Context of Job:** |
| The School of Civil Engineering and Surveying is dedicated to providing high quality education and professional development relevant to the needs of industry and professional practice. It offers a range of fully accredited undergraduate and postgraduate degree programmes across the subjects of civil engineering, construction engineering management, construction project management, quantity surveying, property development and building surveying. The postholder will primarily support the development of a new distance learning course in construction project management, but will contribute to teaching in this area across all courses within the School. |

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| **Purpose of Job:** |
| To contribute to the delivery of undergraduate and postgraduate programmes responding to students needs as a member of the teaching team.  To contribute to the production and quality assurance of online materials for a range of undergraduate and postgraduate programmes, working with the appropriate teaching teams.  To act as a team member to participate in teaching and scholarship activities where appropriate in accordance with the School/Faculty objectives. |

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| **Key Responsibilities:** |
| * Develop teaching materials, methods and approaches to teaching relating to taught and online modules * Convert existing learning materials for online delivery using established templates and processes * Research, clear copyright, scan and digitise course resources * Ensure all online materials comply with established and emerging standards for interoperability and accessibility * Contribute to the preparation, delivery, assessment and management of taught units, including the development of interactive problem-based exercises for formative assessment * Manage own teaching, scholarly and administrative activities with guidance where required * Participate in internal networks for exchange of information and collaboration with colleagues * Collaborate with academic colleagues on course development and curriculum changes * Attend and contribute to subject group meetings * Any other appropriate duties as required by the Head of School |

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| **Working Relationships:** |
| Course Leader : Subject Group Leader : Course Team  Associate Dean (Students) : Associate Dean (Academic)  Administrative Staff : Technical Staff : Head of School |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | A good understanding of two or more of the following:   * Project management processes, tools and techniques * Strategic and general management * BIM theory and practice * Contracts law and dispute resolution. | E | AF, S |
| 1.2 | Experience of teaching or equivalent presentation of technical material. | E | AF, S |
| 1.3 | Experience of preparing online course materials, recording lectures, and developing interactive problem-based exercises. | E | AF, S |
| 1.4 | Experience of recording and editing software such as Camtasia and TechSmith Relay. | E | AF, S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | The potential ability to design and deliver subject-specific teaching and learning materials and to assess students at both undergraduate and postgraduate level. | E | AF, S |
| 2.2 | The ability to communicate effectively and sympathetically with individuals and with groups of students. | E | AF, S |
| 2.3 | The ability to work effectively with external partner organisations (e.g. industry, practice, government agencies). | E | AF, S |
| 2.4 | The ability to work logically and systematically to a high degree of accuracy. | E | AF, S |
| 2.5 | The ability to break down content and identify creative activities. | E | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
| 3.1 | A good undergraduate / postgraduate qualification (or equivalent) in a relevant subject. | E | AF |
| 3.2 | A professional qualification and/or PhD in a relevant discipline. | D | AF |
| 3.3 | Relevant teaching qualification. | D | AF |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Able and willing to work in a team. | E | AF, S |
| 4.2 | Able to motivate students and encourage learning. | E | AF, S |
| 4.3 | Efficient and well-organised. | E | AF, S |
| 4.4 | Self-motivated and innovative. | E | AF, S |
| 4.5 | Flexible in working patterns. | E | AF, S |
| 4.6 | Recognises the need to carry out personal and professional development activities. | 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 |  | 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)** | STEPHANIE BARNETT |
| **Date** | MAY 2020 |
| **Extension number** | 2461 |

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.