**Faculty of Humanities and Social Sciences**

**School of Social, Historical and Literary Studies**

**LECTURER OR SENIOR LECTURER IN SOCIAL PSYCHOLOGY**

**ZZ003803**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

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

|  |  |  |
| --- | --- | --- |
| 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**

|  |  |
| --- | --- |
| **Job Title:** | Lecturer  |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:****Location:** | School of Social, Historical and Literary StudiesMilldam |
| **Position Reference No:** | ZZ003803 |
| **Cost Centre:** | 43300 |
| **Responsible to:** | Head of Department |
| **Responsible for:** | N/A |
| **Effective date of job description:** | March 2017 |

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| **Purpose of Job:**To deliver high-quality social psychology provision in the Faculty of Humanities and Social Sciences. To contribute to the planning, design and development of the social psychology curriculum across the Faculty. To engage in scholarly activity and undertake research and innovation activities. |

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| **Key Responsibilities**  |
| 1. Coordinate and deliver units on the psychology combined honours route within the Faculty, including the associated administrative and quality assurance processes.
2. Set, mark and assess work and examinations and provide feedback to students
3. Participate in recruitment, admissions and marketing activities
4. Supervise student projects, including, where appropriate, field trips and placements
5. Provide personal tutorial and/or pastoral support to students
6. Engage in research and innovation activity that supports the Faculty’s strategic priorities
7. Any other duties that may be reasonably required by the Head of Department
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| **Working Relationships (key individuals the job holder would be working with):** |
| Course Leaders Course TeamsHead of DepartmentPrincipal Lecturer for Curriculum and QualityAssociate Dean (Students)Associate Dean (Academic)Associate Dean (Research)DeanDepartment/School/Faculty support staff |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Specialist knowledge in social psychology  | E | AF, S |
|  | Relevant HE teaching and assessment experience  | E | AF,S |
|  | Experience of curriculum development at unit or course level | D | AF,S |
|  | Experience of collaborating successfully with colleagues | E | AF,S |
|  | Experience of undertaking research and/or innovation activities to meet strategic priorities | E | AF, S |
|  | Experience or working across subject areas and disciplines | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent teaching, communication and team working skills | E | AF,S, P |
|  | Ability to carry out administrative duties efficiently and to meet relevant deadlines | E | AF,S |
|  | Ability to motivate students and to respond appropriately to student feedback | E | AF,S |
|  | Ability to reflect on practice and the development of own academic and professional skills | E | AF,S, P |
|  | Ability to take the initiative in suggesting or initiating improvements and innovations | D | AF, S |
|  | Proficiency with online learning environments and associated digital literacy skills | E | AF,S,  |
| **3.** | **Education** |  |  |
|  | Completed (or near to completed) doctorate in a relevant subject area  | E | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to supporting students’ learning and development | E | AF,S, P |
|  | Commitment to innovations in teaching and learning | E | AF,S |
|  | Commitment to research in an appropriate field | 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
 |  | 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)** | FERGUS CAR, HEAD OF SCHOOL |
| **Date** | 11/2016 |
| **Extension number** | 2173 |

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:** | Humanities and Social Sciences |
| **Department/Service:****Location:** | School of Social, Historical and Literary Studies |
| **Position Reference No:** | ZZ003803  |
| **Cost Centre:** | 43300 |
| **Responsible to:** | Head of Department |
| **Responsible for:** | N/A |
| **Effective date of job description:** | February 2017 |

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| **Purpose of Job:**To deliver and develop high-quality social psychology provision in the Faculty of Humanities and Social Sciences. To contribute to the planning, design and development of the social psychology curriculum across the Faculty. To engage in scholarly activity and undertake research and innovation activities. |

|  |
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| **Key Responsibilities**  |
| 1. Design, coordinate and deliver units on the psychology combined honours route within the Faculty, including the associated administrative and quality assurance processes.
2. Set, mark and assess work and examinations and provide feedback to students
3. Contribute to the continuing development of the psychology curriculum within the Faculty, in consultation with the Associate Dean (Academic), departmental curriculum leads and relevant subject leaders.
4. Participate in recruitment, admissions and marketing activities
5. Supervise student projects, including, where appropriate, field trips and placements
6. Provide personal tutorial and/or pastoral support to students
7. Engage in research and innovation activity that supports the Faculty’s strategic priorities
8. Any other duties that may be reasonably required by the Head of Department
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| **Working Relationships (key individuals the job holder would be working with):** |
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|  | Experience of undertaking research and/or innovation activities to meet strategic priorities | E | AF, S |
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|  | Excellent teaching, communication and team working skills | E | AF,S, P |
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| **3.** | **Education** |  |  |
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