

**Portsmouth Business School**

**Operations and Systems Management**

**SENIOR LECTURER IN STRATEGIC QUALITY MANAGEMENT**

**ZZ601660**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £37,768 to £46,414 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 August 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 there are a further five 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 learning  Academic staff with limited teaching portfolios |
| D2 | Fellow | Early career teaching staff  Experienced 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 the University's policy to take up references for candidates called for interview and to ask successful candidates to submit documentary evidence of their qualifications on taking up their appointment.

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>.

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.

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.

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.

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:** | Senior Lecturer in Strategic Quality Management |
| **Grade** | 8 |
| **Faculty/Centre:** | Portsmouth Business School |
| **Department/Service:**  **Location:** | Operations and Systems Management |
| **Position Reference No:** | ZZ601660 |
| **Cost Centre:** | 40300 |
| **Responsible to:** | Head of Subject Group |
| **Responsible for:** | N/A |
| **Effective date of job description:** | May 2016 |

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| **Purpose of Job:** |
| As a member of the teaching team, contribute to the delivery of predominantly postgraduate and undergraduate units and programmes.  To engage in teaching, scholarship, research and Business Engagement as part of a team in line with Subject Group/Faculty objectives, and make a significant contribution to the research or Business Engagement 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; attend assessment boards.  Contribute as a member of the teaching team on units for which postholder is not the unit coordinator.  Contribute to continuing development and enhancement of the curriculum, including proposing new units and active participation at subject group meetings.  Engage in research and business engagement activities, either on own initiative or as part of a team, and contribute to enhancing the research and business engagement profile of the Faculty in line with stated objectives.  Supervise undergraduate and postgraduate dissertations, and similar independent learning activities.  Undertake academic course, unit related administrative tasks required by the university, faculty and subject group.  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):** |
| Associate Head of Subject Group  Curriculum Directors  Course Leaders  Course and Unit Teams  Head of Subject Group |

1. **PERSON SPECIFICATION – SENIOR LECTURER**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Critical thinking. | E | AF, S |
| 1.2 | Engagement with and application of theoretical constructs in the subject discipline of Strategic Quality Management, and Organisational Excellence. | E | AF, S |
| 1.3 | Significant breadth and depth of specialist knowledge concerning quality-related business practices within the organisational context. | E | AF, S |
| 1.4 | Research and Business Engagement experience | E | AF, S |
| 1.5 | Knowledge of a subject discipline allied to SQM (e.g. Operations Management, Quantitative Analysis, Research Method). | D | AF, S |
| 1.6 | Practitioner experience and skills in the field of quality management such as developing and implementing a QMS or integrated management system. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Ability to teach at undergraduate and/or postgraduate levels. | E | AF, S |
| 2.2 | Skills in the use of appropriate IT, online learning tools. | E | AF, S |
| 2.3 | Ability to communicate with and motivate both undergraduate and postgraduate students | E | AF. S |
| 2.4 | Ability to work in a collaborative manner with both academic and administrative colleagues regarding teaching, course management and research activities. | E | AF, S |
| 2.5 | Teaching experience. | E | AF, S |
| 2.6 | Empathy with the needs of off-campus/distance learning students. | D | S |
| 2.7 | A research or business engagement record as evidenced by publications and related research activities, knowledge and innovation skills. | D | AF, S |
| 2.8 | Curriculum development or course management experience. | D | AF, S |
| 2.9 | Teaching experience at University level. | D | AF, S |
| **3.** | **Education &/or Training** |  |  |
| 3.1 | A good first degree. | E | AF |
| 3.2 | A relevant professional or postgraduate qualification. | E | AF |
| 3.3 | A doctorate or equivalent research training. | D | AF |
| 3.4 | HE/FE teaching qualification, e.g. Fellow or senior fellow of HEA | D | AF |
| 3.5 | Current membership of relevant professional body, e.g. CQI, CMI. | D | AF |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Personal initiative, and a flexible approach. | E | AF, S |
| 4.2 | Commitment to work in an academic environment. | E | AF, S |
| 4.3 | Willingness to undertake CPD in relation to distance learning teaching/facilitation, and PhD study. | E | S |
| 4.4 | Understand equal opportunity policy in HE and its impact on academic content and issues relating to student and staff welfare. | E | AF, S |
| 4.5 | 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,164407,en.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) |  |
| 2. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 4. Genetically modified Organisms |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 6. Night Working (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment (including lone working) | x | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 9. 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)** | Dr Mark Xu |
| **Date** | 10/5/16 |
| **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.