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**Faculty of Humanities and Social Sciences**

**School of Area Studies, History, Politics and Literature**

**Lecturer in History**

**ZZ004766**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Permanent

Full-time

Salary is in the range **£34,520 to £37,706 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.

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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.

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), 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:** | Lecturer in History |
| **Grade** | 7 |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:****Location:** | School of Area Studies, History, Politics and Literature |
| **Position Reference No:** | ZZ004766 |
| **Cost Centre:** | 43053 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | July 2018 |

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| **Purpose of Job:** |
| The History team at the University of Portsmouth sits within an inter-disciplinary school including Area Studies, Politics, International Relations and Development Studies, and Literature. The History course is in the process of being redeveloped for 2019 and the new post-holder will be encouraged to contribute to this development. This post is designed to broaden the geographical expertise of the existing History team. We are, therefore, looking to appoint a scholar who has a research specialism in social and cultural history of a geographical area outside of Western Europe and North America in any period between the 15th and 20th centuries. The post holder will contribute to core team-taught modules as well as have the opportunity to develop their own specialist teaching. The post holder will be expected to develop the research capacity of the History team and the wider school by participating in research centres, contributing to the next REF and seeking external funding opportunities either independently or collaboratively. Given the timing of this advertisement, we are open to start dates between September 2018 and January 2019.  |

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| **Key Responsibilities:** |
| The appointee will: 1. Contribute to core team taught modules in History
2. Work with History colleagues to develop specialist teaching
3. Undertake undergraduate dissertation supervision in common with the rest of the team.
4. Contribute to Post Graduate programmes as appropriate
5. Be responsible for a number of personal tutees across the various levels of the programme
6. Undertake an administrative role appropriate to the Lecturer scale.
7. Undertake historical research and produce outputs of a national and international significance for the REF.
8. Undertake such other duties as many be reasonably required by the Head of School.
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| **Working Relationships (key individuals the job holder would be working with):** |
| Course Leader Subject Group LeaderCourse TeamHead of DepartmentAssociate Head StudentsAssociate Head ResearchAssociate Head Academic  |

1. **PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Specialist in Social and Cultural History outside of Western Europe and North America in any period between the 15th and 20th centuries | E | AF,S, P |
|  | Some knowledge and understanding of e-learning and/or willingness to undertake training in this area | E | AF,S, P |
|  | Experience of teaching in HE  | E | AF,S,P |
|  | Research publications (or credible plans for such) that will be able to contribute to the next REF | E | AF,S,P |
|  | Knowledge of assessment procedures | E | AF,S,P |
|  | Experience of teaching historical methodologies and/or skills | D | AF,S,P |
| **2.** | **Skills & Abilities** |  |  |
|  | Well-developed communication skills and ability to interact with a range of stakeholders | E | AF,S,P  |
|  | Excellent presentation skills | E | AF,S, P |
|  | Ability to work as part of a team  | E | AF,S,P |
|  | Ability to assume administrative responsibilities commensurate with role | E | AF,S |
|  | Ability to use Virtual Learning Environment | D | AF,S,P |
|  | Well-developed organisational skills | E | AF, P |
| **3.**  | **Qualifications, Education and Training**  |  |  |
|  | Relevant first degree | E | AF |
|  | PhD (or close to completion) in History  | E | AF |
|  | Completed Cert Ed (HE) | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to innovation in teaching and learning | E | AF,S,P |
|  | Commitment to research in an appropriate field  | E | AF,S,P |
|  | Willingness to undertake an administrative role | E | AF,S,P |
|  | Commitment to tutorial support | E | AF, P |

**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 by the applicant. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use** [this link](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/JobHazardInformation/) **for further information which should be considered by managers, employees and job applicants.**  |
| 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. Nano-materials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc.)  | 23. Stress Workplace Stressors (e.g. workplace demands, role clarification, relationships etc.)  |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | THERESA CALLAN  |
| **Date** | 23/07/2018  |
| **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.