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**Faculty of Humanities and Social Sciences**

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

**Senior Lecturer in Politics and International Relations**

**ZZ602092**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range £38,833 - £47,722 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. 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 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:** | Senior Lecturer in Politics and International Relations |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:**  **Location:** | School of Area Studies, History, Politics and Literature |
| **Position Reference No:** | ZZ602092 |
| **Grade:** | 8 |
| **Cost Centre:** | 43300 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | August 2018 |

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| **Purpose of Job:** |
| To undertake a given teaching role and undertake research in the subject area of Politics and International Relations, with a specific focus on content relating to Russian politics and the politics of the Former Soviet Union. |

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| **Key Responsibilities:** |
| The appointee will:   1. Contribute to the delivery of a range of modules at undergraduate and postgraduate levels in the Politics and IR Subject Area, with a particular focus on Russian Politics and the politics of the FSU. 2. Contribute to skills teaching at undergraduate and postgraduate levels including supervising students working on their dissertations. 3. Update and maintain module-specific Virtual Learning Environment materials. 4. Undertake administrative responsibilities as part of the Politics and IR team commensurate with grade 8 (senior lecturer). 5. Be responsible for providing academic and pastoral support, as appropriate, to undergraduate and postgraduate students. 6. Be actively engaged in research (publications, funding applications, outreach), innovation activities and enterprise projects. 7. Obtain Fellowship of the Higher Education Academy (FHEA) status (if not already obtained). |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Subject Leader  Course Team  Head of School  School Support Staff  Associate Dean (Students)  Associate Dean (Academic)  Associate Dean (Research) |

**2. PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Demonstrates a broad knowledge in International Relations/Political Science | E | AF, S, P |
|  | Specialist knowledge of Russian politics and politics of the FSU | E | AF, S, P |
|  | Knowledge of varied assessment strategies and procedures at HE level | E | AF, S, P |
|  | Experience of teaching at HE level | E | AF, S, P |
|  | Track record of research publications | E | AF |
| **2** | **Skills and Abilities** |  |  |
|  | Well-developed communication skills | E | AF, S, P |
|  | Excellent presentation skills | E | AF, S, P |
|  | Ability to work effectively as part of a team | E | AF, S, P |
|  | Liaison and organisational skills | E | AF, S, P |
|  | Demonstrates competency in e-Learning (or a willingness to undertake training in this area) | E | AF, S, P |
| **3.** | **Education &/or Training** |  |  |
|  | Relevant First degree | E | AF |
|  | Relevant Masters degree | E | AF |
|  | PhD or PhD close to completion in Political Science | E | AF |
|  | Fellowship of the Higher Education Academy | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to innovations in teaching and learning | E | AF, S, P |
|  | Commitment to research in an appropriate field | E | AF, S, P |
|  | Experience or willingness to engage in externally funded research activities | E | AF, S, P |
|  | Experience or a willingness to engage in collaborative research | E | AF, S, P |
|  | Willingness to undertake academic administration appropriate to the position’s scale. | E | AF, S, P |

**Legend**

Rating of attribute: E = Essential; D = Desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test;

P = Presentation

**3. 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) |  |
| 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 | √ | 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)** | DR THERESA CALLAN |
| **Date** | 29/8/2018 |
| **Extension number** | 6173 |

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.