

**Faculty of Humanities and Social Sciences**

**School of Languages and Area Studies**

**SENIOR LECTURER, TRANSLATION STUDIES (PREFERENCE CHINESE, GERMAN OR SPANISH)**

**10007971**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £36,298 - £44,607 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 Years 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, a copy of which is available on request from Human Resources.

If the position has a requirement for a Criminal Records Bureau Disclosure, this will be stated in the advert. The Criminal Records Bureau Application Form will be provided once the selection process has been completed.

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 Translation Studies  (preference Chinese, German or Spanish) |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:**  **Location:** | School of Languages & Area Studies |
| **Grade** | 8 |
| **Position Reference No:** | 10007971 |
| **Cost Centre:** | 43015 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | March 2013 |

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| **Purpose of Job:** |
| To contribute to the School’s undergraduate and postgraduate teaching portfolio in the field of Translation, including dissertation supervision. Specifically, the post holder will be a native or near native speaker of English, able to translate from Chinese, German, or Spanish into English. The post holder will be expected to have the ability to contribute to language teaching in their other main language.  Specifically, teaching will be in the areas of Translation Theory & Practice, Specialised Translation, Research Methods and dissertation supervision. Areas of specialism that are particularly welcome are sub-titling, translation technologies or corpus linguistics.  The post holder will be expected to take on the Course Leadership of BA (Hons) Applied Languages within the full-time undergraduate provision, contribute to campus and distance learning programmes at postgraduate level, and undertake high quality research / knowledge transfer. |

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| **Key Responsibilities:** |
| 1. To take on a substantive role in academic administration as Course Leader on BA (Hons) Applied Languages. 2. To coordinate the teaching team (where appropriate), setting and marking assessment’ ensuring the verification of marks by other tutors (where appropriate) and attending relevant assessment boards. 3. To design, deliver, review and update units as Unit-coordinator within the subject area for undergraduate and postgraduate courses. 4. To provide lectures in the post holder’s specialist area and to develop own specialist unit(s), acting as unit coordinator as appropriate. 5. To contribute as a member of the teaching team on units for which this the post holder is not the unit coordinator. 6. To contribute to the development of the curriculum, including proposing new units and active participation at subject group meetings. 7. To contribute to postgraduate and distance learning & teaching provision (including materials updates through active scholarship) as appropriate to expertise. 8. To conduct research, publish high-quality outputs, and seek external funding in line with Departmental and Faculty strategic priorities. 9. To engage in research and knowledge transfer activities, either on own initiative or as part of a team. 10. Contribute to the organisation and delivery of the annual translation conference and workshops. 11. To undertake assessment activities at all levels of the School’s portfolio. 12. To act as personal and dissertation tutor at undergraduate and postgraduate levels. 13. To contribute to and enhance the employability provision in applied languages and translation within the undergraduate and postgraduate programmes. 14. To contribute to Open Day and similar presentations aimed at student recruitment. 15. To attend Boards of Examiners, Boards of Studies, Staff meetings and CPD events. 16. Any other duties as agreed with the Head of Department. |
| **Working Relationships (key individuals the job holder would be working with):** |
| Postgraduate Subject Area Leader  Course Leaders  Course Team  Head of Department  School Support Staff  Associate Dean (Students)  Associate Dean (Academic)  Associate Dean (Research) |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | A thorough knowledge of translation theory and practice. | E | AF, S, P |
|  | Knowledge of translation theories and their relevance for the teaching of translation studies. | E | AF, S, P |
|  | Near native competence in one of the following languages: Chinese, German, or Spanish and the ability to translate from the second language into English. | E | AF, S, P |
|  | Native / near native speaker competence in English. | E | AF, S, P |
|  | Experience of teaching and unit development within HE. | E | AF, S, P |
|  | An understanding of the use of e-Learning or a willingness to undertake training | E | AF, S, P |
|  | Experience of using VLEs. | E | AF, S, P |
|  | Experience in the pastoral care of students. | E | AF, S, P |
|  | Familiarity with current disciplinary developments such as sociological, industry-facing, corpus-based and ethical approaches to translation studies. | D | AF, S, P |
|  | Knowledge of diverse learning and teaching methods for SLAS’ broad portfolio of students. | D | AF, S |
|  | The ability to integrate an employability agenda into the undergraduate & postgraduate curriculum. | D | AF, S |
|  | Experience of working professionally in the translation industry. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Teaching ability and appropriate teaching qualification. | E | AF, S, P |
|  | Familiarity and an ability to use VLE for teaching and assessment purposes. | E | AF, S, P |
|  | Familiarly with the learning needs of distance learners. | D | AF, S, P |
|  | Ability to coordinate and deliver units at Levels 4-7 and to supervise students dissertations and projects | E | AF, S |
|  | Good organisational skills | E | AF, S |
|  | Good interpersonal skills | E | AF, S |
|  | Well-developed communication skills | E | AF, S |
|  | Excellent presentation skills | E | AF, S |
|  | Ability to work as part of a team and, as appropriate, lead a team | E | AF, S |
|  | Ability to work in a multicultural/international environment | E | AF, S |
|  | Ability to supervise PhD dissertations | E | AF, S |
|  | An established or developing publication record in Translation Studies. | D | AF, S |
| **3.** | **Education &/or Training** |  |  |
|  | First degree in a relevant discipline | E | AF |
|  | Masters degree in a relevant discipline | E | AF |
|  | PhD or nearing completion | E | AF |
|  | A recognised HE Teaching Qualification | D | AF |
|  | FHEA | D | AF |

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| **4.** | **Other Requirements** |  |  |
|  | A willingness to work flexibly and cooperatively with others in support of student learning and pastoral care within the School. | E | AF, S, P |
|  | A commitment to innovation in learning and teaching. | E | AF, S, P |
|  | A willingness to embrace diversity in teaching, research and knowledge transfer activities. | 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

**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.** | | | |
| International travel |  | Ionising radiation |  |
| Manual Handling |  | Asbestos, Lead |  |
| Human tissue/body fluids  EPP Worker (Exposure Prone Procedures) |  | Driving on University business Mini-bus, Van, bus, forklift truck |  |
| Genetically modified Organisms |  | Food Handling |  |
| Noise > 80 DbA |  | Substances to which COSHH applies |  |
| Skin irritants/sensitisors |  | Small print /colour coding (electrical) |  |
| Night Duty  between 2200 hrs and 0600 hrs |  | Working at heights / with drains / in confined spaces |  |
| Display Screen Equipment | X | Access to children |  |
| Repetitive tasks | | Stress (workplace/workload demands, changes within dept etc) |  |
| Other (please specify) | | | |
| Please give details of any of the above as necessary: | | | |

**Line Manager/Supervisor to sign below:**

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| **Signed** | *A Matear* |
| **Name (block capitals)** | Dr A Matear |
| **Date** | 19th March 2013 |
| **Extension number** | 6050 |