

**Faculty of Humanities and Social Sciences**

**Institute of Criminal Justice Studies**

**Research Assistant**

**ZZ003658**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Fixed-term for 2 years**

Salary is in the range from **£17,474 - £20,238 per annum (£21,843 - £25,298 x 0.8 fte)** 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.

Working hours are 30 per week and are usually worked between 8.30 am and 5.15 pm Monday to Thursday and between 8.30 am and 4.15 pm on Friday with one hour and ten minutes for lunch. As this post is research based, working hours will vary depending on the needs of the project so a flexible approach is required. Specific working hours will be agreed once an appointment has been made. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 28 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.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include a final salary based, index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

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**

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| **Job Title:** | Research Assistant |
| **Grade:** | 4 |
| **Faculty/Centre:** | FHSS |
| **Department/Service:**  **Location:** | ICJS  St George’s Building |
| **Position Reference No:** | ZZ003658 |
| **Cost Centre:** | 43053 |
| **Responsible to:** | Research Leaders |
| **Responsible for:** | N/A |
| **Effective date of job description:** | December 2016 |

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| **Purpose of Job**: |
| Working as part of the Institute for Criminal Justice Studies, Forensic Innovation Centre, you will be contributing to the Forensic Futures project. An exciting opportunity has arisen for a proven computer-aided design graduate or practitioner to provide research assistance for a 3D modelling, scanning and printing capability project for the crime scene and forensic sciences. Working under the clear guidance of, and with assistance from, the research leaders ultimately responsible for the project, the post-holder will conduct research towards developing new and innovative methods, applications and data analysis using skills in computer modelling, to facilitate forensic services to the police and law enforcement.  The successful candidate will need to have a good honours degree in a computer graphics / modelling or engineering related subject and, desirably, have experience of working in some aspect of research and relevant product design and development. Input into project ideas will be welcomed.  The research project involves: examination of the suitability of current 3D scanning and printing technology for forensic analysis, modelling and reconstruction. Experimentation will involve the 3D scanning and printing of evidential artefacts using various systems. Comparison with current methods will evaluate precision and suitability, matching crime scene evidence with a known source, establishing how it enables identification, and how it affords enhanced capability commensurate with investigative aims. |

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| **Key Responsibilities:** |
| 1. Using a variety of primary collection methods and undertaking literature searches, support the technical development of the project with guidance and support from the research leaders. 2. To assist with administrative support to projects. 3. In line with the research project aims and objectives, plan, prioritise and organise workload. 4. To provide raw data and research updates for project reports written by the Principal Investigator (PI). 5. Under the support of the PI, assist in data analysis and interpretation where relevant. 6. To communicate and network with research team members across the university and our partners (mainly the Forensic Innovation Centre group), ensuring effective working relations. 7. To participate in and contribute to a performance & development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims. 8. To support seminar teaching and curriculum development where required. 9. Any other duties as required by the Principal Investigator/Head of Department. |

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| **Working Relationships:** |
| 1. Working under supervision of the research leaders 2. Working with other researchers in the forensic team, industrial partners and collaborators associated to the Forensic Innovation Centre. 3. Liaising with research colleagues and support/technical staff on day-to-day issues. |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Knowledge of a range of research methods | E | AF/S |
|  | An awareness of crime scene practices and forensic science developments | D | AF/S |
|  | Experience of undertaking research in an academic environment | E | AF/S |
|  | Experience of computer-aided design and/or 3D modelling, scanning and printing | E | AF/S |
|  | Experience of research in a ‘real world’ setting | D | AF/S |
|  | Knowledge of SPSS and Excel, as well as specialist software such as Rhino, AutoCAD, VXModel and Cinema4D for data collection | D | AF/S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to solve problems when they occur | E | AF/S |
|  | Ability to plan, organise and prioritise workloads | E | AF/S |
|  | Good Communication and Interpersonal skills | E | AF/S |
|  | Good report writing skills | D | AF/S |
|  | Presentation skills | D | AF/S |
|  | Ability to meet deadlines | E | AF/S |
|  | Ability to pay attention to detail | E | AF/S |
|  | 3D data analysis skills | D | AF/S |
|  | Statistical data analysis skills | D | AF/S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Good honours degree (1st or 2.1) in a forensic, engineering or computer graphics/modelling discipline | E | AF/S |
|  | MSc/MRes in an engineering or computer graphics/modelling discipline, or relevant industrial work experience | D | AF/S |
| **4.** | **Other Requirements** |  |  |
|  | Adaptability and flexibility | E | AF/S |
|  | Reliability and conscientiousness | E | AF/S |
|  | Willingness to work cooperatively and as part of a team | E | AF/S |
|  | Highly motivated and committed to undertaking research | E | AF/S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including 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) | X |
| 1. Manual Handling (of loads/people) | X | 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)** | KATHERINE BROWN |
| **Date** | 01 December 2016 |
| **Extension number** | 5247 |

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.