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**Faculty of Creative and Cultural Industries**

**Faculty Office**

**Faculty Student Placement (Promotions)**

**ZZ602074**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range £17,408 - £19,202 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

The full-time standard University hours are 37 per week which are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch.  Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/appointment. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. 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 an 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.

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 23:59 (UK time) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Student Placement (Promotions) |
| **Faculty/Centre:** | Creative & Cultural Industries |
| **Department/Service:**  **Location:** | Faculty Office  Eldon Building |
| **Position Reference No:** | ZZ602074 |
| **Responsible to:** | Faculty Promotions Manager/Curator |
| **Responsible for:** | n/a |
| **Effective date of job description:** | April 2019 |

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| **Purpose of Job:** |
| The post-holder will be responsible to the Faculty Promotions Manager assisting in the organisation and promotion of the Faculty programme of events, exhibitions and activities. They will actively participate in aspects of events and exhibitions organisation, including promotion and support to the activities associated with the running of events. |

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| **Key Responsibilities:** |
| 1. To assist in the administration, organisation and promotion of the Faculty Events and Exhibitions Programme. 2. To act as a friendly and informative point of contact and information for visitors to Eldon Building, providing tours where necessary. 3. To liaise with artists, designers, creative practitioners, staff and students, helping to prepare news articles and attend meetings, taking notes as appropriate. 4. To support the marketing, promotions and audience engagement activity for each event, such as mail outs and distribution of flyers using traditional and social media methods. 5. To maintain the postal and database mailing lists. 6. To help conduct risk assessments and H&S inductions prior to events. Ensuring the cleanliness and maintenance of displays, and helping to clear up after events. 7. To help with the installation and de-rig of events including recording the receipt and location of artwork, where appropriate. To ensure careful handling and movement of creative works and accurate labelling, signage and text panel information. 8. To be vigilant of potential threats of theft, vandalism, damage and anti-social behaviour at Eldon exhibition displays and report to Security as appropriate. 9. To record and maintain data on visitor numbers, anecdotal feedback and event evaluation reports. 10. To assist in the organisation of public and learning programmes, such as public talks, participatory events, student talks, ‘in conversation events’ and creative workshop activities where appropriate. 11. To liaise with other departments, including Corporate Communications and the Press Office as required. 12. To work on occasional basis during evening events. 13. Any other duties as required by the Faculty Promotions Manager/Curator.   This list of activities is not intended to be exclusive or inclusive and the post-holder may be asked to undertake other duties. |

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| **Working Relationships:** |
| Faculty Promotions Manager  Faculty Registrar  Associate Dean (Students)  Academic members of staff  Departmental administrators  Corporate Communications  Press Team  Estates and Caretaking |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Good understanding of working in a customer-facing environment, for example reception or retail. | E | A/F, S |
|  | Good understanding of arts and culture, for example, informed interest in contemporary art and design, architecture, creative technologies and media, creative writing and performance | E | A/F, S |
|  | Experience working in an exhibition space. | D | A/F, S |
|  | Microsoft Office packages. | D | A/F, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent communication skills.  Excellent written skills.  Organisational skills.  Good numeracy skills.  Able to interact effectively with people at all levels. | E | A/F, S |
| **3.** | **Education &/or Training** |  |  |
|  | Currently undertaking a course within the Faculty of Creative and Cultural Industries.  Be willing to undertake Health and Safety Training and any other such training as may be appropriate. | E | A/F, S |
| **4.** | **Other Requirements** |  |  |
|  | Positive and proactive attitude to work and colleagues.  Ability to work under pressure.  The ability to use initiative and work as part of a team.  Willingness to undertake training as required.  Willingness to work weekends and evenings as required.  Enthusiastic and motivated to promote the Faculty and the University.  Tact, diplomacy, neat and tidy appearance at events. | E | A/F, S |

**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 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 and give details in the free text space provided.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height | x |
| 1. Human tissue/body fluids (e.g. Healthcare settings, 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 etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Soil/bio-aerosols |  |
| 10. Asbestos and or lead | | 22. Nanomaterials | |
| 11. Driving on University business: mini-bus (over 9 seats), van, bus, forklift truck, drones only) | | 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)** | DENISE CALLENDER |
| **Date** | APRIL 2019 |
| **Extension number** | 5197 |

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.