

**Faculty of Creative and Cultural Industries**

**Faculty Office**

**PROFESSOR AND ASSOCIATE DEAN (RESEARCH)**

**10017775**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is competitive and commensurate with the senior responsibilities of the role. 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 Year’s Day inclusive and there are a further five bank holidays.  Staff are likely to be asked to attend on weekends for recruitment activities at certain times of the year.

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 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, details of which can be found on the University website [http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines/filetodownload,91621,en.pdf](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines/filetodownload%2C91621%2Cen.pdf).

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.

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.

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**

|  |  |
| --- | --- |
| **Job Title:** | Professor and Associate Dean (Research) |
| **Grade:** | 10 |
| **Faculty/Centre:** | Creative and Cultural Industries |
| **Department/Service:****Location:** | Faculty Office/Eldon Building |
| **Position Reference No:** | 10017775 |
| **Cost Centre:** | 42000 |
| **Responsible to:** | Dean of Faculty |
| **Responsible for:** | n/a |
| **Effective date of job description:** | January 2016 |

|  |
| --- |
| **Purpose of Job:**  |
| This is a senior position in the Faculty and University, and one that requires substantial research experience, professionalism and flexibility for its successful execution. The Associate Dean (Research) will be expected to demonstrate an international profile at professorial level in one of the Faculty’s academic disciplines, a strong research and grant success record, and excellent leadership skills, promoting a sense of collegiality and encouraging productivity to ensure that the Faculty delivers its agreed plans. The Associate Dean (Research) will remain research active whilst holding the role, devoting approximately 50% of his/her time to the specific duties and responsibilities of the Associate Dean duties of the post. After 5 years the substantive Professorial role will increase to full time 1.00 fte. |

|  |
| --- |
| **Key Responsibilities:** |
| The AD(R) is accountable to the Dean for the proper discharge of the duties and responsibilities set out below, within the overall plans and regulations of the University. The AD(R) will also work closely with the appropriate Pro Vice-Chancellor, with the Faculty’s Associate Dean (Enterprise and Innovation), and with other senior staff providing leadership in research within the Faculty and, where appropriate, across the University. The post holder will be responsible for leading and driving the Faculty’s research agenda; shaping, implementing and monitoring the performance of our research strategy; developing and take responsibility within the faculty for our next REF submission; and leading on impact and research income generation to deliver published targets.Working with the PVC Research and Innovation, Dean of Faculty, Heads of School and School Research, and appropriate support staff, the appointee will also ensure that Faculty research is embedded in academic practice in accordance with the new institutional Research and Innovation Strategy.The role holder will work with the Dean and the University Research and Innovation Committee to identify and ensure delivery of major Research objectives, including: raising the quality of research outputs; ensuring acquisition of funding for research; promoting the impact of research and KT; maintaining the highest standards of research integrity; and preparing for external research quality assessments (REF).**Leadership*** To provide strategic and operational guidance to the Dean and PVC (R&I), and Heads of School to support optimum performance in the REF.
* To foster and facilitate relationships with external research partners and to promote research links and engagement within the Faculty, across the University and with external organisations.
* To work closely and in complementary style with the Faculty’s Associate Dean (Enterprise and Innovation, to deliver the continuum of research and innovation activity in the Faculty.
* To lead, in liaison with the School Research Leads, the development and growth of the portfolio of research activities across the Faculty.
* To develop and promote an active research culture that fosters the highest achievements and encourages originality and innovation.
* To develop and implement strategies to significantly grow the Faculty research income in accordance with targets set.
* To facilitate inter/multi-disciplinary work, including, where appropriate, cross-Faculty collaboration.
* To work with the Dean and Heads of Schools to ensure that the Faculty is able to recruit, nurture, retain and develop excellent researchers.
* In close collaboration with the Research and Innovation Services to capture detailed information about all research activity undertaken in the Faculty sufficient to provide an annual report to the University Research and Innovation Committee and monitor progress against strategic plans.
* To implement peer review mechanisms that enhance the quality of the Faculty research base and to nurture environments that promote research at the interface between disciplines.
* Where appropriate, working with dedicated Faculty colleagues, to ensure commercial exploitation of research application in knowledge and business engagement.
* To disseminate and implement good research practice across the Faculty.

**Governance*** To ensure that research activities of the Faculty are undertaken in accordance with the governance, policy and regulatory frameworks of the University.
* To serve on or chair Committees, Working Parties and Groups of the Faculty and University as required.
* Working with the Faculty Research Degrees Coordinator and the Graduate School Director to ensure postgraduate research students are well supported across the Faculty and that their work is integrated with other research activities across the Faculty.
* To ensure consideration of any issues referred to the Faculty Research and Innovation Committee by the University Research and Innovation Committee.
* To draft Faculty Response to internal and external consultation papers relating to research.
* To contribute to the production of Faculty strategic plans and other related work.
* To deliver these aspects of Governance, to work collaboratively with other AD(R)s and consult with the Faculty’s AD(Enterprise and Innovation).

**General*** To contribute to the management and operations of the Faculty and University by undertaking specific responsibilities as agreed with the Dean.
* To work collaboratively with other Associate Deans (Research) and the PVC Research and Innovation to establish and maintain national and international recognition of the University’s research.
 |

|  |
| --- |
| **Working Relationships:** |
| **Reporting to:** Dean of Faculty**Working with:**PVC (Research and Innovation)Associate Dean (Enterprise and Innovation)AD(R)s in other FacultiesHeads of SchoolsFaculty of CCI Research LeadsFaculty of CCI Research Degrees CoordinatorFaculty ManagerFaculty Professoriate |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | A clear vision of the research goals of the University and Faculty | E | AF,S,P |
|  | An understanding of research issues across the full range of the Faculty’s academic disciplines | E | AF,S,P |
|  | A track record of significant contribution to knowledge in a particular discipline | E | AF |
|  | Substantial and current experience in publishing and submitting grant applications | E | AF |
|  | Familiarity with the research agendas of Research Councils and other potential external funders | E | S,P |
|  | Experience of working with colleagues in other disciplines | E | AF,S |
|  | An understanding of the standards that pertain when awarding MPhil/PhD and familiarity with relevant regulations and procedures | E | AF,S,P |
|  | Experience in the execution of project work, the management of research, and in the supervision of research students and staff | E | AF,S |
|  | A capability of developing research strategy and exhibiting leadership. | E | AF,S,P |
|  | Experience of attracting, managing and delivering externally funded research projects | E | AF,S |
| **2.** | **Skills & Abilities** |  |  |
|  | Proven academic leadership influencing and management skills | E | AF,S,P |
|  | Excellent writing, communication and influencing skills. Ability to produce clear, concise documentation and to communicate orally. | E | AF,S |
|  | An appreciation of the problems of researchers in different disciplines. | D | S,P |
|  | Ability to chair committees | D | AF,S |
|  | Ability to develop and deliver strategic plans | E | AF,S,P |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | A higher degree or equivalent qualification | E | AF |
|  | PhD | E | AF |
| **4.** | **Other Requirements** |  |  |
|  | Reader or Professor | E | AF |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

|  |
| --- |
| **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%2C164407%2Cen.doc) **document in order to do this.**  |
| 1. International travel/Fieldwork
 | X | 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 (including lone working)
 | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc)
 | X | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bioaerosols |  |
| 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) X |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

|  |  |
| --- | --- |
| **Name (block capitals)** | CATHERINE HARPER |
| **Date** | 18 January 2016 |
| **Extension number** | 5453 |

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.