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**Faculty of Business & Law**

**Portsmouth Business School**

**Lecturer in Content Creation**

**ZZ007913**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range from £37,474 to £40,931 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.

You will be expected to have commenced and be working towards the relevant Descriptor level of the UK Professional Standards Framework for teaching and supporting learning in higher education during your probationary year. If you are the successful candidate, the Department of Curriculum and Quality Enhancement will be in touch once you start work with further details about this development programme.

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.

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.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information 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:** | Lecturer in Content Creation |
| **Grade:** | 7 |
| **Faculty/Centre:** | Portsmouth Business School, Faculty of Business and Law |
| **Department/Service:****Location:** | SMI |
| **Position Reference No:** | ZZ007913 |
| **Responsible to:** | Head of SMI School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | August 2022 |

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| **Context of Job:** |
| As a member of the teaching team contribute to the delivery of undergraduate and postgraduate modules and courses, responding to students’ needs. Contribute to research and innovation. |

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| **Purpose of Job:**  |
| To engage in teaching, scholarship, research and innovation as part of a team in line with School’s objectives, and make a significant contribution to the research profile of the School. |

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| **Key Responsibilities:** |
| * Contribute as a member of the teaching team to the delivery and review of modules within the subject area for undergraduate and postgraduate courses, including marking and verification of assessments.
* Contribute to the development of the curriculum, including proposing and designing new modules and courses and active participation at subject group meetings.
* Engage in research and innovation activities, either on own initiative or as part of a team, and contribute to enhancing the research profile of the School in line with stated objectives.
* Supervise undergraduate and postgraduate dissertations, and similar independent learning activities.
* Undertake academic course-related administrative tasks, including attendance at Examination Boards, as appropriate.
* Undertake student placement visits and resolve any problems identified by the student or the employer.
* Contribute to student recruitment activities.
* Ensure teaching material is current and of high quality through active scholarship and research.
* Act as a Personal Tutor to undergraduate and postgraduate students.
* Take part in relevant aspects of the student support and assessment processes.
* Undertake such other duties/projects as may reasonably be required by the Head of Subject Group.
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| **Working Relationships:** |
| * Head of Subject Group
* Associate Head of Subject Group
* Head of UG and PGT Business Courses
* Course Leaders
* Course and Module Teams
* Academic Staff
* Technical and Administrative Staff
* Associate Dean Academic
* Associate Dean Students
* Associate Dean Research
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1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Critical thinking | E | AF, S |
|  | Understanding of the use of digital learning or a willingness to undertake training | E | AF, S |
|  | Engagement with and application of theoretical constructions in Content Creation in HE or equivalent | E | AF, S |
|  | Sufficient breadth and depth of specialist knowledge in one or more Content Creation software i.e. Adobe Illustrator, Adobe photoshop, Adobe PremierPro, InDesign and Audition, for example. | E | AF, S |
|  | Research experience | E | AF, S |
|  | Current or recent experience of teaching and assessment in teaching Content Creation in HE or equivalent | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent communication and interpersonal skills with the ability to engage and motivate students | E | AF, S |
|  | Excellent presentation skills | E | AF, S |
|  | Ability to teach at HE level | E | AF, S |
|  | Skills in the use of appropriate IT | E | AF, S |
|  | Ability to work individually and as part of a team with both academic and administrative colleagues | E | AF, S |
|  | Ability to design, document, apply, mark and administer assessments | E | AF, S |
|  | Demonstrable ability to engage in research of high international standing and knowledge transfer skills | E | AF, S |
|  | Ability to collaborate with both academic and administrative colleagues regarding teaching, course management research activities | E | AF, S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | A good first degree | E | AF |
|  | A relevant postgraduate degree | E | AF |
|  | A doctoral qualification | D | AF |
|  | HE teaching qualification or Fellowship of the HEA | D | AF |
|  | Current membership of a relevant professional body | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Personal initiative | E | AF, S |
|  | Committed to education and teaching | E | AF, S |
|  | Sympathetic and supportive of the need to motivate students and encourage learning | E | AF, S |
|  | A willingness to work flexibly and cooperatively with others, across departments and faculties | E | AF, S |
|  | Flexible in working patterns, including willingness to participate in residential field work, evening and weekend teaching | E | AF, S |
|  | Recognition of the need to carry out personal and professional development activities | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable.

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, 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/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **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, welding fume)  |  |
| 2. Manual Handling (of loads/people)  |  | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water  |  |
| 4. Genetically modified Organisms  |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA  |  | 17. Vibrating tools  |  |
| 6. Night Working (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment | X | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, etc)  |  | 20. Small print/colour coding |  |
| 9. 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)** | HAZEL GANT |
| **Date** | 02/08/2022 |
| **Extension number** | 8503 |

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.