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**Faculty of Humanities & Social Sciences**

**School of Criminology & Criminal Justice**

**Lecturer in Social Research Methods (Criminology)**

**ZZ601350**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range £37,474 – £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.

For information on how to find our campus and the navigation of buildings (including accessibility), please see <https://www.accessable.co.uk/university-of-portsmouth> (click on the Access Guides tab at the top of the page, and then click on "view all access guides".



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| --- | --- |
| **Job Title:** | Lecturer in Social Research Methods (Criminology) |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:**  **Location:** | School of Criminology and Criminal Justice  St. George’s Building |
| **Position Reference No:** | ZZ601350 |
| **Grade:** | 7 |
| **Cost Centre:** | 43025 |
| **Responsible to:** | Designated line manager and then to Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | 14/09/2022 |

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| **Purpose of Job:** |
| To make a significant contribution to the delivery of research methods and data analysis teaching, and suitable elements of applied criminology/criminal justice curriculum in own expertise area at undergraduate and postgraduate courses (campus, and off-campus). The post holder will perform the full learning, teaching, assessment, supervision, academic leadership, and personal tutoring, responsibilities associated with these roles.  To undertake academic leadership appropriate to the grade including academic leadership of modules within the research methods, criminology and criminal justice course provision, liaising with team members and course leaders as appropriate. Ensuring teaching and learning materials are up to date and provide an innovative and challenging curriculum with the appropriate use of learning technologies  To undertake research in areas of strategic importance to the School. |

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| **Key Responsibilities:** |
| The appointee will:   1. To contribute to the delivery of core and specialist modules in the research methods and the wider criminology/criminal Justice course provision. 2. To coordinate core and specialist research module modules, and others as agreed. 3. Undertake undergraduate, postgraduate and doctoral supervision. 4. To be responsible for a number of personal tutees across various levels of the programme. 5. To engage in scholarly activity where appropriate. 6. To undertake academic administrative duties commensurate to the level of the post. 7. Undertake research in the subject area and produce outputs of a national and international significance for the prevailing Research Excellence Framework (REF). 8. To undertake such other duties as may reasonably be required by the Head of School. |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Module Coordinators, and Module teaching teams  Course Leader(s)  St George’s MyPort Administration Hub  Student Engagement Officers  Learning and Development Tutors  Programme Area Leader(s)  School Associate Heads (Academic, Students, Research, Global Engagement)  Director of Professional Education Programmes  Head of School |

1. **PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| a. | Thorough grounding in research methods (qualitative and qualitiative) and data analysis | E | AF, S |
| b. | Subject expertise within an area of criminology and/or criminal justice | E | AF, S |
| c | Experience in the use of educational eLearning technologies (including learning environments) | E | AF, S |
| d. | Experience of teaching in Higher Education | E | AF, S |
| e. | Experience of teaching research methodology/skills | E | AF, S |
| f. | Knowledge and experience of assessment procedures | D | AF, S |
| g. | Experience of personal tutoring and pastoral support to students | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
| a. | Excellent communication and interpersonal skills, particularly in their application in delivering teaching that will inspire students to learn | E | AF, S |
| b | Good organisational skills | E | AF, S |
| c. | Excellent presentation/teaching skills | E | AF, S |
| d. | Ability to work as part of a team | E | AF, S |
| e | Excellent ICT and learning technologies skills | E | AF, S |
| f. | Ability to assume administrative responsibilities commensurate with grade of post | E | AF, S |
| **3.** | **Education &/or Training** |  |  |
| a. | Good first Degree | E | AF |
| b. | Good relevant postgraduate degree | E | AF |
| c. | PhD or Professional Doctorate, or demonstrably near completion of a Doctorate. | E | AF |
| d. | Fellowship of AdvanceHE or an equivalent teaching qualification | E | AF |
| **4.** | **Other Requirements** |  |  |
| a. | Evidence of innovation in teaching and learning | E | AF, S |
| b. | Commitment to research in an appropriate field | E | AF, S |
| c. | Commitment to support the achievement of the School Mission: [www.port.ac.uk/sccj](http://www2.port.ac.uk/institute-of-criminal-justice-studies/about-us/) | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

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

**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 |  |
| 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)** | DR PAUL NORMAN |
| **Date** | 15/09/2022 |
| **Extension number** | 3459 |

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.