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**Faculty of Business and Law**

**Organisation Studies and Human Resources Management**

**Lecturer or Senior Lecturer in Organisation Studies and Human Resources Management**

**ZZ600607**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range Lecturer £34,520 - £37,706 per annum or Senior Lecturer £38,833 - £47,722 per annumand 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.

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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).

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| Descriptor | HEA Fellowship Category | Target Group |
| D1 | Associate Fellow | Staff who support learning  Academic staff with limited teaching portfolios |
| D2 | Fellow | Early career teaching staff  Experienced 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 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>

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.

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**

|  |  |
| --- | --- |
| **Job Title:** | Lecturer |
| **Grade:** | 7 |
| **Faculty/Centre:** | Faculty of Business and Law |
| **Department/Service:**  **Location:** | OSHRM Subject Group |
| **Position Reference No:** | ZZ600607 |
| **Cost Centre:** | 40500 |
| **Responsible to:** | Head of Subject Group |
| **Responsible for:** | N/A |
| **Effective date of job description:** | May 2018 |

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| **Context of Job:** |
| As a member of the teaching team contribute to the delivery of undergraduate and postgraduate units and programmes, 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 units 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 |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Critical thinking | E | AF, S |
|  | Engagement with and application of theoretical constructs in OB/HRM. | E | AF, S |
|  | Sufficient breadth and depth of specialist knowledge in the areas of leadership, managing change, business ethics or sustainability. | E | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to teach at undergraduate and postgraduate levels | E | AF, S |
|  | Skills in the use of appropriate IT | E | AF, S |
|  | Ability to communicate with and motivate both undergraduate and postgraduate students | E | AF, S |
|  | Demonstrable potential 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 and research activities | E | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | A good first degree | E | AF |
|  | A relevant postgraduate qualification | E | AF |
|  | A doctorate or equivalent research achievement | D | AF |
|  | HE teaching qualification or Fellowship of the HEA | D | AF |
|  | Professional qualification and experience | D | AF |
|  | Current membership of a relevant professional body. | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Personal initiative | E | AF, S |
|  | Sympathetic and supportive to motivate students and encourage learning | E | AF, S |
|  | Commitment to work in an academic environment | E | AF, S |
|  | Recognition of the need to carry out personal and professional development activities | E | AF, S |
|  | Understand equal opportunity policy in HE and its impact on academic content and issues relating to student and staff welfare | E | AF, S |
|  | Preparedness to deliver courses outside the normal working week and/or in locations outside the UK | 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 by the applicant. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use** [**this link**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/JobHazardInformation/) **for further information which should be considered by managers, employees and job applicants.** | | | |
| 1. International travel/Fieldwork |  | 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 | 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. Nano-materials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc.) | | 23. Stress Workplace Stressors (e.g. workplace demands, role clarification, relationships etc.) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | **GARY REES** |
| **Date** | **23/05/18** |
| **Extension number** | **4221** |

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.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Senior Lecturer |
| **Grade:** | 8 |
| **Faculty/Centre:** | Portsmouth Business School, Faculty of Business and Law |
| **Department/Service:**  **Location:** | OSHRM Subject Group |
| **Position Reference No:** | ZZ600607 |
| **Cost Centre:** | 40500 |
| **Responsible to:** | Head of Subject Group |
| **Responsible for:** | N/A |
| **Effective date of job description:** | May 2018 |

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| **Context of Job:** |
| As a member of the teaching team contribute to the delivery and design of undergraduate and postgraduate units and programmes, 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:** |
| Design, deliver, review and update units as Module Coordinator for undergraduate and postgraduate courses, including coordination of teaching team where appropriate; set and mark assessments and verify marks of other tutors where appropriate; attend relevant assessment boards.  Contribute as a member of the teaching team on modules for which the post-holder is not the module coordinator.  Contribute to the development of the curriculum, including proposing 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:** |
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1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Critical thinking | E | AF, S |
|  | Engagement with and application of theoretical constructs in OB/HRM. | E | AF, S |
|  | Sufficient breadth and depth of specialist knowledge in the areas of leadership, managing change, business ethics or sustainability. | E | AF, S |
|  | Research experience | E | AF, S |
|  | Considerable professional experience in the relevant field | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to teach at undergraduate and postgraduate levels | E | AF, S |
|  | Skills in the use of appropriate IT | E | AF, S |
|  | Ability to communicate with and motivate both undergraduate and postgraduate students | E | AF, S |
|  | A research record of high international standing as evidenced by publications and related research activities, and knowledge transfer skills | E | AF, S |
|  | Ability to collaborate with both academic and administrative colleagues regarding teaching, course management and research activities | E | AF, S |
|  | Teaching experience at HE level | E | AF, S |
|  | Curriculum development or course management experience | D | AF, S |
|  | Teaching experience at University level | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | A good first degree | E | AF |
|  | A relevant professional or postgraduate qualification | E | AF |
|  | A doctorate or equivalent research achievement | D | AF |
|  | HE teaching qualification or Fellowship of the HEA | D | AF |
|  | Professional qualification | D |  |
|  | Current membership of a relevant professional body. | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Personal initiative | E | AF, S |
|  | Sympathetic and supportive to motivate students and encourage learning | E | AF, S |
|  | Commitment to work in an academic environment | E | AF, S |
|  | Recognition of the need to carry out personal and professional development activities | E | AF, S |
|  | Understand equal opportunity policy in HE and its impact on academic content and issues relating to student and staff welfare | E | AF, S |
|  | Preparedness to deliver courses outside the normal working week and/or in locations outside the UK | E | AF, S |

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| 1. International travel/Fieldwork |  | 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 |  |
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| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
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| 1. Ionising radiation/non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bio-aerosols |  |
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