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**Faculty of Business and Law**

**Operations and Systems Management**

**Teaching Fellow or Senior Teaching Fellow in Project Work**

**ZZ601534**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Permanent

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

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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:** | Teaching Fellow |
| **Grade:** | 7 |
| **Faculty/Centre:** | Faculty of Business and Law |
| **Department/Service:** | Operations & Systems Management  Richmond Building |
| **Position Reference No:** | ZZ601534 |
| **Cost Centre:** | 40300 |
| **Responsible to:** | Head of Subject Group |
| **Responsible for:** | Learning, Teaching and Student Support |
| **Effective date of job description:** | May 2018 |

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| **Context of Job:** |
| As a teaching fellow you will be committed to excellence in teaching at all levels. Support to develop teaching skills is available for less experienced staff. You will be expected to undertake administrative duties and projects. You will have drive, an innovative approach to learning and teaching and enjoy working collaboratively in a dynamic environment. |

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| **Purpose of Job:** |
| To support learning and teaching in the curriculum by undertaking scholarship, teaching, tutorial and practical work supervision and the development of learning activities. To contribute to the design, delivery and administration of assessment. To undertake administrative duties and projects as appropriate. |

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| **Key Responsibilities:** |
| The post-holder will:  Contribute to the delivery of core and specialist modules at undergraduate and postgraduate levels.  Develop, maintain and deliver learning support and carry out assessment and assessment artefact administration for taught modules.  Undertake project and dissertation supervision.  Undertake student placement visits and resolve any problems identified by the student or the employer.  Develop and deliver new teaching materials, including on-campus and on-line delivery.  Be responsible for a number of personal tutees across the various levels of the programmes.  Collaborate with academic colleagues on course development and curriculum changes.  Contribute to employer and education liaison / outreach.  Engage in scholarly activity.  Ensure that health and safety guidelines are followed at all times.  Undertake administrative duties in accordance with the level of the post.  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  Module Coordinators  Course Leaders  Academic staff  Technical & Administrative support staff  Associate Dean Students  Associate Dean Academic |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Critical thinking | E | AF, S |
|  | Subject expertise in Project Management | E | AF, S |
|  | Proven track record in Project Management practice, including professional/commercial background | D | AF, S |
|  | Current or recent experience of teaching and assessment in Project Management in HE or equivalent | E | AF, S |
|  | Understanding of the use of e-Learning or a willingness to undertake training | E | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Well-developed communication and interpersonal skills with the ability to engage and motivate students | E | AF, S |
|  | Ability to teach at undergraduate and postgraduate levels | 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 |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | A good first degree | E | AF |
|  | A relevant postgraduate qualification | E | AF |
|  | A doctoral qualification | D | AF |
|  | HE teaching qualification or Fellowship of the HEA | D | AF |
|  | Membership of relevant professional bodies | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Personal initiative | E | AF, S |
|  | A willingness to work flexibly and cooperatively with others, across departments and faculties. | E | AF, S |
|  | Sympathetic and supportive to motivate students and encourage learning | E | AF, S |
|  | Recognition of the need to carry out personal and professional development activities | E | AF, S |
|  | Flexible in working patterns, including willingness to participate in residential field work, evening and weekend teaching | E | AF, S |

**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**

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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)** | **MARK XU** |
| **Date** | **MAY 2018** |
| **Extension number** | **4123** |

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 Teaching Fellow |
| **Grade:** | 8 |
| **Faculty/Centre:** | Faculty of Business and Law |
| **Department/Service:** | Operations & Systems Management  Richmond Building |
| **Position Reference No:** | ZZ601534 |
| **Cost Centre:** | 40300 |
| **Responsible to:** | Head of Subject Group |
| **Responsible for:** | Learning, Teaching and Student Support |
| **Effective date of job description:** | May 2018 |

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| **Context of Job:** |
| To lead learning and teaching in the curriculum by undertaking scholarship, teaching, tutorial and practical work supervision and the development of learning activities. To contribute to the design, delivery and administration of assessment. To undertake administrative duties and projects as appropriate. |

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| **Purpose of Job:** |
| To work with colleagues and act as Module Co-ordinator (or equivalent), contributing to the delivery and design of undergraduate and postgraduate programmes, responding to students needs as member of a teaching team.  Participate in teaching and scholarship in accordance with the School’s objectives.  To actively seek to engage with the student experience and enhance student employability. |

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| **Key Responsibilities:** |
| The post-holder will:  Contribute to the delivery and leadership of core and specialist modules at undergraduate and postgraduate levels.  Undertake academic course-related administrative tasks, including attendance at Examination Boards, as appropriate.  Take part in marketing activities including preview/open days, admissions and recruitment.  Act as a personal tutor to students to provide first line support when required.  Act as a mentor to more junior colleagues.  Take part in relevant aspects of the student support and assessment processes (e.g. examination boards).  Contribute to the operational planning and development of the Subject Group and School, including project work.  Take part in planning and preparation of external quality assessment.  Design, deliver, review and update modules and courses within the subject area for undergraduate and postgraduate courses. Co-ordination of teaching team (where appropriate); setting and marking assessments; ensuring the verification of marks by other tutors (where appropriate); and attending relevant assessment boards.  Contribute as a member of the teaching team on units for which the post-holder is not the unit co-ordinator.  Development of the curriculum, including proposing new modules and active participation at subject group meetings. Ensure teaching material, methods and approaches are current through active scholarship.  Undertake dissertation supervision in common with the rest of the teaching team and where appropriate, supervise students’ projects, fieldwork and placements. Take part in relevant aspects of the student support and assessment processes.  Undertake student placement visits and resolve any problems identified by the student or the employer.  **Additional expectations of the role holder**  In line with Subject Group aims and objectives, the role holder is required to plan, prioritise and organise their own workload and that of others contributing to own module(s)  To communicate with team members and have involvement in planning teams, chairing working parties and leading/initiating internal networks  To attend team meetings when required providing relevant and timely information, in order to aid decision making in the Subject Group  Apply due care and diligence with regards to health and safety for self and others  Any other duties as required by the Head of Subject Group |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Head of Subject Group  Associate Head of Subject Group  Head of UG and PGT Business Courses  Module Coordinators  Course Leaders  Academic staff  Technical & Administrative support staff  Associate Dean Students  Associate Dean Academic |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Critical thinking | E | AF, S |
|  | Expertise in Project Management | E | AF, S |
|  | Some knowledge and understanding of the use of e-learning and/or a willingness to undertake training. | E | AF, S |
|  | HE teaching experience | E | AF,S |
|  | Experience of academic administration | E | AF, S |
|  | Proven track record in Project Management practice, including professional/ commercial background | D | AF, S |
|  | Experience of curriculum development | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent oral, written and IT skills, with the ability to engage and motivate students | E | AF,S |
|  | Excellent presentation skills | E | AF, S |
|  | Ability to work as part of a team | E | AF, S |
|  | Ability to carry out course administration and course management duties | E | AF, S |
|  | Ability to teach at HE level | E | AF, S |
|  | Mentoring and counselling skills | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | A good first degree | E | AF |
|  | A relevant postgraduate qualification | E | AF |
|  | A doctoral qualification | D | AF |
|  | Relevant professional qualification | D | AF |
|  | HE teaching qualification or Fellowship of the HEA | D | AF |
|  | Membership of relevant professional body | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Personal initiative | E | AF, S |
|  | Committed to education and teaching | E | AF, S |
|  | Student-centred | 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, References)

**JOB HAZARD IDENTIFICATION FORM**

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| 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 |  |
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| 1. Display screen equipment | X | 19. Compressed gases |  |
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| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bio-aerosols |  |
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| **Name (block capitals)** | MARK XU |
| **Date** | MAY 2018 |
| **Extension number** | 4123 |

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