

**Portsmouth Business School**

**School of Law**

**Reader in Law**

**ZZ602807**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

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. 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)

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| --- | --- | --- |
| 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 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.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The University reserves the right to seek external opinion on a candidates' suitability as a reader or professor at the University of Portsmouth.

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**

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| --- | --- |
| **Job Title:** | Reader |
| **Grade:** | 9  |
| **Faculty/Centre:** | Portsmouth Business School |
| **Department/Service:****Location:** | School of LawRichmond Building |
| **Position Reference No:** | ZZ602807 |
| **Cost Centre:** | 40600 |
| **Responsible to:** | Head of School of Law |
| **Responsible for:** | N/A |
| **Effective date of job description:** | November 2016 |

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| **Purpose of Job:** |
| To provide vision and strategic leadership in research across the discipline of law and their specialist fields; to strengthen the research environment in the faculty; to actively support and mentor research staff and students; to undertake internationally recognised research and scholarly activities; and to contribute to excellence in teaching at all levels, provide academic leadership in teaching and curriculum development within the School of Law. |

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| **Key Responsibilities:**  |
| **Research**1. To develop, lead and maintain internationally competitive research by developing own research programme at the cutting edge of the subject area.
2. To play a role in identifying and securing external funding through research grants; and in developing collaborative research and other income generating activities;
3. To publish research outcomes in high impact international journals and to disseminate the results through conferences and workshops and to contribute to the external visibility of the School of Law, Faculty and the University.
4. To collaborate with both academic partners and user groups to deliver research impact.
5. To provide subject specific and research related expert advice and guidance to strengthen the research environment in the School of Law and the Faculty.
6. To mentor and support research staff and students in their research endeavours.
7. To attract and supervise research students, and post-doctoral researchers and other research support staff.

**Teaching**1. To contribute to the curriculum/course development as a senior member of staff within the School of Law.
2. To deliver inspirational teaching and where appropriate adopt research-informed teaching.
3. To design and be responsible for the contents of specific areas of teaching and learning at both undergraduate and postgraduate levels.
4. To undertake academic duties to deliver high quality teaching, student learning support and assessment duties.
5. To support and comply with the university teaching quality assurance standards and procedures.

**Additional duties**1. To make an important contribution to the leadership and management of the School, including supporting early career staff and developing new collaborative initiatives.
2. To undertake such specific management roles/committee work as may be reasonably required.
3. To participate in relevant professional/advisory activities.
4. To engage in continuous professional development.
5. To undertake external commitments, which reflect and enhance the reputation of the University.
6. To comply with the University's Health and Safety Policy.
7. To undertake any other duties as required by the Dean and Head of the School of Law.
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| **Working Relationships:**  |
| 1. Dean of Faculty
2. Head of School of Law
3. Associate Head of the School of Law
4. Associate Dean (Research)
5. Other researchers in the faculty, and with external research collaborators
6. Other research and academic colleagues and support/technical staff on day-to-day issues
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1. **PERSON SPECIFICATION**

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| **No** | **Attributes -**  | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | A track record of high quality research publications | E | AF, S |
|  | A track record of attracting competitively-reviewed research grants  | E | AF,S |
|  | Experience in collaborative research, involving academics and/or users | E | AF,S |
|  | Experience of postgraduate research supervision | E | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Proven experience to provide vision, leadership and support in the development of research  | E | AF,S |
|  | Ability to support the professional development of staff in a research field | E | AF,S |
|  | Ability to predict and solve problems when they occur | E | AF |
|  | Ability to offer support in planning, organising and the prioritisation of workloads | E | AF |
|  | Excellent communication and interpersonal skills | E | AF,S |
|  | Ability to produce original ideas  | E | AF,S |
|  | Ability to forge interdisciplinary and international collaborations | E | AF,S |
|  | Ability to effectively manage relations with a variety of stakeholders both internal and external to the university | E | AF,S |
|  | Ability to concisely present findings verbally and in writing | E | AF,S |
|  | Project management skills | D | AF |
|  | Teaching experience at University level. | E | AF, S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | PhD or equivalent in Law or a related discipline | E | AF |
| **4.** | **Other Requirements** |  |  |
|  | Ability to motivate and engage others in research | E | AF,S |
|  | Ability to work on own initiative and as part of a team | E | AF,S |
|  | Ability to work to tight deadlines | E | AF,S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including 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 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)
 |  | 20. Small print/colour coding | x |
| 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)  |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Caroline Strevens |
| **Date** | 8 January 2016 |
| **Extension number** | 4240 |

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.