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**Faculty of Humanities and Social Sciences**

**Institute of Criminal Justice Studies**

**Lecturer in Criminal Justice and Policing**

**ZZ004630**

**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 £35,845 - £39,152 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, 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) 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 Criminal Justice and Policing |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:**  **Location:** | Institute of Criminal Justice Studies  St. George’s Building |
| **Position Reference No:** | ZZ004630 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | June 2020 |

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| **Purpose of Job:** |
| To undertake a given teaching role and undertake research and/or knowledge transfer in the overall subject area of criminal justice and policing/police studies. To contribute to the teaching of our criminology programmes and within the specific policing subject area at undergraduate level. This will include leading on the delivery of College of Policing approved elements for campus-based curriculum for campus undergraduate students where appropriate. Opportunities for engagement within research/subject expertise throughout our course provision, including at postgraduate level. Teaching contributions will be made to support the delivery and development of both our campus-based and distance-learning programmes. |

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| **Key Responsibilities:** |
| The appointee will:   1. Contribute to the delivery of core and specialist modules within programmes that have a policing component. There will be a contribution to team taught units and this role will include Level 4 and 5 seminars, marking assessments at all levels, and giving lectures across the Institute’s programmes. 2. Undertake undergraduate and postgraduate dissertation supervision. 3. Develop modules(s) in a specialist subject by negotiation with the Head of School and Associate Head (Academic). 4. Contribute to the Institute’s campus and distance learning provision. This may include the authorship and editing of eLearning course materials related to subject specialism. 5. Be responsible for a number of personal tutees across the various levels of the programmes. 6. Undertake an administrative role appropriate to the Lecturer scale. 7. Undertake research in the subject area and produce outputs of a national and international significance for the prevailing Research Excellence Framework (REF). 8. 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):** |
| Course Leader(s)  St George’s MyPort Administration Hub  Programme Area Leader(s)  Associate Heads (Academic, Students, Academic Delivery, Research)  Director of Professional Education Programmes  Head of School |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| a) | Knowledge of policing and police studies | E | AF, S |
| b) | Knowledge of the Police Education Qualification Framework (PEQF) and the National Police curriculum of the College of Policing for new entrants to the police service | D | AF, S |
| c) | Understanding and experience of the use of eLearning | E | AF, S |
| d) | Experience of teaching in Higher Education | E | AF, S |
| e) | Committed to personal scholarship, research and/or innovation and/or knowledge exchange | E | AF, S |
| f) | Experience of teaching criminal justice research methods/skills | D | AF, S |
| g) | Knowledge and experience of assessment procedures | D | AF, S |
| h) | Research interests with an emphasis on the broad area of policing | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
| a) | Excellent communication skills | E | AF, S |
| b) | Excellent presentation skills | E | AF, S |
| c) | Ability to work as part of a team | E | AF, S |
| d) | Ability to assume administrative responsibilities commensurate with grade of post | E | AF, S |
| **3.** | **Education &/or Training** |  |  |
| a) | Relevant first degree | E | AF |
| b) | Relevant postgraduate degree | E | AF |
| c) | PhD or Professional Doctorate, or demonstrably near completion of a Doctorate | D | AF |
| d) | Teaching qualification or a willingness to undertake the University’s teaching development programme | E | AF |
| **4.** | **Other Requirements** |  |  |
| a) | Commitment to innovations in teaching and learning | E | AF, S |
| b) | Commitment to research in an appropriate field | E | AF, S |
| c) | Willingness to undertake academic administration | E | AF, S |
| d) | Commitment to support the achievement of Mission of the Institute:  [www2.port.ac.uk/institute-of-criminal-justice-studies/about-us/](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 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/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** | 18 June 2020 |
| **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 requirements 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.