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**Faculty of Creative & Cultural Industries**

**School of Art, Design & Performance**

**Senior Lecturer in Graphic Design**

**ZZ601062**

**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 £42,155 - £51,805 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.

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:** | Senior Lecturer in Graphic Design |
| **Grade:** | 8 |
| **Faculty/Centre:** | Creative & Cultural Industries |
| **Department/Service:**  **Location:** | School of Art, Design & Performance  Eldon Building |
| **Position Reference No:** | ZZ601062 |
| **Cost Centre:** | 42400 |
| **Responsible to:** | Head of School |
| **Responsible for:** | n/a |
| **Effective date of job description:** | January 2023 |

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| **Context of Job:** |
| Art and design have a long and distinguished history of being taught in the city of Portsmouth, with an art school going back to the 1880s. Today the School of Art, Design and Performance offers a dynamic portfolio of distinctive courses with dedicated staff and specialist resources.  The MA and BA (Hons) Graphic Design have a team of dedicated staff teaching 200 students across the years. We utilise a variety of engaging teaching methods from workshops, lectures, group critique and seminars, to individual tutorials. This is supported via our online learning system Moodle as well as platforms such as zoom, padlet and broadcast mediums. There is also an emphasis on hands-on practical sessions that contributes towards the strong studio culture that has developed within the subject area. The curriculum is based around thematic teaching with a strong emphasis on research informed design and professional practice.  We have an excellent track record of success in national and international awards and competitions such as the iSTD, D&AD, RSA and YCN. We have a dedicated design studio and Mac suite using Adobe CC with access to excellent facilities with specific areas for screen printing, letterpress, laser cutting, risograph and large format printing.  Please visit our course page <https://www.port.ac.uk/study/courses/ba-hons-graphic-design> and <https://www.port.ac.uk/study/courses/ma-graphic-design> or visit social media @UniPortBAGD to find out more. |

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| **Purpose of Job:** |
| The purpose of this job is to provide support in the teaching and assessment of modules across the BA and MA. The successful candidate will work as part of a team of staff delivering modules through a range of teaching methods that could include face to face and/ or online lectures, seminars, group presentations, workshops, tutorials and software workshops. Your work will include marking and verification of assessments and ensuring teaching material is current through active scholarship.  The post holder will have a key role in helping to realise the creative potential of students and maintain the quality of outcomes produced. A proactive approach to research informed design from an ethical position, alongside professional practice and graduate employability are central to the ethos of the subject area. The role requires expert knowledge in graphic design both in practical and digital outcomes.  The successful candidate should possess highly effective interpersonal skills and be a student-centred educator, focused on promoting diversity and inclusivity and with the ability to provide constructive and critical support. The successful candidate should have excellent communication and organisational skills and be able to work collaboratively with colleagues. |

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| **Key Responsibilities:** |
| * Design, deliver, review and update modules as module Co-ordinator within subject area for undergraduate and postgraduate courses. Co-ordination of teaching team; setting and marking assessments; ensuring the verification of marks by other tutors, (where appropriate); and attending relevant assessment boards. * Ensure the currency of teaching materials, techniques, and methods through active scholarship and industry awareness and develop new materials as appropriate. * Apply expert knowledge and skills in support of student project work, in line with industry standards and market expectations. * Apply an ethical, culturally aware and inclusive approach to teaching and practice. * Assisting with expert advice in the development and testing of specific techniques used in practical classes and student projects, and where relevant demonstrate specialist equipment, materials and techniques in the area of graphic design * Apply expert knowledge of digital applications, specifically Adobe CC (Photoshop, Illustrator, Indesign, and knowledge of After Effects, XD or Figma for UX/UI) and other online software we use for administration (Google docs or word, sheets or excel, slides or Powerpoint etc.) * Collaborate with academic colleagues on course development and curriculum changes. * To explore collaborations with “The Centre for Creative and Immersive Extended Reality (CCIXR)” the UK’s first integrated facility to support innovation in the creative and digital technologies of virtual, augmented and extended realities. * Contribute to the research activities of the School by developing an area of personal research and expertise, independently and/or in collaboration with others as part of a larger research team and in line with the strategic aims of the School. * To communicate with team members and liaise with relevant others to ensure effective working relations. * Supervise students’ projects and placements as required. * Act as a personal tutor to provide first line support for students. * Use listening, interpersonal and pastoral care skills to deal with sometimes complex issues concerning our diverse student body. * Undertake administrative duties in accordance with the level of the post. * Take part in student admissions activities including preview/open days, interviews and educational liaison events. * Engage with the team in planning, selecting, installing and attending the Portsmouth and London Summer shows * Engage in scholarly activity and/or projects as appropriate. * To comply with University Health and Safety policy and guidelines. * Any other duties as may reasonably be required by the Head of School. |

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| **Working Relationships:** |
| * Students * Course Team * School administration team * Head of School |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Knowledge and understanding of key concepts and debates across graphic design | E | AF, S |
|  | Specialist knowledge and experience of graphic design practice, processes and technical production | E | AF, S |
|  | Expertise in graphic design, typography and information design and how these extend into moving, interactive, augmented and 3D spaces. | E | AF, S |
|  | Experience of graphic design in a professional context | D | AF, S |
|  | Teaching experience at further education, undergraduate or postgraduate level in a relevant field | E | AF, S |
|  | Experience in assessment of undergraduate and postgraduate students | E | AF, S |
|  | Experience of administration relevant to teaching in a higher education context | E | AF, S |
|  | Experience in pastoral care | E | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Inspiring and guiding students from a range of backgrounds | E | AF, S |
|  | Good communication and organisational skills | E | AF, S |
|  | Able to provide oral and written feedback on student work | E | AF, S |
|  | Ability to teach at undergraduate level | E | AF, S |
|  | Ability to contribute to a working & learning environment that is safe and respectful for all members of the UoP community | E | AF, S |
|  | Relevant software skills for graphic design outputs | E | AF, S |
|  | Ability to use a Mac computer | E | AF, S |
|  | Relevant understanding of printing methods, paperstock, bookbinding, letterpress and finishing techniques. | E | AF, S |
|  | Ability to utilise online teaching resources such as zoom, padlet and lecture broadcast technology e.g. panopto to support online learning | D | S |
|  | Team working skills | E | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | A good first degree (or equivalent) in Graphic Design or a closely related discipline. | E | AF |
|  | A higher degree in Graphic Design or a related discipline | E | AF |
|  | PhD in Graphic Design or a closely related discipline | D | AF |
|  | Fellowship of the HEA or a commitment to complete this in post | E | AF |
| **4.** | **Other Requirements** |  |  |
|  | Readiness to develop new ideas in an expanding and innovative curriculum | E | S |
|  | Personal initiative | D | S |
|  | Commitment to work in an academic environment | D | S |
|  | Committed to a student-centered approach | E | AF, S |
|  | A portfolio of high-quality design work | E | AF |

**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/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) |  |
| 2. Manual Handling (of loads/people) | X | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 4. Genetically modified Organisms |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 6. Night Working  (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment | X | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, etc) |  | 20. Small print/colour coding |  |
| 9. 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)** | Sarah Houghton |
| **Date** | 4th November 2022 |
| **Extension number** | 5686 |

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.