****

**Faculty of Creative and Cultural Industries**

**School of Creative Technologies**

**Lecturer in Film Production**

**ZZ601763**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range £34,520 - £37,706 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.

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. 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).

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

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 in Film Production  |
| **Faculty/Centre:** | Creative and Cultural Industries |
| **Department/Service:****Location:** | School of Creative Technologies, Eldon Building |
| **Position Reference No:** | ZZ601763 |
| **Grade:** | 7 |
| **Cost Centre:** | 42600 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | April 2018 |

|  |
| --- |
| **Purpose of Job:** |
| To contribute to the delivery of undergraduate and postgraduate programmes responding to students needs as member of a teaching team. Specifically, delivery of the curriculum related to BA Film Production. To act as a team member to participate in teaching, scholarship, research and knowledge transfer where appropriate in accordance with the School/Faculty objectives.  |
| **Key Responsibilities:** |
| 1. Develop teaching materials, methods and approaches to teaching relating to taught units.
2. Contribute to the preparation, delivery, assessment and moderation of taught units.
3. Manage own teaching, scholarly and administrative activities where required.
4. Supervise undergraduate and postgraduate dissertations as well as similar independent learning activities.
5. Participate in internal networks for exchange of information and collaboration with colleagues.
6. Collaborate with academic colleagues on course development and curriculum changes.
7. Attend and contribute to subject group meetings.
8. Act a personal tutor to students to provide first line support and acting as a mentor when required.
9. Contribute to School/joint research objectives and or proposals where appropriate.
10. Any other appropriate duties as required by the Head of School.
 |
| **Working Relationships (key individuals the job holder would be working with):** |
| To work directly with the Section Lead: Film & Broadcasting and BA Film Production Course Leader and academic course teams to develop, coordinate and promote units in the teaching area of Film and Television Production.The successful applicant will be an effective teacher capable of developing a good professional relationship with students in a lecture room, studio environments and field production.Other working relationships will include: Dean of CCi Faculty; Head of School; Associate Dean Students; Associate Dean Research; Associate Dean Academic; School Administrators and Technical Support Team |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| A | Substantial professional knowledge of the Film and TV Industry | E | AF, P, S |
| B | Substantial, demonstrable and current practical experience as a Producer/Director/Scriptwriter working on films and/or television broadcast – specifically TV Factual, TV Drama and/or Feature Films. | E | AF, P, S |
| C | Substantial knowledge and experience within the independent Film and/or Television Broadcast sector (including Online/second screen, streaming media, Netflix, Amazon etc..) | D | AF, P, S |
| D | Knowledge of regulatory frameworks, broadcast codes of conduct and professional practice. | D | AF, S |
| E | A broad knowledge of current industry technologies, workflows and practices. | D | AF, S |
| F | Relevant HE teaching or training experience. | E | AF, S, P |
| **2.** | **Skills & Abilities** |  |  |
| A | Ability to teach at HE level | E | S, P |
| B | Ability to motivate, facilitate and supervise practical student activities | E | S, P |
| C | Able to work unsupervised | E | AF, S |
| D | Ability to work as a member of a course team  | E | S |
| E | Demonstrate excellent verbal and written communication skills, presentation skills | E | AF, P |
| F | Ability to develop new curriculum initiatives  | E | P, S |
| G | Ability to develop self-directed research  | E | S |
| H | Ability to link with current creative industries | E | S |
| **3.**  | **Education &/or Training** |  |  |
| A | Postgraduate qualification or equivalent experience/ industry credentials  | E | AF |
| B | Teaching qualification or equivalent experience | E | AF |
| C | Record of professional development in an appropriate area | D | AF |
| **4.p** | **Other Requirements** |  |  |
| A | Interest in cross-curricular initiatives | D | S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

**JOB HAZARD IDENTIFICATION FORM**

|  |
| --- |
| **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
 |  | 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 | x |
| 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 |  |
| 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.) x |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

|  |  |
| --- | --- |
| **Name (block capitals)** | BEN THOMPSON (Section Lead) |
| **Date** | April 2018 |
| **Extension number** | 5693 |

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.