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**Faculty of Creative and Cultural Industries**

**School of Creative Technologies**

Teaching Fellow in Technical Animation and Visual Effects

**ZZ004494**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Part time

Fixed term

Salary is in the range £27,616 to £30,164(£34,520 to £37,706 x 0.80 fte) 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.

**Part-time appointments**

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. If you work less than 1 fte your annual leave entitlement will be calculated 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. 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**

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| --- | --- |
| **Job Title:** | Teaching Fellow |
| **Grade:** | 7 |
| **Faculty/Centre:** | Faculty of Creative and Cultural Industries |
| **Department/Service:**  **Location:** | School of Creative Technologies  Eldon Building |
| **Position Reference No:** | ZZ004494 |
| **Cost Centre:** | 42600 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | March 2018 |

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| **Purpose of Job:** |
| To co-ordinate and contribute to the delivery of undergraduate and postgraduate programmes to respond to students’ needs. To act as a team member to participate in teaching, scholarship, research and knowledge transfer in accordance with the School/Faculty objectives. |

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| **Key Responsibilities:** |
| Develop and deliver to high quality the visual effects subject area for undergraduate and postgraduate courses. Setting and marking assessments; ensuring the verification of marks by other tutors, (where appropriate); and attending relevant assessment boards.  Supervise undergraduate dissertations and similar independent learning activities.  Undertake placement visits to undergraduate students (where appropriate) and resolve any problems identified by student or employer’s representative.  Engage in scholarship, and leading edge research and knowledge transfer activities, both on own initiative and as part of team, with a view to help diversifying income generation in the School.  Act as a Personal Tutor to undergraduate and postgraduate students. |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Course Leader  Section Leader  Subject Group Leader  Course Team  Head of School  Associate Dean Students  Associate Dean Research  Associate Dean Academic  Associate Dean Enterprise & Innovation  Dean |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Subject expertise in visual effects for film or/and TV | E | A,S |
|  | Subject expertise in digital compositing (e.g. Nuke), matchmoving (e.g. 3D Equalizer) to students from a range of courses at a range of levels. | E | A,S |
|  | Good knowledge of Artistic Anatomy for digital sculpting, rigging and skinning of CG characters (e.g. Zbrush, Mudbox, Maya, 3DS Max) | E | A,S |
|  | Experience of working in post-production and VFX | E | A,S |
|  | Excellent knowledge of and links with relevant industry | D | A,S |
|  | Good knowledge of CGI Lighting tools and Look Development (e.g. Katana), or dynamic simulations using Houdini or Realflow and Maya | D | A,S |
|  | Technical direction experience with knowledge of Python as used for both stand-alone code and for scripting software tools e.g. Maya, Katana, and Nuke. | D | A,S |
|  | Knowledge of motion capture technologies (such as the Vicon T10), software and techniques such as facial rigging/animation | D | A,S |
|  | Knowledge of UK Higher Education system and Quality Agenda | D | A,S |
|  | Evidence of good teaching or training ability | D | A,S |
|  | Experience of publishing high level research output | D | A,S |
|  | Experience of writing funding proposals | D | A,S |
|  | Experience in visual effects research | D | A,S |
| **2.** | **Skills & Abilities** |  |  |
|  | A high level of problem solving ability | E | A,S |
|  | Ability to teach visual effects principles and practice and to keep abreast of current technologies | E | A,S |
|  | Ability to work without close supervision | E | A,S |
|  | Excellent communication in English verbally and in writing including research output | E | A,S |
|  | Ability to advise students on sensitive issues | E | A,S |
|  | Ability to work in a team | E | A,S |
|  | Organisational ability | E | A,S |
|  | Leadership skills | D | A,S |
|  | Administrative ability | D | A,S |
|  | Research skills | D | A,S |
| **3.** | **Education &/or Training** |  |  |
|  | A good first degree or Masters in a relevant discipline, or equivalent work experience and professional standing | E | A,S |
|  | PhD or equivalent professional standing. | E | A,S |
|  | Teaching qualification | D | A,S |
| **4.** | **Other Requirements** |  |  |
|  | High integrity and professional approach | E | A,S |
|  | High motivation and innovation in education | E | A,S |
|  | Committed to the values of higher education, including widening access and participation | E | A,S |
|  | Valuing team approach to practical and vocational ethos | D | A,S |
|  | Active approach to scholarship | D | A,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**

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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 | 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 |  |
| 8. Repetitive tasks (e.g. pipette use, book sensitization etc.) |  | 20. Small print/colour coding |  |
| 9. 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. Stress  x | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | KEVIN CURTIS |
| **Date** | MARCH 2018 |
| **Extension number** | 5461 |

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.