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**Faculty of Science & Health**

**Dental Academy**

# Lecturer or Senior Lecturer in Dental Public Health/Public Health

**ZZ006268**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range Lecturer £35,845 to £39,152 per annum, Senior Lecturer £40,322 - £49,553 per annum. 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 NHS Pension Scheme, provided that he/she was a member of that scheme within 12 months of taking up appointment at the University of Portsmouth. The scheme's provisions include a final salary based index-linked pension and a lump sum on retirement together with dependents’ benefits. Contributions by the employee are tax free.

If the appointee has not been a member of NHS Pension Scheme they will be entitled 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 Dental Public Health / Public Health |
| **Grade:** | 7 |
| **Faculty/Centre:** | Science and Health |
| **Department/Service:**  **Location:** | University of Portsmouth Dental Academy |
| **Position Reference No:** | William Beatty Building |
| **Cost Centre:** | 44900 |
| **Responsible to:** | Director Head of School |
| **Responsible for:** | None |
| **Effective date of job description:** | October 2020 |

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| **Context of Job: (Please provide a brief overview of the range of activities undertaken within the School/Department/Group that the role holder will be contributing to)** |
| The University of Portsmouth Dental Academy is responsible for the undergraduate and postgraduate dental education for Dental Care Professionals and Dentists. We aim to improve the quality of patient care by ensuring our graduates are educated, trained and motivated to take their place in a modern health service.  We work closely with our partners in Higher Education (King’s College London), the NHS and Public Health to drive forward dental education and research. |

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| **Purpose of Job:** |
| To work with colleagues and act as a team member to contribute to the delivery and design of undergraduate and postgraduate programmes responding to students’ needs as member of the teaching team.  Participate in teaching, scholarship, research/innovation in accordance with the Department/Faculty objectives.  The post holder will work closely with members of the local dental profession, public health, the NHS, other government health agencies and researchers within the University and beyond. They will actively develop the Academy’s Dental Public Health research theme and contribute to the debate and understanding of current public health themes.  To actively seek to enhance the student experience and student employability and enterprise opportunities.  To support the department/school in its marketing, outreach and widening participation activities. |

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| **Key Responsibilities:** |
| 1. Develop teaching materials, methods and approaches to teaching relating to taught modules in, for example clinical and evidence based practice and contribute to the preparation, delivery and assessment of taught UG and PG modules. 2. Contribute to continuing development of the curriculum, including proposing new modules and active participation at subject group meetings. 3. Ensure teaching material, methods and approaches are current through active research, innovation or professional practice and personal development 4. Manage delivery of own teaching, research/innovation, scholarly and administrative activities with guidance where required 5. Supervise students’ projects, fieldwork and placements. 6. Take part in relevant aspects of the student support and assessment processes (e.g. examination boards) 7. Participate in internal networks for exchange of information and collaboration with colleagues, attending and contributing to subject group meetings 8. Act as a personal tutor to students to provide first line support and acting as a mentor when required. 9. Take part in marketing activities including preview/open days, outreach, admissions and recruitment. 10. Develop an area of personal research/innovation expertise (as demonstrated by successful applications for external income and acceptance of academic or innovation outputs or evidence of impact beyond academia) in line with the strategic aims of the Dental Academy, independently and/or in collaboration with others as part of a larger research team. 11. Contribute, as both primary and secondary supervisor, to the supervision of student research at PhD. MPhil, MRes and BSc levels.   **Additional expectations of the role holder**   1. In line with School/Department/Faculty aims and objectives, the role holder is required to plan, prioritise and organise their own workload in line with the goals agreed with their line manager 2. Collaborate collegiately with academic colleagues 3. To communicate with team members and have involvement in planning teams, being a member of working parties and participating in internal and networks 4. To attend team meetings when required providing relevant and timely information, in order to aid decision making of the School/Department/Faculty 5. Apply due care and diligence with regards to health and safety for self and others 6. Deliver material outside of their immediate area of expertise, but within their broad subject area 7. Any other duties as required by the Director / Head of School |

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| **Working Relationships (key individuals the job holder would be working with):** |
| **Internal External**  Course Leaders Local Consultant in Dental Public Health  Personal Tutor Lead Portsmouth City Council Public Health Team  Course Team King’s College London Public Health Team  Patient Administration Team Clinical Research Network for Oral Health  Technicians Portsmouth Hospital Trust  Placement Co-ordinator Health Education England  Clinical Directors  Director/Head and School  Associate Head Students  Associate Head Academic  Associate Head Global Engagement & Educational Partnerships  Associate Dean Students  Associate Dean Academic  Associate Dean Research  Executive Dean |

1. **PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Expertise in a relevant field of Dental Public Health, Public Health or relevant health related research. | E | AF, S |
|  | Knowledge and understanding of the use of E-learning and/or a willingness to undertake training in this area. | E | AF, S |
|  | Research or innovation activity in this subject area | E | AF, S |
|  | Relevant teaching experience with indicators of success | D | AF,S |
|  | Experience of academic administration | D | AF, S |
|  | Practitioner experience in public or related sector | D | AF, S |
|  | Teaching experience at HE level | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent and up to date research or innovation skills | E | AF,S |
|  | A focus on reflection and self-development | E | AF,S |
|  | Excellent oral and written communication skills | E | AF,S |
|  | Excellent IT skills | E | AF, S |
|  | Ability to work collegiately and effectively as part of a team | E | AF, S |
|  | Ability to motivate and support students | E | AF, S |
|  | Ability to carry out administration and course management duties | D | AF, S |
|  | Mentoring or coaching skills | D | AF, S |
| **3.** | **Education &/or Training** |  |  |
|  | Postgraduate qualification (in relevant subject area) or equivalent experience | E | AF |
|  | PhD in a relevant subject area (or equivalent experience and achievement) | D | AF |
|  | Higher Education Teaching Qualification (or equivalent achievement indicators) | D | AF |
|  | Relevant professional qualification | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Willing to work as part of a team | E | AF, S |
|  | Willingness to engage with staff development to obtain a HE teaching qualification | E | AF, S |
|  | Committed to Education and teaching | E | AF, S |
|  | Enthusiastic and student-centred | E | AF, S |
|  | Prepared to work in the evening and weekends as equitably allocated across staff and where necessary | E | AF, S |
|  | Prepared to travel and where necessary accompany students on educational visits | E | AF, S |
|  | Evidence of established networks related to role | D | 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 | √ | 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)** | Chris Louca |
| **Date** | October 2020 |
| **Extension number** | 5252 |

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.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Senior Lecturer Dental Public Health / Public Health |
| **Grade:** | Grade 8 |
| **Faculty/Centre:** | Faculty of Science and Health |
| **Department/Service:**  **Location:** | University of Portsmouth Dental Academy  William Beatty Building |
| **Position Reference No:** | ZZ006134 |
| **Cost Centre:** | 44900 |
| **Responsible to:** | Director and Head of School |
| **Responsible for:** |  |
| **Effective date of job description:** | October 2020 |

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| **Context of Job:** |
| The University of Portsmouth Dental Academy is responsible for the undergraduate and postgraduate dental education for Dental Care Professionals and Dentists. We aim to improve the quality of patient care by ensuring our graduates are educated, trained and motivated to take their place in a modern health service.  We work closely with our partners in Higher Education (King’s College London), the NHS and Public Health to drive forward dental education and research. |
| **Purpose of Job**: |
| To work with colleagues and act as Module Co-ordinator contributing to the delivery and design of undergraduate and postgraduate programmes responding to students needs as a member of the teaching team. Participate in and initiate teaching, scholarship, research/innovation in accordance with the Department/Faculty objectives.  This post will take a lead role in designing the learning and teaching for dental undergraduates that relates to public health administration, research methodology, the prevention and control of oral diseases, and the delivery of oral health care to diverse populations. They will lead the Academy’s Dental Public Health research theme and contribute to the debate and understanding of current public health themes. The post holder will act as the research lead for the Dental Academy and represent the Academy on the Faculty Research Committees  To actively seek to engage with the student experience, and enhance student employability and enterprise opportunities.  To support the department/school in its marketing, outreach and widening participation activities.  To actively seek to enhance the student experience and student employability and enterprise opportunities. |

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| **Key Responsibilities:** |
| 1. Design, deliver, review and update modules as Module Co-ordinator in, for example in research methods or behaviour change, for undergraduate and postgraduate courses. Co-ordination of teaching teams (where appropriate); setting and marking assessments; ensuring the verification of marks by other tutors, (where appropriate); and attending relevant assessment boards. 2. Develop teaching materials, methods and approaches to teaching relating to taught modules, and contribute to the preparation, delivery and assessment of taught modules 3. Ensure teaching material, methods and approaches are current through active research, innovation or professional practice and personal development. 4. Contribute to and where appropriate lead continuing development of the curriculum, including active participation at subject group meetings. Ensure teaching material, methods and approaches are current through active research/innovation 5. Manage delivery of own and others (where appropriate) teaching, research/innovation, scholarly and administrative activities with guidance where required 6. Supervise students’ projects, fieldwork and placements. 7. Take part in relevant aspects of the student support and assessment processes (e.g. examination boards) 8. Participate in internal and external networks for exchange of information and collaboration with colleagues 9. Act as a personal tutor to students to provide first line support and acting as a mentor when required. 10. Take part in marketing activities including preview/open days, outreach, admissions and recruitment. 11. Act as a mentor to colleagues within the department 12. Develop an area of personal research/innovation expertise (as demonstrated by successful applications for external income and acceptance of academic or innovation outputs or evidence of impact beyond academia) in line with the strategic aims of the Dental Academy, some of which will be as a Principal Investigator/Project lead. 13. Act as lead for the dental public health research theme. 14. Contribute, as both primary and secondary supervisor, to the supervision of student research at PhD. MPhil, MRes and BSc levels. 15. Contribute to the operational planning and development of the School, including via project work or administrative roles 16. Take part in planning and preparation for external quality assessment.   **Additional expectations of the role holder**   1. In line with School/Department/Faculty aims and objectives, the role holder is required to plan, prioritise and organise their own workload and that of others contributing to their own module(s), as agreed with their line manager 2. Collaborate collegiately with academic colleagues 3. To communicate with team members and have involvement in planning teams, chairing working parties and leading/initiating internal networks 4. To attend team meetings when required providing relevant and timely information, in order to aid decision making of the School/Department/Faculty 5. Apply due care and diligence with regards to health and safety for oneself and others 6. Deliver material outside of their immediate area of expertise, but within their broad subject area 7. Any other duties as required by the Director/Head of School |

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| **Working Relationships:** |
| **Internal External**  Course Leaders Local Consultant in Dental Public Health  Personal Tutor Lead Portsmouth City Council Public Health Team  Course Team King’s College London Public Health Team  Patient Administration Team Clinical Research Network for Oral Health  Technicians Portsmouth Hospital Trust  Placement Co-ordinator Health Education England  Clinical Directors  Director/Head and School  Associate Head Students  Associate Head Academic  Associate Head Global Engagement & Educational Partnerships  Associate Dean Students  Associate Dean Academic  Associate Dean Research  Executive Dean |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Expertise in a relevant field of Dental Public Health, Public Health or relevant health related research. | E | AF, S |
|  | Knowledge and understanding of the use of e-learning and/or a willingness to undertake training in this area. | E | AF, S |
|  | Relevant HE Teaching Experience with indicators of success and evidence of potential to lead modules | E | AF,S |
|  | Research Publications or Innovation related output or impact in the Dental or General Public Health subject area | E | AF, S |
|  | Experience of academic administration | E | AF, S |
|  | Practitioner experience in public or related sector | D | AF, S |
|  | Experience of curriculum development | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent and up to date research or innovation skills | E | AF,S |
|  | A focus on reflection and self-development | E | AF,S |
|  | Excellent oral and written communication skills | E | AF,S |
|  | Excellent IT skills | E | AF, S |
|  | Ability to work collegiately and effectively as part of a team | E | AF, S |
|  | Ability to carry out administration and course management duties | E | AF, S |
|  | Ability to motivate and support students | E | AF, S |
|  | Mentoring or coaching skills | E | AF, S |
|  | Potential to lead research and innovation | E | AF, S |
|  | Potential and willingness to take on leadership roles | E | AF, S |
|  | Existing track record in research income generation | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | PhD in a relevant subject area (or equivalent experience and achievement) | E | AF |
|  | Higher Education Teaching Qualification (or equivalent achievement indicators) | E | AF |
|  | Relevant professional qualification | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Committed to education and teaching | E | AF, S |
|  | Enthusiastic and student-centred | E | AF, S |
|  | Prepared to work in the evenings and weekends as equitably allocated across staff and where necessary | E | AF, S |
|  | Prepared to travel and where necessary lead students on educational/placement visits | E | AF, S |
|  | Evidence of established networks related to role | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation)

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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 |  |
| 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  (over 9 seats), van, bus, forklift truck, drones only) | | 23. Stress | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

|  |  |
| --- | --- |
| **Name (block capitals)** | Chris Louca |
| **Date** | October 2020 |
| **Extension number** | 5252 |

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