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**Faculty of Technology**

**Faculty Office - Technology**

**Research Fellow**

**ZZ004716**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Fixed term

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

Working hours are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch. As this post is research based, working hours will vary depending on the needs of the project so a flexible approach is required. Specific working hours will be agreed once an appointment has been made. Overtime is not normally payable but time off in lieu may be given.

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.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include a final salary based, index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

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>

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:** | Research Fellow in Low Carbon Technologies |
| **Faculty/Centre:** | Technology |
| **Department/Service:****Location:** | Faculty OfficeLion Gate |
| **Position Reference No:** | ZZ004716 |
| **Grade:** | 7 |
| **Cost Centre:** | 19741 |
| **Responsible to:** | Innovation and Impact Development Manager |
| **Responsible for:** | N/A |
| **Effective date of job description:** | June 2018 |

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| **Purpose of Job:** |
| Clean Growth UK is a Research England funded project, using funds associated with the BEIS Industrial Strategy. The lead is the University of Brighton, with HEI Partners: Universities of Portsmouth and Liverpool John Moores. The total value of the award is £3,500,000 over 3 years.Clean Growth UK will create a National Clean Growth Innovation Network, founded by initially uniting the significant experience of 3 successful university-led regional cleantech networks led by HEI partners, and then extending across the country and HE sector. The network will link university expertise to SME innovators and connect them to large public and private sector organisations via challenge led innovation events and demonstration projects.This role will form part of a team of 6 people working on the University of Portsmouth element of the Clean Growth UK project, and liaising closely with teams at the partner universities and with other partners, as they come on board.To support the implementation of this programme, a research fellow in low carbon technologies will be appointed to work closely with the Clean Growth UK team and with researchers across the University, with a focus on delivering collaborative R&D funded opportunities, involving partnerships with companies, universities and other relevant third parties. The post holder will successfully manage industrially relevant research and innovations projects and related activities of their own or on behalf of the project lead. Working on behalf of the Clean Growth UK team and relevant professionals, developing, analysing, interpreting data and providing industry relevant reports. Writing papers for research journals and material for publications contributing to the growing research and innovation culture in the Faculty of Technology and across the theme in sustainability and environment. |
| **Key Responsibilities:**  |
|  1. To develop scientific insight into one or more areas related to low carbon research (e.g. Smart Building technologies, Energy Engineering and Management, Carbon Finance, Low Carbon Design and Planning, Engineering for clean growth)
2. To use scientific insight from experience gained in relevant subjects to help address the challenges faced by clean growth engaged businesses. To solve problems that occur during the length of the project applying knowledge of subject area
3. Contribute to the operational planning and development of the team, including project work
4. To meet the milestones and deadlines defined in the Project within the period of employment.
5. Attend regular scientific and management meetings and report progress with research and innovation engaged staff in the Faculty of Technology and the wider sustainability and environment theme.
6. Write full reports on the research project conducted where necessary and prepare manuscripts for peer review publication where appropriate
7. To assist with the preparation and delivery of meetings to report the findings of the project(s).
8. To assist with presenting research findings to the Faculty and industrial staff, as well as national and international audiences as required, through presentation at appropriate meetings and through publication in peer reviewed scientific journals.
9. Deliver short one-off training sessions or lectures if required
10. Deputise for other team members, where appropriate
11. Represent the team at meetings where appropriate
12. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management
13. Commitment to UoP values and policies, including diversity.
14. Any other duties as required by the Principal Investigator/Innovation Manager
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| **Working Relationships:**  |
| Managed by Innovation and Impact Development Manager.Working with members of academic staff from across the University, particularly those associated with Future and Emerging Technologies and Sustainability and Environment Themes.Liaising with industrial partners.Working with staff employed as part of Clean Growth UK, led by University of Brighton and involving Universities of Portsmouth and Liverpool John MooresStaff in Research and Innovation Services and Faculty office |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Substantial experience in low carbon economy technologies and current UK agenda  | E | AF,S |
| 1.2 | Experience of writing academic journal articles and reports | E | AF,S |
| 1.3 | Research experience of collecting qualitative data with excellent analytical and statistical skills | E | AF,S |
| 1.4 | PhD with at least one year’s of research experience in materials science, energy engineering and/or management, low carbon design and planning, engineering for energy efficiency or related field | E | AF,S |
| 1.5 | Previous experience of successfully managing a research project through to completion | D | AF,S |
| 1.6 | Previous experience of managing people | D | AF,S |
| 1.7 | Previous industrial research experience | D | AF,S |
| 1.8 | Previous research work related to industrial applications at international level | D | AF,S |
| 1.9 | Experience of mathematical and statistical modelling | D | AF,S |
| 1.10 | Appreciation of commercial and industrial low carbon agenda | D | AF,S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Ability to predict and solve problems when they occur | E | AF,S |
| 2.2 | Ability to plan, organise and prioritise workloads and resources to meet agreed objectives and deadlines | E | AF,S |
| 2.3 | Advanced communication and interpersonal skills with ability to communicate at both management and operational level | E | AF,S |
| 2.4 | Good report writing skills | E | AF,S |
| 2.5 | Good organisational and presentational skills | E | AF,S |
| 2.6 | Good experience of delivering high standard presentations to both academia and industry | D | AF,S |
| 2.7 | Project Management skills | D | AF,S |
| 2.8 | Experience in working with EU/UK funded projects and delivering reports meeting project requirements | D | AF,S |
| **3.**  | **Qualifications, Education & Training** |  |  |
| 3.1 | Completed PhD in relevant subject  | E | AF,S |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Ability to motivate and engage others in research | E | AF,S |
| 4.2 | Ability to work on own initiative and as part of a team | E | AF,S |
| 4.3 | Ability to work to tight deadlines | E | AF,S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including 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
 | x | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  | x |
| 1. Manual Handling (of loads/people)
 | x | 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  | x |
| 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, book sensitization etc.)
 |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/non-ionising radiation/lasers/UV radiation

x | 21. Contaminated soil/bioaerosols | x |
| 10. Asbestos and lead  | 22. Nanomaterials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc.)  | 23. Workplace Stressors  (e.g. workplace demands, role clarification, relationships etc.)  |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Dr David Hutchinson |
| **Date** | June 2018 |
| **Extension number** | 5079 |

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.