

**Faculty of Humanities & Social Sciences
School of Criminology & Criminal Justice**

**Lecturer in Policing
ZZ006998-2**

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 from £38,474 - £41,931 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.

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

Job Title:	Lecturer in Policing
Faculty/Centre:	Faculty of Humanities & Social Sciences
Department/Service: Location:	School of Criminology & Criminal Justice St. George's Building
Position Reference No:	ZZ006998-2
Grade:	7
Cost Centre:	43027
Responsible to:	Director of Professional Education Programmes
Responsible for:	N/A
Effective date of job description:	July 2021

Purpose of Job:

Support learning, teaching (seminars, workshops, online seminars, lecturing) and assessment in the delivery of the Police Constable Degree Apprenticeship and Degree Holder Entry Programmes.

- To undertake a given teaching role and undertake research and/or innovation in the overall subject area of policing/police studies and the PEQF.
- To undertake academic leadership appropriate to grade, including module coordination, and development of e-learning materials.
- To supervise dissertations/final projects at undergraduate level.
- To be responsible for a number of personal tutees across various levels of the programmes.
- To contribute to the development and delivery of the curriculum where appropriate.

Teaching duties will comprise off-campus 'masterclasses' and online seminars for serving student Police Officers. The role will include travel to venues for meetings and teaching in England, as distributed within the overall HE partners delivery teams. Teaching may also be undertaken within the policing curriculum within our wider course provision.

Key Responsibilities:

- To contribute to the delivery of core and specialist modules within our policing provision.
- To coordinate core and specialist modules as agreed.
- To undertake undergraduate dissertation/project supervision.
- To be responsible for a number of personal tutees across various levels of the programme.

- To engage in scholarly activity where appropriate.
- To undertake administrative duties commensurate to the level of the post.
- Undertake research in the subject area and produce outputs of a national and international significance for the prevailing Research Excellence Framework (REF).
- To undertake such other duties as may reasonably be required by the Director of Professional Education Programmes and/or Head of School.

Working Relationships (key individuals the job holder would be working with):

- Course Leader(s)
- St George's MyPort Administration Hub
- Programme Area Leader(s)
- Associate Heads (Academic, Students, Academic Delivery, Research)
- Director of Professional Education Programmes
- Head of School

2. PERSON SPECIFICATION

No	Attributes	Rating	Source
1.	Specific Knowledge & Experience		
	Thorough academic grounding in the policing subject area	E	AF, S
	Specific knowledge of one or more of the following: <ul style="list-style-type: none"> Police Education Qualifications Framework and the National Police Curriculum Police powers, policy, procedure, legislation, Investigative practice Cyber and Digital Crime Evidence based policing 	E	AF, S
	Understanding and experience of the use of e-Learning	E	AF, S
	Experience of teaching in Higher Education	E	AF, S
	Committed to personal scholarship, research and/or innovation	E	AF, S
	Experience of teaching and or application of research methods/skills and experience of supporting practitioners, professionals or learners undertaking a research project	D	AF, S
	Knowledge and experience of assessment procedures	D	AF, S
	Research interests with an emphasis on the broad area of policing.	D	AF, S
2.	Skills & Abilities		
	Excellent communication skills	E	AF, S
	Excellent presentation skills	E	AF, S
	Ability to work as part of a team	E	AF, S
	Ability to assume administrative responsibilities commensurate with grade of post	E	AF, S
3.	Education &/or Training		
	Relevant first degree	E	AF
	Relevant postgraduate degree	E	AF
	PhD or Professional Doctorate, or demonstrably near completion of a Doctorate.	D	AF
	Teaching qualification or a willingness to undertake the University's teaching development programme.	E	AF
4.	Other Requirements		
	Commitment to innovations in teaching and learning	E	AF, S
	Commitment to research in an appropriate field	E	AF, S
	Willingness to undertake academic administration	E	AF, S

	Commitment to support the achievement of Mission of the Institute: www2.port.ac.uk/institute-of-criminal-justice-studies/about-us/	E	AF, S
	NPPV check is required	E	AF, S

Legend

Rating of attribute: E = Essential; D = Desirable

Source of evidence: AF = Application Form; S = Selection Programme (Including Interview, Test, Presentation)

What is security vetting?

Vetting is intended to ensure that employees/applicants have not been involved in espionage, terrorism, sabotage or actions intended to overthrow or undermine parliamentary democracy by political, industrial, violent or other means; and that they have not been a member of, or associated with, any organisation which has advocated such activities; or has demonstrated a lack of reliability through dishonesty, lack of integrity or behaviour.

The process assures that employees and applicants will not be subject to pressure or improper influence through past behaviour or personal circumstances. Vetting also reduces the risk of unauthorised disclosure or loss of sensitive police information.

Who needs an NPPV check?

Employees who will have access to APTM and academic staff teaching on PCDA and DHEP programmes.

Staff who have physical or remote access to police premises and information will be assessed in terms of their reliability and integrity. The appropriate level of check is NPPV Level 2(abbreviated) if employees have access to police premises and access to police information.

How long is this check valid for?

NPPV level 2 (abbreviated) clearance will be valid for up to 3 years and will be renewed after the relevant time.

A level 2 (abbreviated) check will include:

- Confirmation of entitlement to reside and work in the UK
- Identify as well as spouse, partner and co-habitee/co-residents
- Known associates living at the same address
- Police National Computer
- Police National Database
- Internal and external criminal intelligence
- Violent and Sex Offenders Register (ViSOR)
- Professional Standards Check
- Special Branch (local police checks)
- Counter Terrorist Check may be applied where appropriate

JOB HAZARD IDENTIFICATION FORM

<p>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 document in order to do this.</p>	
1. International travel/Fieldwork <input type="checkbox"/>	13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) <input type="checkbox"/>
2. Manual Handling (of loads/people) <input type="checkbox"/>	14. Working at height <input type="checkbox"/>
3. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) <input type="checkbox"/>	15. Working with sewage, drains, river or canal water <input type="checkbox"/>
4. Genetically modified Organisms <input type="checkbox"/>	16. Confined spaces <input type="checkbox"/>
5. Noise > 80 DbA <input type="checkbox"/>	17. Vibrating tools <input type="checkbox"/>
6. Night Working (between 2200 hrs and 0600 hrs) <input type="checkbox"/>	18. Diving <input type="checkbox"/>
7. Display screen equipment <input checked="" type="checkbox"/>	19. Compressed gases <input type="checkbox"/>
8. Repetitive tasks (e.g. pipette use, etc) <input type="checkbox"/>	20. Small print/colour coding <input type="checkbox"/>
9. Ionising radiation/non-ionising radiation/lasers/UV radiation <input type="checkbox"/>	21. Soil/bio-aerosols <input type="checkbox"/>
10. Asbestos and/or lead <input type="checkbox"/>	22. Nanomaterials <input type="checkbox"/>
11. Driving on University business: mini-bus (over 9 seats), van, bus, forklift truck, drones only) <input type="checkbox"/>	23. Workplace stressors (e.g. workload, relationships, job role, etc.) <input type="checkbox"/>
12. Food handling <input type="checkbox"/>	24. Other (please specify) <input type="checkbox"/>

Completed by Line Manager/Supervisor:

Name (block capitals)	Dr Julian Parker-McLeod
Date	8 June 2021
Extension number	3795