

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

**Independent Assessor for the Policing Education Qualifications  
Framework  
ZZ008202**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Part time

Fixed term

Salary is in the range from: £30,779 - £33,544 (£38,474 - £41,931 x 0.8 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. 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.

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

<b>Job Title:</b>	Independent Assessor (PCDA - EPA)
<b>Faculty/Centre:</b>	Humanities and Social Sciences
<b>School:</b> <b>Location:</b>	School of Criminology and Criminal Justice St George's Building
<b>Position Reference No:</b>	ZZ008202
<b>Grade:</b>	7
<b>Responsible to:</b>	Director of Professional Education Programmes, and then to Head of School.
<b>Responsible for:</b>	N/A
<b>Effective date of job description:</b>	February 2023

#### **Purpose of Job:**

As an Independent Assessor you will lead on the assessment of the End Point Assessment (EPA) for the Police Constable Degree Apprenticeship. You will impartially assess whether the Police Apprentice has developed the skills, knowledge and behaviours outlined in the apprenticeship standard.

The Independent Assessor will have responsibility for:

- independently assessing the two End Point Assessment parts that each Police Apprentice must progress through to successfully complete their apprenticeship, namely:
- EPA Part 1. Professional Discussion linked to Occupational Competence Portfolio
- EPA Part 2. Professional Policing Practice Project and Professional Policing Practice Project Presentation and discussion
- providing detailed feedback to Police Apprentices using appropriate feedback mechanisms and in line with feedback deadlines
- entering assessment outcomes into the appropriate records systems and in line with assessment deadlines

The Independent Assessor:

- has responsibility for assessment and grading decisions
- must conduct the Occupational Competence Portfolio review and professional discussion
- will, when determining a grade for the professional discussion, consider whether the student has met 13 distinct areas of competency
- will determine if the Police Apprentice has passed their End Point Assessment

The role will involve undertaking virtual examinations of Surrey, Sussex, and Hampshire police officers.

**Key Responsibilities:**

The appointee will:

- Conduct an impartial assessment of whether the Police Apprentice has developed the skills, knowledge and behaviours outlined in the apprenticeship standard
- Conduct an impartial assessment of whether the Police Apprentice has met the 13 distinct areas of occupational competence (via a Professional Discussion following a review of the Occupational Competence Portfolio)
- Conduct an impartial assessment of the Police Apprentices' application of all core workplace-based policing knowledge, skills, and behaviours
- Conduct an impartial assessment of the Police Apprentices' Professional Policing Practice Project in line with HEI marking guidelines
- Conduct an impartial assessment of the Police Apprentices' Professional Policing Practice Project Presentation and facilitate Q&A based on the Professional Policing Practice Project
- Determine the final End Point Assessment and grading decision for each Police Apprentice
- Comply with the independent / impartiality requirements of the role to ensure that quality assurance requirement for impartial assessment is adhered to
- Observe, implement and comply with relevant policies and procedures both University specific and Forces specific
- Proactively keep up to date with and engage with current pedagogy based research
- Engage in scholarly activity where appropriate.
- Undertake administrative duties commensurate to the level of the post.
- 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):**

- Module Coordinators, and Module teaching teams
- Course Leader(s)
- St George's MyPort Administration Hub
- Student Engagement Officers
- Workplace Tutor Assessors
- Learning and Development Tutors
- Programme Area Leader(s)
- Counterparts in other HEIs involved in co-delivery
- School Associate Heads (Academic, Students, Research, Global Engagement)
- Director of Professional Education Programmes
- Head of School

## 2. PERSON SPECIFICATION

No	Attributes	Rating	Source
<b>1.</b>	<b>Specific Knowledge &amp; Experience</b>		
	Demonstrable understanding of the skills, knowledge and behaviours outlined in the police constable degree apprenticeship standard	E	AF, S
	Occupational knowledge in relation to the role of a police constable (carrying out the role, or training it, for at least one year in the last 3 years)	E	AF, S
	Knowledge with recent experience (for at least one year in the last 3 years) of the training, education, and assessment of police officers	E	AF, S
	Experience of working in line with regulatory and quality assurance requirements for assessment and external examination/assessment	D	AF, S
	Experience or demonstrable knowledge of the wider concept of apprenticeships	D	AF, S
<b>2.</b>	<b>Skills &amp; Abilities</b>		
	Able to communicate effectively with students, colleagues, and external stakeholders via a range of methods and media	E	AF, S
	Good organisational skills	E	AF, S
	Ability to work as part of a team	E	AF, S
	Excellent ICT skills	E	AF, S
	Ability to assume administrative responsibilities commensurate with grade of post	E	AF, S
	Able to work independently at pace including positively and successfully managing own workload to ensure deadlines are met	E	AF, S
	Able to work successfully as part of a team / multiple teams including evidencing a collegiate approach to positive relationship building	E	AF, S
	Able to make effective and emotionally intelligent decisions when under pressure	E	AF, S
<b>3.</b>	<b>Education &amp;/or Training</b>		
	2:1 or above in a relevant subject at degree level	E	AF
	Masters Degree in a relevant subject (working towards or completed)	D	AF
	HE Teaching qualification, or Fellowship of Advance HE, or a demonstrable willingness to work towards this	D	AF
	Evidence of up to date policing related continuous professional development (CPD)	E	AF, S
<b>4.</b>	<b>Other Requirements</b>		

	Commitment to innovation in teaching and learning	E	AF, S
	Willingness to undertake academic administration	E	AF, S
	Commitment to support the achievement of the School of Criminology and Criminal Justice Mission	E	AF, S
	Willingness to travel, as required, to attend meetings and deliver teaching	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 APTEM 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 <a href="#">Job Hazard Information</a> 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) Access to children <input checked="" type="checkbox"/>

**Completed by Line Manager/Supervisor:**

<b>Name (block capitals)</b>	Dr Julian Parker-McLeod
<b>Date</b>	22nd February 2023
<b>Extension number</b>	3795