

JOB DESCRIPTION

POST: Lecturer in Physical Anthropology

POST NO: HSS-C16

FACULTY: Faculty of Humanities and Social Sciences

DATE: February 2017

STARTING DATE: June 2017

SALARY RANGE: Grade 7, £33,943 to £38,183 per annum, pro rata

INDEFINITE/FIXED TERM: Indefinite

HOURS: Part time, 0.2fte

REPORTING TO: Head of Department of Archaeology

THE POST:

The Faculty of Humanities and Social Sciences is seeking to appoint a talented and enthusiastic Lecturer in Physical Anthropology to join the team in the Department of Archaeology as we launch a new BA (Hons) programme in Anthropology.

The successful candidate will already have completed, or be close to completion of, a doctorate in a relevant area, and be able to demonstrate clear and achievable research goals.

The Archaeology Department currently offers a portfolio of undergraduate programmes, together with an MSc in Human Osteology and Funerary Studies, an MA in Cultural Heritage and Resource Management and an MRes Archaeology. We have research strengths in the Caucasus and Caribbean, and in disability and hospitals (the Department holds the internationally significant skeletal collection from the St Mary Magdalen leper hospital excavation), conflict and the history of fieldwork. We also have a number of PhD students engaged in these areas.

MAIN DUTIES AND RESPONSIBILITIES

1. To contribute to undergraduate and postgraduate teaching and supervision in the Faculty as appropriate, especially within anthropology and archaeology.
2. To contribute, as appropriate, to teaching on the MSc in Human Osteology and Funerary Studies and to develop PhD supervision.
3. To develop new modules at BA level related to research activity.
4. To engage in a programme of research and publication of international quality in an area of Physical Anthropology related to human bioarchaeology.
5. To present their research at national and international conferences and in lectures, seminars and events within the University.
6. To be active in pursuing external funding through grant applications or/and consultancy work.

7. To contribute to the research environment of the Department of Archaeology, and work with our community of postgraduate research students.
8. To contribute to the development and promotion of the new BA Anthropology degree to include: Open Days and other recruitment activity as appropriate, including at external events.
9. To undertake administrative duties as deemed necessary, including participation in relevant programme, departmental and Faculty committees and activities.

OTHER DUTIES

The successful candidate will normally be required to act as Personal Tutor to a small group of students. This will entail being concerned not only for the students' academic achievements, but also for their personal welfare.

All full time staff are expected to contribute to University administration, course planning, curriculum development, the recruitment of students, engage in research and knowledge transfer and scholarly activities. Additionally, staff are required to participate in relevant staff development activities. The University's courses may involve evening and weekend teaching and, where necessary, this will form part of the duties of the post.

The person appointed will be required to undertake other duties, such as participation in Departmental, Faculty, University meetings and activities, as may from time to time be allocated by the Vice-Chancellor, Dean of Faculty or Head of Department.

General Information

It is anticipated that this job description may change over time in accordance with the needs of the role. The role holder will be fully consulted about any proposed amendments.

CONDITIONS OF SERVICE

The appointment will be made at Lecturer - Grade 7, currently £33,943 to £38,183 per annum, pro rata. Exact placement will be dependent upon qualifications and experience. Salary is paid monthly in arrears by direct credit transfer on the last working day of each month.

Your normal centre of duty will be the King Alfred Campus. However, you may be required to work in any part or Department of the University and in any Campus of the University or as otherwise required for the due performance of your duties and responsibilities.

The annual leave year runs from 1 August to 31 July. Holiday entitlement is 35 days per year plus statutory Bank Holidays and local discretionary days. A proportion of this entitlement is allowed pro rata for part-time staff.

Other terms and conditions of employment appropriate to this post and grade apply in addition to those referred to in this statement. The list of benefits includes Pension Scheme, Sick Pay Scheme, Maternity and Paternity leave and pay (subject to eligibility). Details are contained in the Statement of Principal Terms and Conditions of Employment issued on appointment, the Staff Handbook and other documents referred to therein.

APPLICATION INFORMATION

Candidates shortlisted for interview will be asked to give two presentations each lasting 10 minutes. It is likely that students and staff will be present for this element of the interview.

Presentation 1: Give an excerpt from one of your lectures relevant to the post (10 minutes).

Presentation 2: How my research would complement existing research at the University of Winchester (10 minutes).

Following the presentations there will be a short question and answer session.

Applications should be made on line at www.winchester.ac.uk. Please note that posts close at midnight on the date stated. Late applications will not be accepted.

We delight in diversity in our workforce and seek those that share this value

PERSON SPECIFICATION

Each attribute is marked as essential for the post, or desirable. The last three columns on the Person Specification (labelled A, I, and P) indicate how each attribute is assessed.

A = Application Form, I = Interview, P = Presentation

| ATTRIBUTES | ESSENTIAL | DESIRABLE | A | I | P |
|----------------------------------------------------------------------------------------------------|-----------|-----------|---|---|---|
| <u>EDUCATION/TRAINING</u> | | | | | |
| An undergraduate degree in anthropology or cognate discipline | X | | X | | |
| PhD in anthropology or cognate discipline | X | | X | | |
| Higher Education learning and teaching qualification and/or Fellow of the Higher Education Academy | | X | X | | |
| <u>EXPERIENCE</u> | | | | | |
| Experience of teaching anthropology at undergraduate level | X | | X | X | X |
| Supervision of undergraduate dissertations | | X | | X | |
| Experience of teaching at postgraduate level | | X | | X | |
| Experience relevant to module leadership and programme leadership | | X | x | X | |
| Experience of research income generation | | X | X | X | |
| Excellent publication track record, commensurate with career stage | X | | X | X | |
| Experience of locating and supporting placements in HE | | X | | X | |
| Experience of growing and promoting academic programmes | | X | | X | |

| ATTRIBUTES | ESSENTIAL | DESIRABLE | A | I | P |
|-----------------------------------------------------------------------|-----------|-----------|---|---|---|
| <u>KNOWLEDGE</u> | | | | | |
| Specialist knowledge in one or more of the core areas of anthropology | X | | X | X | X |
| Specialist knowledge and interest in bioarchaeology | | X | X | X | X |
| Understanding of pedagogical issues | X | | | X | X |
| <u>SKILLS/ABILITIES</u> | | | | | |
| Excellent written and oral communication skills | X | | X | X | X |
| Excellent IT skills | X | | | X | X |
| Excellent organisational, administrative and planning skills | X | | | X | X |
| Excellence in teaching and a commitment to student achievement | X | | | X | X |
| <u>PERSONALITY</u> | | | | | |
| Team player | X | | | X | |
| Self-motivated and shows initiative | X | | | X | |
| Empathetic to the needs of staff and of a diverse student body | X | | | X | |
| Reliable | X | | | X | |

FURTHER INFORMATION

Health & Safety

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the University on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Copies of the University Safety Policy can be found on the University Intranet.

Sustainable Development

All employees are expected to act in accordance with the Sustainable Development Policy and Environment Strategy. In the course of your duties, you should seek to minimise any detrimental impact on the environment and take specific action as appropriate within the remit of your post.

Facilities

Staff catering facilities are available.

West Downs Day Nursery - is situated within the grounds of The University of Winchester. The nursery offers care for children from the age of six weeks to five years in a stimulating and homely environment. The nursery provides 62 places each day from 7.30am to 6.15pm on a full time or sessional basis. The opening times are designed to accommodate the working parent who may wish to continue their career. Further details are available from the Human Resources Department.

Sports and Fitness facilities are available, these include the University Gym, Sports Hall and our outdoor Multi-Use Games area for Tennis, Basketball, Football and Badminton to name a few. At our Bar End facility you will find our Athletics Track and All-Weather Pitch. Also on offer is our Fitness & Wellbeing class timetable which are complimentary to all Gym Pass holders.

Winchester Values

We value freedom, justice, truth, human rights and collective effort for the public good. The plans and actions of the University of Winchester are founded in these ideals together with the following values:

Intellectual Freedom

Intellectual freedom and its appropriate expression are at the heart of our business.

Social Justice

We seek to embody social justice and develop our students as effective and fulfilled global citizens. They will be prepared to challenge the status quo and will have the strength to stand up for what they believe to be true.

Diversity, Equality and Inclusion

We value diversity and we are committed to ensuring a welcoming and inclusive experience and striving to ensure equality for all.

Spirituality

The University celebrates its Christian foundation, and welcomes those of all faiths and none. Together we seek to explore the mystery of life, and to grow in wisdom and love.

Individuals Matter

The wellbeing of each member of staff and every student is important, as are their opinions and views.

Creativity

Permeability, agility and imagination are central to our thinking: we endeavour to act as a crucible for the generation and transfer of knowledge.

Compassion

Conscious of the kinship that exists between all life, we seek to nurture compassion for people, animals and the planet.

Mission Statement:

‘To educate, to advance knowledge and to serve the public good’

The University vision:

The University of Winchester is a university on a human scale, with a principal emphasis on the personal creativity and development of its students and its staff.

Through its teaching, research and professional practice, the University will be an outward facing and permeable organisation, welcoming outside influences and fully engaging with society locally and regionally, nationally and internationally. It will provide a high quality university education, responsive to the intellectual, personal and professional needs of its members and the wider community.

The University seeks to serve the spiritual and ethical needs of its students, building moral and global awareness. Our Church foundation is reflected also in strong support offered to students from backgrounds not traditionally associated with higher education. The University will ensure that its courses are accessible to all those who have the potential to benefit from them, regardless of their social, economic, ethnic or religious background.

As a twenty-first century institution which provides a progressive and challenging higher education experience and which forms a crucible for the generation and transfer of knowledge, we have high expectations of both staff and students. The professionalism of staff is reflected in integrity, objectivity and competence. Students’ time at the University will provide them with a justified confidence in their abilities and the strength to stand up for what they believe to be true.