

## **JOB DESCRIPTION**

**POST:** Post-Doctoral Fellow in Physical/Environmental Geography **DATE:** March 2018

**FACULTY:** Humanities and Social Sciences

**POST NO:** HSS-D24

**START DATE:** 1 August 2018

**SALARY RANGE:** Grade 7, £34,520 to £38,833 per annum

**HOURS:** Full time, 1.0 FTE

**INDEFINITE/FIXED TERM:** Fixed term until 31 July 2021

**REPORTING TO:** Head of Applied Social Sciences

### **THE POST**

The post is for a Post-Doctoral Fellow in Physical / Environmental Geography within the Department of Applied Social Sciences in the Faculty of Humanities and Social Sciences. We are seeking a dynamic and enthusiastic academic with an ability and willingness to make a significant contribution to the growth of Geography within the Department through teaching and research. The BSc Geography programme took its first student intake in September 2015 and has grown strongly since then. As our preferred candidate you will offer expertise in Physical / Environmental Geography, will be able to contribute to and lead modules in areas such as global risks, environmental change, fieldwork, environment and development, the nature of geography, hydrology and biogeography. You would also be able to develop and lead a module in your specialist research area.

### **MAIN DUTIES AND RESPONSIBILITIES**

- To undertake teaching duties on the BSc Geography programmes, especially relating to the areas mentioned above.
- To undertake teaching and dissertation supervision duties, actively contributing to the enhancement of the programme.
- To contribute fully to the research and knowledge exchange agenda through publication in appropriate peer-reviewed academic journals and other outlets and engaging in external conferences.
- To contribute to the Department's research environment.
- Initiating and participating in income generating activities, such as writing grant applications or consultancy work.
- To contribute to the development of working partnerships with other external agencies and institutions.
- To participate in the promotion of the programme to external partners and both current and prospective students.

## **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 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 and programme leadership. Additionally staff are required to participate in relevant staff development activities. The University's courses 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 such other duties as may from time to time be allocated by the Vice-Chancellor/Dean of Faculty.

### **General Information**

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

## **CONDITIONS OF SERVICE**

The appointment will be made at Grade 7, £34,520 to £38,833 per annum. 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 a 15 minute micro-teaching presentation appropriate to a group of Level 6 (third year) undergraduate Geography students on the following topic:

**The contribution of an aspect of your research specialism to advancing knowledge in physical / environmental geography.**

This session is designed to allow Panel, staff, and students to assess your teaching style.

This will be followed by a question and answer session with staff and students.

Applications should be made on line at [www.winchester.ac.uk](http://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
<b><u>EDUCATION/TRAINING</u></b>					
A relevant Undergraduate degree	X		X		
Masters degree in Geography or a related field		X	X		
PhD in Physical / Environmental Geography completed or submitted for examination	X		X		
PG qualification in HE teaching or Fellow of the Higher Education Academy		X	X	X	
<b><u>EXPERIENCE</u></b>					
Experience of teaching Physical / Environmental Geography at undergraduate level, including research methods	X		X	X	X
Supervision of undergraduate dissertations		X		X	
Teaching at postgraduate level		X	X	X	
Experience of preparing and delivering lectures and undertaking assessment	X		X	X	
Active engagement in Research and Knowledge Exchange and experience of publishing in appropriate academic journals	X		X	X	

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>A</b>	<b>I</b>	<b>P</b>
<b><u>KNOWLEDGE</u></b>					
Interest in Physical / Environmental Geography especially relating to areas including global risks, environmental change, fieldwork, research methods in environmental/ physical geography , environmental hazards, hydrology and biogeography and a further area of specialism	X		X	X	
Interest in the relationships between society and environment		X	X	X	
Ability to teach a range of topics within the BSc Geography programme, cognate with the areas outlined above	X		X	X	
Understanding of current learning and teaching practices and issues in HE	X			X	
Familiarity with programme administration processes and systems		X		X	
Ability to contribute to developing external partnerships		X		X	
<b><u>SKILLS/ABILITIES</u></b>					
Excellence in HE Teaching	X			X	X
Ability or potential to demonstrate leadership skills		X	X	X	
Ability to work independently and in a team	X		X	X	
Ability to work under pressure and to deadlines	X		X	X	

<b><u>ATTRIBUTES</u></b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>A</b>	<b>I</b>	<b>P</b>
<b><u>SKILLS/ABILITIES CONTINUED</u></b>					
Ability to communicate clearly	X		X	X	X
A positive commitment to the growth of new areas within the Faculty and University	X		X	X	
<b><u>PERSONALITY</u></b>					
Positive approach to team work	X			X	
Approachable	X			X	
Flexible in relation to work tasks	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.

### **Our values**

We are a community committed to making a difference, passionate about seeing individuals and communities flourish. Our values of Compassion, Individuals Matter and Spirituality shape how we do this and why – we believe academic freedom leads to big ideas which in turn lead to social justice and creativity for a better world.

### **Compassion**

Conscious of the kinship that exists between all life, we seek to nurture compassion and embody social justice for people, animals and the planet. This is a supportive, caring and safe place to work and study. Staff and students will be supported to flourish, encouraged to help others and empowered to make a difference in the world. We seek to challenge and nurture in all staff and students a love and value for all life and the planet. Staff are empowered to change the world for the better, challenge convention with compassion and stand up for what they believe to be true.

## **Individuals Matter**

We are passionate about seeing individuals flourish here. The dignity and wellbeing of individuals is important as are their opinions and views. We are committed to working globally to ensure equality and justice for all. Everyone is welcome here. Staff and students will learn to value and appreciate others, whoever they are and whatever their background. You will be listened to; your opinions count. Together, we will be supported and challenged to reach our full potential. Our staff and students are nurtured to embrace equality, diversity and inclusivity to the full. Staff and students are supported to fight for integrity and justice in a world of compromises and prejudice.

## **Spirituality**

We celebrate our Anglican Christian foundation and welcome people of all faiths and none. We believe that everyone expresses their spirituality through a unique collage of values, disciplines and practices. Working and studying here will give you a chance to experience and reflect on the creativity, beauty and compassion in life – together, we aim to explore the mystery of life and grow in wisdom and love.

Our passion is to see staff and students grow as a whole person. It is safe to try new things here, to stand up for what you believe in. You will be supported to engage with the big and deep questions of life, to bring about change and really make a difference. We seek to challenge and develop staff and students' thinking, enabling them to develop in wisdom for a fulfilling life as well as the knowledge they need for a successful career. Our staff and students will have the resilience and resourcefulness to seize the opportunities and face the challenges of life.

## **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.