

## Candidate Information

<b>Position:</b>	Senior Lecturer (Education) in Clinical Skills
<b>School/Department:</b>	Centre for Medical Education
<b>Reference:</b>	18/106826
<b>Closing Date:</b>	Wednesday 24 October 2018
<b>Salary:</b>	£51,176 - £72,393 per annum (With an additional market supplement making the total salary package equivalent to a consultant level salary)
<b>Anticipated Interview Date:</b>	Monday 19 November 2018

### JOB PURPOSE:

To strengthen the clinical academic base of clinical skills within the Centre for Medical Education, School of Medicine, Dentistry and Biomedical Sciences at Queen's University Belfast (QUB). To undertake significant teaching at undergraduate and postgraduate levels, engage in scholarly activity and contribute to School/Centre administration/outreach activity.

There are no clinical service duties included in this role. However, the essential criteria include the requirement for a medical qualification and to have a current license to practice.

### MAIN ACTIVITIES/RESPONSIBILITIES:

The following describes the type of work that is typically required of teaching staff at this level. It is not expected that anyone carries out all the activities mentioned below and some carry out additional duties.

#### 1. Teaching

- Communicate complex and conceptual ideas to students as well as to peers using high level skills and a range of media.
- Develop the teaching and learning activities of the School/Centre, by pursuing new and innovative teaching approaches, taking the responsibility for the quality of course units and delivering a range of teaching, learning and assessment activities including lectures, setting/marking coursework, practical's, and Student Selected Components according to own area of subject specialism.
- Act as a portfolio tutor and as a mentor for students
- Play a leading part in the development of new approaches to teaching and learning, which are appropriate for the subject area and reflect developing practice elsewhere.
- Contribute to the quality enhancement of teaching within the subject, Centre, School and Faculty, ensuring that course design and delivery comply with the appropriate benchmarks and regulations.
- Develop and advise others on learning and teaching tasks and methods.
- Design and be responsible for course/s, delivered by others, preparing the teaching materials and being responsible for the assessment.
- Act as internal examiner for undergraduate and postgraduate students.
- Contribute to the development of teaching and learning policy locally, and to debate nationally about policy, methods and practices through publications, conference activity and roles that advance quality.
- Develop and enhance links with relevant professional bodies to ensure that teaching reflects current best practice in own area of subject specialism.

#### 2. Scholarly Activity

- Engage in pedagogic and practitioner research and other scholarly activities and work in conjunction with others to apply subject knowledge to practice of the subject.
- Develop proposals and lead funding bids for external contract work that might involve, for example, publishing materials for

use within the profession.

- Engage in scholarly activity that will enhance the national/international reputation of the School/Centre. Such activities may include membership of committees of academic bodies, journal editorships, consultancy/technology transfer projects, entrepreneurial activity.
- Maintain and develop teaching and subject expertise.

### **3. Administration/Contribution to Community**

- Contribute significantly to the development and running of the School/Centre by taking on appropriate school/Centre coordinating roles. Such duties may include, for example, Advisor of Studies, Module/ Year/ Programme Coordinator or other recognised official University roles.
- The appointee will play an important role in relevant aspects of administration within the School/Centre. Additionally, he/she may be asked to undertake other administrative duties by the University from time to time.
- Serve, as appropriate, on School/Centre/University committees
- Act as mentor or appraiser to University colleagues advising on their personal development and ensuring that they are meeting the standards required
- Liaise with the relevant academic and clerical student support staff within the Centre to ensure, as far as practicable, that all student support issues are dealt with in a timely, sympathetic and effective manner.
- Contribute to the management of quality, audit and other external assessments.
- Contribute to the School/Centre outreach strategy by designing or delivering community outreach programmes and developing external links.

#### **PLANNING AND ORGANISING:**

- Responsible for the delivery of own educational programmes.
- Be involved in strategic planning for the School/Centre and may contribute to the University's strategic planning process.
- Plan and deliver teaching and/or consultancy or similar programmes and ensure that resources are available.
- Undertake Continuous Professional Development relevant to the role.

#### **RESOURCE MANAGEMENT RESPONSIBILITIES**

- Provide academic leadership to those working within programme areas, as course leader or equivalent, by for example co-ordinating the work of others to ensure that courses are delivered effectively or organising the work of a team by agreeing objectives and work plans.
- Develop and manage staff and resources, in support of major teaching, administrative, and outreach activities.
- Act as personal mentor to peers and colleagues
- Contribute to the overall management of the School/Centre, in area such as budget and business planning and appraisal.

#### **INTERNAL AND EXTERNAL RELATIONSHIPS**

- Lead and develop internal networks for example participating in University committee/s.
- Lead and develop links with external networks, for example, with professional associations, external examiners and assessors.
- Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.

#### **ESSENTIAL CRITERIA**

- Primary Medical Degree
- Higher degree (Masters or equivalent in a relevant subject area)
- Full Registration with the General Medical Council and with a current license to practice.
- Post registration qualification (Membership of relevant Royal College or equivalent by examination).
- Sustained record of high quality outputs relevant to the discipline or its teaching
- Success in obtaining external funding for development of teaching, learning or assessment in the subject discipline or in teaching-related activities.
- Collaboration in and/or support of significant projects either in the subject discipline or in teaching-related activities.
- Substantial teaching experience at University level.
- Evidence of contribution to the successful delivery, enhancement or review of particular modules.
- Experience of delivering high quality teaching as evidenced by positive feedback received from students, colleagues and external examiners
- Clinical experience in a relevant specialty and evidence of progression appropriate to career stage.
- Experience in the management of clinical service in the relevant specialty.
- Contribution to a wide range of administrative tasks at a strategic level.

- Evidence of academic leadership including managing professional teams, leading initiatives, chairing/participation in committees, contributing to strategy.
- Ability to be involved in productive external collaboration with industry/community organisations/other institutions.
- Ability to provide effective leadership for groups and activities with substantial impact on finance and other resources and/or the reputation of the University.
- Understanding of resource management processes and skills to apply them effectively.
- Record of and commitment to continuing professional development.
- The ability to organise workload and prioritise competing demands.
- Ability to manage resources and staff.
- Commitment and enthusiasm for working collaboratively to advance the teaching and research priorities of the School.
- Must be a team player who can develop effective internal and external research and where appropriate practice links.

#### **DESIRABLE CRITERIA**

- Completion of a PGCHET (or equivalent) or HEA membership.
- Higher degree (PhD, MD or equivalent).
- Involvement with national/international conference organisation.
- Experience in programme management and in the development and enhancement of undergraduate and/or postgraduate curricula and assessment methods.
- Evidence of innovation in clinical care or health service development.