

Candidate Information

Position:	Lecturer (Education) Biomedical Sciences
School/Department:	School of Medicine, Dentistry and Biomedical Sciences
Reference:	19/107541
Closing Date:	Monday 1 July 2019
Salary:	£40,792 to £59,828 per annum
Anticipated Interview Date:	Wednesday 31 July 2019

JOB PURPOSE:

To undertake significant teaching within the undergraduate and postgraduate programmes of the School; to maintain a portfolio of appropriate scholarly activity including educational research; to contribute appropriately to School administration / outreach activities.

MAJOR DUTIES:

Teaching:

1. Design and deliver a range of teaching and assessment activities in the subject area including lectures, coursework, practicals, tutorials and examinations within the undergraduate and postgraduate programmes of the Faculty of Medicine, Health and Life Sciences.
2. Develop teaching methods and approaches to teaching, learning and assessment which are appropriate for biomedical sciences and that reflect developing practice.
3. Contribute to the enhancement of teaching quality within the subject, school or faculty.
4. Contribute to the design and development of new and current teaching programmes, especially those that will promote the University's vision to expand Postgraduate taught courses and in the internationalisation of those programmes.
5. Plan and review own approach to teaching.
6. Take educational approaches that will encourage students to acquire appropriate levels of knowledge including intellectual, practical and transferable skills that are pertinent to employment, research and further study.

Research:

1. Develop links with relevant external professional bodies and learned societies to broaden teaching expertise and to ensure that teaching reflects good practice.
2. Develop proposals in collaboration with others to fund bids for external contract work that might involve, for example, publishing materials for use in biomedical science education.
3. Engage in scholarly activity e.g. by preparing conference paper presentations, securing external funding, publishing subject-based or pedagogic research papers, publishing book reviews or subject-based educational materials.
4. Participate in internal courses relevant to continuing professional development within biomedical sciences to ensure that good teaching practice is being used.

Administration/Contribution to the Community:

1. Contribute to the School's outreach and marketing strategy including contributing to Open Days and other course promotional events.
2. Carry out education-related administrative duties including timetabling, preparation of module guides, oversight of VLEs, and quality assurance activities.

3. Undertake general administrative duties as directed, including, for example, participation in committee work; assisting with admissions; employability activities etc.
4. Provide pastoral support and guidance for students within own area to ensure, as far as practicable, that all issues are dealt with in a timely, sympathetic and effective manner.
5. Develop links with industry and other external bodies to create potential for knowledge transfer opportunities and contributions to the community.

Planning and Organising:

1. Plan and manage own teaching as agreed with Centre Director or Head of School.
2. Liaise with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
3. Design/update modules in line with School's teaching strategy.
4. Plan for the use of teaching resources, laboratories and workshops as appropriate.
5. Manage projects relating to own area of work.
6. Plan and organise administrative duties in line with the normal cycle of business.

Resource Management Responsibilities:

1. Mentor colleagues with less experience and advise on personal development.
2. Depending on the area of work, may supervise the work of others.
3. Manage own teaching and administrative demands under general supervision of Centre Director.
4. Assist in the development of skills and competence in others (for example through the supervision of Teaching Assistants).
5. Manage use of resources for teaching.
6. Participate in judgements regarding the use of resources within school/area.
7. Act as a mentor/advisor for students.

Internal and External Relationships:

1. Communicate complex knowledge and concepts to students as well as to peers using high level skills and a range of media.
2. Participate at School Board and such committees relevant to their administrative duties.
3. Collaborate with other staff within School and Faculty.
4. Participate in and develop networks, for example to identify sources of funding, contribute to student recruitment, secure student placements, market the institution, facilitate outreach work, generate income, or build relationships for future activities.
5. Contribute to the School's outreach programme by establishing links with local community groups, industries, etc.
6. Be the principal liaison with biomedical science employer groups and the Institute for Biomedical Science.
7. Contribute to overseas student recruitment activities as appropriate.

ESSENTIAL CRITERIA:

1. Honours degree in Biomedical Science or equivalent subject area.
2. PhD in a relevant subject area.
3. Experience and growing reputation for excellence in teaching within the biomedical sciences.
4. Evidence of scholarly activity e.g. relevant publications, conference papers, external funding, book reviews, practice manuals etc.
5. Significant teaching experience at university undergraduate level in biomedical sciences.
6. Proven experience in the design of educational activities.
7. Experience of setting and judging student assessments.
8. Evidence of good teaching evaluations.
9. Ability to contribute appropriately to the teaching load of the School.
10. Experience of contribution to a range of academic administrative/management tasks commensurate with stage of career.
11. Experience of contribution to a range of community/outreach activities.

12. Ability to work efficiently and effectively within a given resource.
13. Ability to manage resources and staff.
14. Ability to communicate complex information effectively to peers, support staff and students.
15. Demonstrable intellectual ability.
16. Ability to build effective working relationships with other staff.
17. Willingness to work irregular hours as reasonably required

DESIRABLE CRITERIA:

1. A postgraduate teaching qualification such as PGCHET (or equivalent) and/or be a Fellow of Advance HE.
2. Experience of working in biomedical science laboratories of hospitals or industry.
3. Experience in developing a programme of educational research.
4. Experience of module coordinatorship.
5. Experience of student mentorship / or pastoral tutor.
6. Experience of educational quality assurance mechanisms.
7. Experience of a range of assessment methodologies.
8. Evidence of ability to design courses and teaching units.