

## Candidate Information

<b>Position:</b>	Lecturer (Education)
<b>School/Department:</b>	China Medical University - Queen's University of Belfast Joint College
<b>Reference:</b>	23/111234
<b>Closing Date:</b>	2 October 2023
<b>Salary:</b>	£41,331 - £57,141 per annum
<b>Duration:</b>	Permanent

### JOB PURPOSE:

China Medical University - Queen's University of Belfast Joint College (CQC) was established in the People's Republic of China (PRC) through a long-standing friendship between Queen's School of Pharmacy and the China Medical University (CMU), one of the foremost medical universities in China. CQC is a College that has the full approval from the China Ministry of Education (MoE) and was created in accordance with the MoE 'Cooperation in Running Schools' (CIRS) Regulations. The first students graduated from CQC in July 2018, with many opportunities thereafter for CQC graduates to enter onto postgraduate courses at Queen's Schools in Belfast.

The postholder will take significant responsibility for teaching and learning at undergraduate and postgraduate level, and contribute to CQC administration/outreach activity, as required.

The successful candidate will be based in China for the duration of the role.

### MAJOR DUTIES:

#### Teaching:

1. Deliver a range of teaching and assessment activities in pharmaceutical science/biotechnology within an established programme including lectures, setting/marking coursework, practicals, and field work to undergraduates and postgraduates.
2. Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
3. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
4. Supervise practical work where it is part of the course and advise students on techniques.
5. Plan and develop independent teaching contributions and contribute to the design or revision of course units.
6. Help to develop appropriate teaching approaches and contribute to curriculum development.

#### Scholarly Activity:

1. Engage in scholarly activity e.g., participate in conferences, external funding applied for, book reviews and teaching/professional materials published.
2. Develop networking links with relevant professional bodies to ensure that own teaching reflects current best practice in own area of subject specialism.
3. Maintain and develop teaching and subject expertise.

#### Administration/Contribution to the Community:

1. Contribute to the School's outreach strategy by developing external links.
2. Provide pastoral care for students within own area to ensure, as far as practicable, that relevant issues are dealt with in a timely, sympathetic and effective manner.
3. Carry out designated routine School administrative duties, including, for example, committee work, course administration, etc.
4. Be responsible for the record-keeping associated with teaching and the preparation of teaching materials.

**Planning and Organising:**

1. Plan and manage own teaching and tutorials as agreed with Vice Dean/Head of School/Director of Education.
2. Modules are designed/updated in line with School's teaching strategy.

**Resource Management Responsibilities:**

1. Use teaching resources, laboratories and workshops as required.
2. Act as mentor for students.

**Internal and External Relationships:**

1. Membership of the School Board and Examination Board and such committees relevant to their administrative duties.
2. Collaborate with other staff within School. Involved in developing links or joining external networks to share information and ideas.
3. Contribute to the School's outreach programme by establishing links with local community groups, industries, etc.

**ESSENTIAL CRITERIA:**

1. Honours degree in pharmacy, pharmaceutical science, biochemistry, biology, biotechnology or related field.
2. Will have or be about to obtain a relevant PhD.
3. Evidence of ability to publish.
4. Teaching experience, commensurate with stage of career.
5. Have a proficient level of English.
6. Experience of contribution to broader management and administrative processes.
7. Ability to design course materials and to plan and organise the delivery and assessment of taught courses in own specialism.
8. Good organisational skills with the ability to work on own initiative.
9. Ability to assess and organise resources.
10. Good communication skills with the ability to impart complex information concisely and clearly.
11. Effective interpersonal skills to liaise with students and colleagues.
12. Ability to work independently with a high level of motivation whilst also working in a team.
13. Ability to encourage commitment to learn in others.
14. High level of analytical capability.
15. Leadership capability.
16. Ability to be based in China for the duration of the role.
17. Experience of teaching to non-native speakers in English.

**DESIRABLE CRITERIA:**

1. Working towards PGCHET and/or membership of an appropriate professional and/or teaching body e.g. HEA.
2. Experience of Pharmaceutical Sciences and/or Pharmaceutical Biotechnology course development and delivery.
3. Bilingual English/Chinese Mandarin.