



Candidate Information

| | |
|------------------------------------|--|
| Position: | Lecturer (Education) in Clinical Skills |
| School/Department: | Centre for Medical Education |
| Reference: | 18/106826 |
| Closing Date: | Wednesday 24 October 2018 |
| Salary: | £31,930 - £59,401 per annum (With an additional market supplement making the total salary package equivalent to a consultant level salary) |
| Anticipated Interview Date: | 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 Centre/School 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 licence to practise.

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

- Develop teaching methods, design course units and deliver a range of teaching and assessment activities including lectures, coursework, practicals, and Student Selected Components in the subject.
- Design and be responsible for course/s delivered by others, preparing the teaching materials and being responsible for the assessment.
- Develop approaches to teaching and learning, which are appropriate for the subject area and may reflect developing practice.
- Contribute to the quality enhancement of teaching within the subject, Centre, School and Faculty.
- Develop and advise others on learning and teaching tasks and methods.
- Contribute to the design of innovative teaching programmes.
- Plan and review own approach to teaching.
- Act as a portfolio tutor and as a mentor for students

2. Scholarly Activity

- Develop links with relevant professional bodies to ensure that teaching reflects current best practice in own area of subject specialism.
- Develop proposals and prepare, in collaboration with others, funding bids for external contract work that might involve, for example, publishing materials for use within the profession.
- Engage in scholarly activity e.g. conference paper presentations, external funding secured, book reviews published, writing practice manuals, publication of professional materials.
- Maintain and develop teaching and subject expertise.

3. Administration/Contribution to Community

- Contribute to the Centre/School outreach strategy by developing external links.
- Liaise with the relevant academic and clerical 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.
- Carry out designated School functions, including, for example, participation in committee work, assisting in the process of admissions, and preparation of submissions relating to quality assessments of teaching.

- Be responsible for the record-keeping associated with teaching and the preparation of teaching materials.

PLANNING AND ORGANISING:

- Plan and manage own teaching and tutorials as agreed with Centre Director.
- Liaise with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Design/update modules in line with Centre/School teaching strategy.
- Plan for the use of teaching resources, laboratories and workshops as appropriate.
- Manage projects relating to own area of work.
- Undertake Continuous Professional Development relevant to the post.

RESOURCE MANAGEMENT RESPONSIBILITIES

- Mentor colleagues with less experience and advise on personal development.
- Manage use of resources for teaching
- Manage own teaching and administrative demands under general supervision of Centre Director.
- Assist in the development of skills and competence in others (for example through the supervision of Teaching Assistants).
- Supervise the work of others.
- Participate in judgements regarding the use of resources within Centre/School.

INTERNAL AND EXTERNAL RELATIONSHIPS

- Communicate complex and conceptual ideas to students as well as to peers using high level skills and a range of media.
- member of the School Board and Examination Board(s), where appropriate, and such committees relevant to his/her administrative duties.
- Collaborate with other staff within Centre/School/Faculty.
 - 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, obtain consultancy projects, or build relationships for future activities.
 - Contribute to the Centre/School outreach programme by establishing links with, for example, local community groups, industries.

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 practise.
- Post registration qualification (Membership of relevant Royal College or equivalent by examination).
- Experience, achievement and growing reputation in the discipline, commensurate with stage of career e.g. involvement in national educational events.
- Evidence of scholarly activity e.g. conference paper presentations, external funding secured, book reviews published, writing practice manuals, publication of professional materials.
- Relevant teaching experience at university level.
- Ability to develop and devise new programmes, modules, techniques and methods.
- Relevant academic administrative/management experience
- Clinical experience in a relevant specialty and evidence of progression appropriate to career stage.
- Experience in the management of clinical service in a relevant specialty.
- Ability to devise, advise on and manage teaching programmes.
- Ability to manage resources and understanding of management processes
- Good presentation skills with the ability to communicate complex information effectively.
- Good communicator, written and oral
- The ability to organise workload and prioritise competing demands.
- Ability to manage resources and staff
- A team player who can develop effective internal and external links.
- Leadership capability

DESIRABLE CRITERIA

- Completion of a PGCHET (or equivalent) or HEA membership
- Doctoral degree

- Evidence of innovation in clinical care or health service development.

Senior Lecturer (Education)

https://hr.apps.qub.ac.uk/jobs/18_106826/SnrLect-EducinClinicalSkill.pdf?ts=1539254591