



Candidate Information

Position:	Lecturer (Education) in Biological Sciences
School/Department:	School of Biological Sciences
Reference:	18/106931
Closing Date:	Wednesday 28 November 2018
Salary:	£36,261 - £42,036 per annum
Anticipated Interview Date:	Monday 14 January 2019

JOB PURPOSE:

To teach at undergraduate and postgraduate level, to contribute to the School's student recruitment activities in both home and international markets and to undertake administration/outreach activity.

MAIN ACTIVITIES/RESPONSIBILITIES:

1. Teaching

- Deliver a range of teaching and assessment activities in the School of Biological Sciences within a range of our education programmes including lectures, setting/marking coursework, practicals, and field work to undergraduates and postgraduates.
- Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
- Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
- Supervise practical work where it is part of the course, and advise students on appropriate and relevant techniques.
- Plan and develop independent teaching contributions and contribute to the design or revision of course units.
- Help to develop appropriate teaching approaches and contribute to curriculum development.

2. Scholarly Activity

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

3. Administration/Contribution to Community

- Contribute to the School's outreach strategy by developing external links.
- Attend School Talks, Open Days etc where appropriate
- 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.
- Carry out designated routine School administrative duties, including, for example, committee work, course administration, etc.
- Be responsible for the record-keeping associated with teaching and the preparation of teaching materials.

4. Student Recruitment

- Liaise with existing staff to assist in the development of marketing materials for degree pathways within the School
- Work with the Faculty Marketing Team to identify and exploit student recruitment and international student recruitment opportunities.
- Review the School of Biological Sciences website and update content, where appropriate in line with current policies.
- Attend relevant outreach events and meetings on behalf of the School of Biological Sciences.
- Undertake visits to key international markets as identified by the International Office.

PLANNING AND ORGANISING:

- Plan and manage own teaching and tutorials as agreed with Head of School.
- Ensure modules are designed/updated in line with School's teaching strategy.
- Plan and manage own schedule and international travel as per agreement with Head of School.

RESOURCE MANAGEMENT RESPONSIBILITIES

- Use teaching resources, laboratories and workshops as required.
- Act as mentor for students.
- Act as a conduit or point of contact for marketing and internalisation work with Business Development Team in Faculty of Medicine, Health and Life Sciences.
- Ensure that there are sufficient marketing materials and resources available for members of academic staff to capitalise on Internationalisation opportunities as and when they arise.

INTERNAL AND EXTERNAL RELATIONSHIPS:

- Membership of the School Board and Examination Board and such committees relevant to their administrative duties.
- Collaborate with other staff within School.
- Involved in developing links or joining external networks to share information and ideas.
- Contribute to the School's outreach programme by establishing links with local community groups, industries, etc.
- Able to negotiate and/or discuss internationalisation with external student bodies and/or organisations.
- Be a point of contact to prospective students and their parents, post primary schools and other educational establishments.

Essential Criteria:

- Will normally have or be about to obtain a PhD in Biological Sciences or related subject area
- Hold or agree to undertake PGCHET and/or have membership of an appropriate professional and/or teaching body e.g. HEA.
- Minimum six months teaching experience across a range of modules or specialisms in a degree pathway relevant to the School of Biological Sciences.
- Experience, achievement and growing reputation in the discipline, reflected in 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 academic administrative/management experience
- Ability to design course materials and to plan and organise the delivery and assessment of taught courses.
- Effective interpersonal skills to liaise with both students and external student bodies/organisations
- Self-motivated.
- Ability to motivate others.
- Willingness to work irregular hours on an occasional basis.
- Willingness to travel.

Desirable Criteria:

- Experience of community outreach.
- Experience of student recruitment and or internationalisation.
- Driving Licence.
- Up to date knowledge of digital marketing techniques.
- Ability to contribute to broader management and administrative processes.
- Willingness to travel
- Demonstrable understanding of the complexities of marketing/selling Higher Education in either domestic or international markets.