



Candidate Information

Position:	Senior Lecturer (Education)
School/Department:	China Queen's College
Reference:	18/107028
Closing Date:	Monday 7 January 2019
Salary:	£51,630 - £59,828 per annum (potential to progress to £65,361 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Monday 28 January 2019
Duration:	5 years

JOB PURPOSE

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

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 in the Pharmaceutical Sciences and Pharmaceutical Biotechnology programmes by pursuing new and innovative teaching approaches, taking responsibility for the quality of course units and delivering a range of teaching, learning and assessment activities including lectures, setting/marking coursework, practicals, and fieldwork according to own area of subject specialism.
- Play a lead part in the development of new approaches to teaching and learning, which are appropriate for the subject area and may reflect developing practice elsewhere.
- Contribute to the enhancement of quality teaching within the subject, School or 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.
- May 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 a profession.
- Engage in scholarly activity that will enhance the School's/area's national/international reputation. 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 CQC by taking on appropriate College co-ordinating roles. Such duties may include, for example, Director of Education, Advisor of Studies, QAA Aspect Co-ordinator, Module/Year/Programme Co-ordinator or other recognised official University roles.
- Act as mentor or appraiser to colleagues, advising on their personal development and ensuring that they are performing at the standards required.
- 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.
- May sit on major University committees.
- Contribute to CQC's outreach strategy by designing or delivering community outreach programmes and developing external links.
- Be responsible for the record-keeping associated with teaching and the preparation of teaching materials.
- Carry out designated QUB and CQC administrative duties, including, for example, committee work, course administration, etc.

PLANNING AND ORGANISING

- Responsible for the delivery of own educational programmes in line with CQC/QUB teaching strategy.
- Be involved in strategic planning for CQC and may contribute to the University's strategic planning process in respect of CQC.
- Work effectively with the Vice Dean and Operations Manager to plan and deliver teaching and to ensure that resources are available.
- Contribute to the management of quality, audit and other external assessments.

RESOURCE MANAGEMENT RESPONSIBILITIES

- Provide academic leadership to those working within programme areas, as course leader/Director of Education 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 and administrative activities.
- Contribute to the overall management of CQC, in areas such as budget and business planning and appraisal.

INTERNAL AND EXTERNAL RELATIONSHIPS:

- Membership of CQC committees relevant to their administrative duties.
- Collaborate with other staff in CQC/China Medical College/Queen's University Belfast.
- Contribute to QUB and CQC's outreach programme by establishing links with local community groups, industries, etc
- 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

- Have a high level of English
- Degree in pharmacy, pharmaceutical science, biochemistry, biology, biotechnology or related field.
- A PhD completed in Pharmaceutical Sciences, Pharmaceutical Biotechnology or closely related subject.
- Sustained record of peer-reviewed publications contributing to the conceptual and/or practical development of pedagogy or the discipline, consistent with a national and emerging international reputation.
- Sustained record of obtaining external funding for pedagogical or scholarly research, educational development, knowledge transfer or outreach activity, as appropriate to subject area
- An established reputation in teaching Pharmaceutical Sciences/Pharmaceutical Biotechnology
- Substantial teaching experience at an internationally recognised University with experience of having designed new and innovative modules/pathways or assessment methods in own subject, with a record of good student evaluations and/or teaching awards.
- A proven ability to develop and devise new programmes, modules, techniques and methods.
- Involvement with national/international conference organisation.
- Proven ability to plan and lead the delivery of teaching programmes and to develop techniques and/or sources of funding.
- Proven skills in coaching and developing others in best practice techniques.
- 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.

- Contribution to a wider range of administrative tasks at a senior level. For example, have management or budgetary responsibilities, delivery of major community outreach programmes, responsibility for CQC liaison or other recognised official University role (e.g., Director of Education).
- Contribution to a wide range of community outreach programmes/Initiatives. This would involve playing a senior role in designing and delivering new and innovative new programmes.
- Programme of continuous professional development established.

DESIRABLE CRITERIA

- Experience of teaching to non-native speakers in English.
- Working towards PGCHET and/or membership of an appropriate professional and/or teaching body e.g. HEA.
- Experience of Pharmaceutical Sciences and/or Pharmaceutical Biotechnology course development and delivery.