

Candidate Information

Position:	Lecturer (Education), China Medical University
School/Department:	School of Pharmacy
Reference:	19/107277
Closing Date:	Wednesday 3 April 2019
Salary:	£36,261 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Friday 29 March 2019
Duration:	8 months

JOB PURPOSE:

To deliver effective teaching and learning on the Pharmaceutical Sciences and Pharmaceutical Biotechnology pathways, principally at the China Medical University – Queen's University Belfast Joint College (CQC), and to contribute to both QUB and CQC administration, outreach activities and development of the School/College as required.

MAJOR DUTIES:

Teaching:

1. Deliver a range of teaching and assessment activities in the Pharmaceutical Science and Pharmaceutical Biotechnology degree programmes including lectures, setting/marking coursework, examinations, class tests and practicals 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. Develop approaches to teaching and learning, which are appropriate for university and subject area and reflect developing practice.
5. Have responsibility for, and supervise, practical work, and advise students on techniques.
6. Teach and interact with students at practical classes and tutorials and advise students on techniques.
7. Plan and develop independent teaching contributions and contribute to the design or revision of course units.
8. Coordinate electronic delivery of teaching material.
9. Help to develop appropriate teaching approaches and contribute to curriculum development.
10. Carry out duties that are appropriate to the post as may be reasonably requested by the QUB Vice-Dean at CQC.

Scholarly Activity:

1. Engage in scholarly activity e.g. participate in conferences, external funding applied for pedagogical activity, 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 QUB and CQC'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 QUB and CQC administrative duties, including, for example, committee work, course administration, etc.
4. Facilitate the coordination of taught modules to the required quality standards and contribute to the quality assurance of the Pharmaceutical Science and Pharmaceutical Biotechnology degree programmes at CQC.
5. Be responsible for the record-keeping associated with teaching and the preparation of teaching materials.
6. Provide teaching and advisory support to students outside formal classes.

Planning and Organising:

1. Plan and manage own teaching and tutorials as agreed with the QUB Vice-Dean at CQC.
2. Modules to be designed/updated in line with QUB/CQC 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 CQC committees relevant to their administrative duties.
2. Collaborate with other staff of CQC/China Medical College/Queen's University Belfast.
3. Involved in developing links or joining external networks to share information and ideas.
4. Contribute to QUB and CQC's outreach programme by establishing links with local community groups, industries, etc.

ESSENTIAL CRITERIA:

1. Have a high level of English.
2. Degree in pharmacy, pharmaceutical science, biochemistry, biology, biotechnology or related field.
3. Have, or about to obtain a PhD in a related field.
4. Teaching experience at a highly-ranked University relevant to Pharmaceutical Sciences/Biotechnology.
5. Ability to design course materials and to plan and organise the delivery and assessment of taught courses in own specialism.
6. Effective interpersonal skills to liaise with students and colleagues.
7. High level of analytical capability.
8. Ability to communicate complex information clearly.
9. Ability to encourage commitment to learn in others.
10. Ability to assess and organise resources.
11. Ability to contribute to broader management and administrative processes.
12. Requirement to be based and work at CQC for extended periods (up to a maximum of 26 weeks per year).
13. Willingness to work irregular hours as reasonably required.

DESIRABLE CRITERIA:

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