



Candidate Information

Position:	Teaching Associate (Bioinformatics)
School/Department:	Centre for Cancer Research and Cell Biology
Reference:	19/107936
Closing Date:	Monday 2 December 2019
Salary:	£33,797 to £40,322 per annum
Anticipated Interview Date:	Monday 16 December 2019
Duration:	Available until 30 November 2021

JOB PURPOSE:

To teach bioinformatics to postgraduate students of the Centre for Cancer Research and Cell Biology (CCRCB); to contribute to related administrative and outreach activity

MAJOR DUTIES:

Teaching:

1. Deliver a range of teaching activities in bioinformatics including lectures and tutorials within the postgraduate programme of the CCRCB.
2. Contribute to the assessment of students' work by setting and marking examinations and coursework using relevant criteria.
3. Seek ways of improving student performance by reflecting on teaching design and delivery and obtaining and analysing student feedback.
4. Supervise practical work where it is part of the course and advise students on techniques.
5. Add support to the bioinformatic unit at CCRCB to fellow PDRAs and PhD students.
6. Support research interests within this programme with aim to publish works.

Administration/Contribution to the Community:

1. Contribute to the School's outreach and marketing strategy including contributing to Open Days and other course promotional events.
2. Mentor students within own area to ensure, as far as practicable, that relevant teaching issues are dealt with in a timely and effective manner.
3. Carry out designated administrative duties, including for example, participation in committee work; assisting with module/course administration; employability activities.
4. Ensure that appropriate records associated with teaching are processed and archived.
5. Contribute appropriately to the Teaching Quality Assurance activity of the Centre.

Planning and Organising:

1. Plan and manage teaching contributions as agreed with Centre Director.
2. Co-ordinate with others (such as module coordinators, support staff or academic colleagues) to ensure efficient delivery of student needs and expectations.
3. Contribute to the on-going development of modules and teaching.
4. Plan for use of teaching resources including laboratories and tutorials where appropriate.

Resource Management Responsibilities:

1. Share the responsibility, with Centre Director and Chief Technician of ensuring practical classes / tutorials have adequate resources in terms of equipment, consumables and demonstrators.
2. Mentor students especially in relation to their practical class activity and the acquisition of practical skills.

Internal and External Relationships:

1. Membership of the School Board and Centre Examination Board and such committees relevant to their administrative duties (e.g. Module/Pathway Review).
2. Collaborate with other staff within Faculty, School and Centre as appropriate.
3. Support the School's outreach programme by contributing to Open Days and other promotional events.

ESSENTIAL CRITERIA:

1. A postgraduate qualification in Bioinformatics.
2. Previous teaching experience in Higher Education.
3. Proven ability to create effective teaching material.
4. Published works in the area of bioinformatics.
5. Ability to make a significant contribution to the teaching.
6. Evidence of contribution to administrative processes.
7. Ability to design course materials and to plan and organise the delivery and assessment of teaching sessions in bioinformatics.
8. Experience of contributing to university community/outreach events.
9. Tertiary education level knowledge of bioinformatics.
10. Effective interpersonal skills to interact with students and staff.
11. Evidence of engagement in continuous professional development.
12. A clear communicator, written and oral, able to provide effective teaching.
13. Able to present to the wider academic community.
14. A team player with a collegiate approach to teaching and assessment.
15. Ability to build effective working relationships with University staff at all levels.
16. Ability to assess and organise resources.
17. Possess, or is willing to undertake PGCHET and/or obtain membership of an appropriate professional and/or teaching body e.g. HEA.
18. Willingness to work irregular hours as reasonably required.

DESIRABLE CRITERIA:

1. Have or about to obtain Postgraduate Qualification in Higher Education Training or HEA membership.
2. Have or about to obtain a PhD in a relevant area.
3. Experience of use of the R statistical environment; python or similar higher level scripting/programming techniques.
4. Evidence of teaching bioinformatics at undergraduate and/or postgraduate level.
5. Evidence of good teaching evaluations.
6. Evidence of contribution to the enhancement of quality teaching.
7. Experience of student mentorship.
8. Familiarity of a broad range of assessment methodologies.
9. Familiarity with the use of digital/online learning.
10. Experience of educational quality assurance mechanisms.
11. Knowledge of subjects related to the bioinformatics; supervised and unsupervised learning techniques