



Candidate Information

Position:	Senior Lecturer (Education) / Director of Education
School/Department:	China Medical University
Reference:	19/108049
Closing Date:	Wednesday 22 January 2020
Salary:	£52,560 - £60,905 per annum
Anticipated Interview Date:	Friday 31 January 2020
Duration:	This is a Senior Lecturer position for 5 years, the role of Director of Education is tenable for 3 years, with the possibility to be extended for a further 2 years.

JOB PURPOSE:

In the role of Director of Education the candidate will be responsible for the delivery of education and student management within CQC. This will include, for example, the management of education and driving forward of quality in all aspects of educational delivery at undergraduate level.

MAJOR DUTIES:

1. Act as a Director of Education within CQC.
2. Communicate complex and conceptual ideas to students as well as to peers using high level skills and a range of media.
3. Lead the development of the teaching and learning activities of CQC by pursuing new and innovative teaching approaches, taking the 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.
4. Lead, as appropriate, in the development of undergraduate, postgraduate and e-learning programmes / modules, or other online modules/courses.
5. Drive development of new approaches to teaching and learning, which are appropriate for the subject area and may reflect developing practice elsewhere.
6. Oversee the enhancement of quality teaching within CQC, ensuring that course design and delivery comply with the appropriate benchmarks and regulations.
7. Develop and advise others on learning and teaching tasks and methods.
8. Design and be responsible for course/s, delivered by others, preparing the teaching materials and being responsible for the assessment.
9. Chair Exam Boards where appropriate and deal with student issues on a day to day basis.
10. 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.
11. Develop and enhance links with relevant professional bodies to ensure that teaching reflects current best practice in own area of subject specialism.

Scholarly Activity:

1. Engage in pedagogic research and other scholarly activities and work in conjunction with others to apply subject knowledge to practice of the subject.
2. Develop proposals and lead funding bids to support pedagogic and / or discipline-based research.
3. Engage in scholarly activity that will enhance CQC's national/international reputation. Such activities may include membership of committees of academic bodies, journal editorships, consultancy/technology transfer projects, entrepreneurial activity.
4. Maintain and develop teaching and subject expertise.

Administration/Contribution to the Community:

1. As Director of Education, be responsible for the delivery of education programmes and student management within CQC.

2. As required, contribute significantly to the development and running of CQC by managing appropriate CQC co-ordinating roles. Such duties may include, assigning for example, Advisor of Studies, Module/Year/Programme Co-ordinator or other recognised official University roles to staff employed, or seconded to, CQC.
3. Act as mentor or appraiser to colleagues, advising on their personal development and ensuring that they are meeting the standards required.
4. 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.
5. Sit on CQC committees as required.
6. Contribute to CQC's outreach strategy by designing or delivering community outreach programmes and developing external links.

Planning and Organising:

1. Ensure that curriculum development within CQC is informed by best practice drawn from sources such as LTSNs, HEA.
2. Liaise with the International Office, Queen's University Graduate School, Marketing, and Faculty to develop an appropriate portfolio of undergraduate (and where appropriate) postgraduate courses.
3. Advise the CQC of needs, opportunities or other matters which would enhance CQC's education portfolio and ensure the dissemination of good practice across CQC and, as appropriate, across the University.
4. Establish mechanisms which will ensure that all quality assurance matters and matters relating to professional bodies are addressed efficiently and effectively.
5. Be a member of the CQC Management Board and chair the CQC Education Committee.
6. Advise the Vice Dean on matters relating to the allocation of resources within CQC.
7. Be responsible for the delivery of own educational programmes.
8. Be involved in strategic planning for CQC and may contribute to the University's strategic planning process.
9. Manage quality, audit and other internal and external assessments including QAA.

Resource Management Responsibilities:

1. Provide academic leadership to those working within programme areas as a Director of Education, 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.
2. Develop and manage staff and resources, in support of major teaching and administrative activities.
3. Contribute to the overall management of CQC, where appropriate, in area such as budget and business planning and appraisal.

Internal and External Relationships:

1. Lead and develop internal networks for example participating in University committee/s.
2. Lead and develop links with external networks, for example, with professional associations, external examiners and assessors.
3. Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.

ESSENTIAL CRITERIA:

1. Primary Degree.
2. A PhD completed in a relevant subject.
3. Sustained record of high-quality outputs relevant to the discipline or its teaching.
4. Ability to construct and lead applications and attracting significant funding.
5. Extensive experience in the development, organisation and administration of complex programmes /projects within Industry and/or education.
6. An established reputation in teaching within a subject.
7. Extensive experience in the development, organisation and administration of undergraduate degree programmes, and of student management.
8. Substantial teaching experience at University level having designed new and innovative modules/pathways or assessment methods in own subject, with a record of good student evaluations and/or teaching awards.
9. Ability to contribute to a wider range of administrative tasks at a more strategic level. For example, have School management or budgetary responsibilities, delivery of major community outreach programmes, responsibility for School's liaison or other recognised official University role.
10. Ability to contribute to a wider range of community outreach programmes/Initiatives in designing and delivering new and innovative new programmes.

11. Experience at presenting at national and international meetings and or conferences.
12. Ability to be involved in productive external collaboration with industry/community organisations/other institutions.
13. Ability to develop and devise new programmes, modules, techniques and methods.
14. Proven ability to plan and lead the delivery of teaching and to develop techniques.
15. Proven skills in coaching and developing others in best practice techniques.
16. Ability to provide effective leadership for groups and activities with substantial impact on finance and other resources and/or the reputation of the University.
17. Understanding of resource management processes and skills to apply them effectively.
18. Programme of continuous professional development established.
19. Good presentation skills with the ability to communicate complex information effectively.
20. Ability to represent CQC/School of Pharmacy on a national and international basis.
21. The ability to organise workload and prioritise competing demands.
22. Ability to manage resources and staff.
23. Commitment and enthusiasm for working collaboratively to advance the teaching and research priorities of the School.
24. Must be a team player who can develop effective internal and external research and where appropriate practice links.

DESIRABLE CRITERIA:

1. Experience in programme management and in the development and enhancement of undergraduate and/or postgraduate curricula and assessment methods.
2. Completed PGCHET (or equivalent) and/or HEA membership.
3. Bilingual in English/Mandarin Chinese.
4. Evidence of academic leadership including managing professional teams, leading initiatives, chairing/participation in committees, contributing to strategy, participating and managing relevant aspects.