



## Candidate Information

<b>Position:</b>	Lecturer (Education)
<b>School/Department:</b>	School of Biological Sciences
<b>Reference:</b>	23/111016
<b>Closing Date:</b>	Monday 26 June 2023
<b>Salary:</b>	£39,592 - £43,155 per annum.
<b>Anticipated Interview Date:</b>	Wednesday 2 August 2023
<b>Duration:</b>	Fixed term for 3 years

### JOB PURPOSE:

The School of Biological Sciences at Queen's University Belfast, is currently seeking to appoint an exceptional candidate to the post of Lecturer (Education). The successful appointee will undertake significant teaching at undergraduate and postgraduate levels; contribute to the design, organisation and delivery of teaching activities; engage in scholarly activity and help in the development of the School's educational portfolio.

### MAJOR DUTIES:

1. Deliver high quality teaching and supervise undergraduate and taught postgraduate students.
2. Play a significant role in the development of new and innovative teaching approaches within the School.
3. Assess and examine students, participate in Examination Boards/Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
4. Update and/or design and develop modules in line with School's teaching strategy.
5. Maintain and develop teaching materials, design course units and deliver a range of teaching and assessment activities, including the supervision of undergraduate and postgraduate projects, practical classes, workshops and field courses.
6. Contribute to the design and development of new programmes, including programmes delivered off campus if required.
7. Contribute to the delivery and administration of the School's collaborative teaching agreements, including travelling abroad where necessary.
8. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
9. Design and supervise practical work where it is part of the course and advise students on techniques.
10. Contribute to the development of the School's educational portfolio.
11. Contribute to the enhancement of quality teaching within the School.

### Research:

1. Engage in scholarly activity eg participate in conferences relevant to teaching role, publish teaching/professional materials, including developing high quality publications and other output in education / pedagogy etc.
2. Develop networking links with relevant professional bodies to ensure that own teaching reflects best practice in the subject area.
3. Maintain and develop teaching and subject expertise.

### Administration/Contribution to the Community:

1. Carry out teaching administration including module co-ordination, assessment and feedback, module review, student support, etc.
2. Be responsible for the record-keeping associated with teaching and the preparation of teaching materials.
3. Act as personal tutor for students.
4. Contribute to the School's outreach strategy undertaking outreach, recruitment and internationalisation activities.
5. Contribute as required to accreditation, curriculum and programme review, audit and other external or internal assessments.
6. Contribute to the development and implementation of School plans and Faculty and University Strategy 2030.
7. Active participation in and support of the Personal Development Review (PDR) process.

**ESSENTIAL CRITERIA:**

1. Honours degree in Biological Sciences, or related subject.
2. PhD in Biological Science, or a related subject.
3. Evidence of continuing professional development.
4. Evidence of ability to publish.
5. Recent relevant experience of lecturing/teaching commensurate with stage of career and assessing at University level in Biological Sciences, or a closely related subject.
6. Experience of designing course materials and planning and organising the delivery and assessment of teaching.
7. Experience of developing and delivering innovative methods of teaching and assessment.
8. Evidence of using innovative teaching methods and digital platforms.
9. Evidence of provision of pastoral care for students.
10. Experience of contribution to broader management and administrative processes.
11. Evidence of administrative experience appropriate to the position of lecturer (education) commensurate with stage of career.
12. Ability to design course materials and to plan and organise the delivery and assessment of taught courses in own specialism.
13. Experience in using Microsoft Office 365.
14. Experience of communicating complex information effectively.
15. Excellent presentation skills.
16. High level of literacy and scientific logic.
17. Organised and attentive to detail.
18. Ability to meet deadlines.
19. Ability to work independently and experience of working effectively within a team.
20. Commitment to the development of high quality teaching, learning, and assessment materials.
21. Ability to encourage commitment to learn in others.
22. High level of analytical capability.
23. Effective interpersonal skills.
24. Willingness to travel and potentially teach away from Queen's University Belfast, including overseas.
25. Willingness to work irregular hours as needed.

**DESIRABLE CRITERIA:**

1. Hold or working towards membership of PGCHET (or equivalent).
2. Doctoral degree in related subject.
3. A strong record of peer-reviewed publications, commensurate with career stage, contributing to the conceptual and/or practical development of pedagogy or the discipline (Established Lecturer only).
4. Sustained teaching experience at University level (Established Lecturer only).
5. Membership of an appropriate professional and/or teaching body e.g. HEA.
6. Hold Chartered status with a relevant professional body.
7. Recent relevant experience of teaching process design.
8. Experience of outreach to promote Biological Sciences, Environmental Management or Sustainable Development to the public or to schools.
9. Experience of devising, advise on and manage teaching programmes at both UG and PGT levels.
10. Experience in student recruitment and/or placement programmes.