



College:	College of Medicine & Health
Post:	Lecturer / Senior Lecturer (Education and Scholarship) in Biomedical Sciences
Reference No	P68052
Grade:	F or G, depending on experience
Reporting To:	Director Medical Sciences programmes (or nominee) or Deputy Director BMBS programme

The above full time, permanent position is available from 1 September 2019, or sooner. Applicants with content expertise in general biomedical science as well as specifically Pharmacology, Immunology, Biochemistry, Human Physiology, or any of their related sub-disciplines will be particularly welcome. Also, candidates with backgrounds in other areas such as neuroscience and genetics/genomics may also be considered. Applicants who wish to work less than 1.0 FTE on a pro rata basis will also be considered.

Job Description

Main purpose of the job:

You will join a vibrant and experienced team of educators and contribute to the development and implementation of innovative teaching practices across the College of Medicine & Health. You will join at an important time in the development of our medical school, with its expanding portfolio of undergraduate and postgraduate programmes. As an experienced educator, your responsibilities will be for the design, development and delivery of teaching, learning and assessment across the medicine (BMBS), and Medical Sciences (BSc and MSci), degree programmes (to include Medical Sciences, Sport & Exercise Medical Sciences, and Neuroscience). You will work with key academic staff within the College of Medicine & Health, and our NHS partners, to ensure the efficient and effective delivery of teaching programmes in accord with the College's education strategy.

Main duties and accountabilities:

1. Teach as a member of the education team on the undergraduate and postgraduate degree programmes of the College of Medicine & Health.
2. Teach in a variety of settings from small group tutorials to large lectures, ensuring content, methods of delivery and learning materials meet the defined learning objectives for individual teaching sessions.
3. Develop own teaching materials, methods and approaches.
4. Supervise the work of students, provide advice on study skills and help them with learning problems.
5. Set and mark assignments and set assessment questions as well as assessing the work and progress of students by reference to defined criteria; and provide constructive feedback to students.
6. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
7. Provide and supervise students' projects under guidance and supervision.

Liaison and Networking

You will build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration and join appropriate external networks to share information and ideas.

Managing people

You will manage your own teaching, scholarly and administrative activities and may supervise those of students.

Initiative, problem-solving and decision-making

1. Deal with problems which may affect the delivery of own teaching and contribute to decisions affecting the work of the team in medicine and medical science.
2. Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and scholarly activities.
3. Share responsibility in deciding how to deliver education and assess students.
4. Contribute to collaborative decision making with colleagues on academic content, and on the assessment of students' work.

Planning and managing resources

1. Plan own day-to-day activity within the framework of the agreed programme.
2. Co-ordinate own work with that of others to avoid conflict or duplication of effort.
3. Contribute to the planning of teaching programmes.
4. Use teaching resources and facilities as appropriate.
5. Plan and manage own teaching and tutorials.

If appointed at Lecturer level, you may also be expected to carry out the following duties in addition to those above:

1. Use appropriate teaching, learning support and assessment methods.
2. Identify areas where current provision is in need of revision or improvement and contribute to the planning, design and development of objectives and material.
3. 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. Ensure that module design and delivery comply with the quality standards and regulations of the University and College.
5. Participate in / lead the development of new modules and undergraduate programmes.

Liaison and Networking

Participate in and develop external networks, for example to contribute to student recruitment, secure student placements, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.

Managing people

1. Mentor colleagues with less experience and advise on personal development
2. Co-ordinate the work of others to ensure modules are delivered to the standards required

Initiative, problem-solving and decision-making

1. Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
2. Develop ideas for generating income and promoting the subject.
3. Exercise sole responsibility for the design and delivery of own modules and assessment methods.
4. Contribute to the accreditation of programmes and quality control processes.
5. Tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate.

Planning and managing resources

1. As module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
2. Be responsible for administrative duties in areas such as admissions, time-tabling, examinations, assessment of progress and student attendance.

If appointed at Senior Lecturer level, you may also be expected to carry out the following duties in addition to those above:

Teaching and Learning Support

1. Responsibility for managing taught programmes, including oversight of day-to-day operational processes (e.g. timetabling, assessment, examination systems), and programme accreditation processes.
2. Work with key staff within the College and / or University to ensure enhancement and quality assurance of the curricula and regularly review programme content and materials, updating when required.
3. Support the College in the development and implementation of the College's Education Strategies and contribute to the development of academic policies across the College in line with University aims and relevant performance indicators.
4. Teach a range of material
5. Develop, promote and implement innovative teaching practices (with support from the University's Education & Quality Enhancement Unit), including technology enhanced learning in particular.
6. Oversee the monitoring of student progress and provide advice and guidance to academic/personal tutors and students as appropriate, including oversight of the needs of students with special requirements and processes pertaining to mitigating circumstances.
7. Engage with the University Centre in working groups and committees as required.

Managing people

1. Contribute to the development of teams and individuals through the appraisal system and provide advice on personal development.
2. Act as a personal mentor to peers and colleagues.
3. Resolve problems affecting the quality of programme delivery and student progress.

Scholarship

1. Conduct individual or collaborative scholarly projects.
2. Identify sources of funding and contribute to the process of securing funds for scholarly activities.
3. Be aware and informed of developments in higher education relevant to the development of teaching and learning strategies within the College.

Communication

1. Disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding.

Liaison and Networking

1. Lead and develop internal networks for example by chairing and participating in College or University committees or working groups.
2. Act as an external examiner to other Institutions and provide professional advice as appropriate.
3. Lead and develop external networks for example with external examiners and assessors.
4. Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.

Teamwork

1. Lead teams within areas of responsibility.
2. Ensure that teams within the College work together.
3. Act to resolve conflicts within and between teams.

Pastoral care

1. Deal with referred issues relating to pastoral care of students, referring them to sources of further help if required.
2. Provide first line support for colleagues, referring them to sources of further help if required.

Initiative, problem solving and decision-making

1. Resolve problems affecting the delivery of programmes and modules in accordance with regulations.
2. Make decisions regarding the operational aspects of educational programmes.
3. Monitor student progress and retention.
4. Identify opportunities for strategic development of new programmes or appropriate areas of activity and contributing to the development of such ideas.

Planning and managing resources

1. Contribute to the overall management of the College in areas such as resource management, business and programme planning.
2. Be responsible for setting standards and monitoring progress against agreed criteria for area of responsibility.
3. Be involved in College level strategic planning and contribute to the Institution's strategic planning processes.
4. Plan and deliver consultancy or similar programmes and ensure that resources are available.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. Please visit the Human Resources website to view the Education and Scholarship role profiles at <http://www.exeter.ac.uk/staff/employment/academicroles/youteach/roleprofiles/>

Person Specification

Competency	Lecturer	Senior Lecturer
Attainments/Qualifications		
Possess a depth or breadth of specialist knowledge demonstrated by a PhD in biomedical science, or equivalent, of the core knowledge relating to academic area in order to teach and support learning on academic area modules	Essential	Essential
Possess a sound awareness of contemporary educational theory and principles	Essential	Essential
Fellow/Senior Fellow/Principal Fellow of HEA	Desirable	Desirable
Postgraduate Certificate of Education (PGCE) or equivalent teaching qualification	Desirable	Desirable
Skills and Understanding		
Possess an in-depth understanding of own specialism to enable the development of new knowledge and understanding within the field.	Essential	Essential
Evidence of excellent teaching identified by peer review and have made an impact at discipline programme level beyond their own teaching	Essential	Essential
Able to establish an effective, student-centred learning environment.	Essential	Essential
Able to develop and implement innovative / technology-enhanced learning resources	Essential	Essential
Able to provide effective academic student support	Essential	Essential

Possess sufficient breadth or depth of specialist knowledge in a relevant discipline to work within established teaching programmes.	Essential	Essential
Have experience of managing teams and/or functions in a busy environment with conflicting priorities.	Desirable	Essential
Prior Experience		
Have experience of teaching, curriculum development and quality management and enhancement in an HE environment	Essential	Essential
Evidence of successful engagement & teaching of undergraduate students	Essential	Essential
Experience of postgraduate teaching and supervision.	Desirable	Desirable
Have proven Leadership qualities in an HE environment	Desirable	Desirable
Have experience of line management	Desirable	Desirable
Behavioural Characteristics		
Excellent written and verbal communication skills.	Essential	Essential
Able to communicate complex and conceptual ideas to a range of groups and across disciplines.	Essential	Essential
Be able to demonstrate independent and self-managing working styles	Essential	Essential
Demonstrates a dynamic and creative approach to education	Essential	Essential
Have knowledge of tertiary education and be able to use a range of delivery techniques to enthuse and engage students	Essential	Essential
Able to communicate material of a specialist or highly technical nature.	Essential	Essential
Be able to work within teams and to liaise with colleagues and students to achieve set goals.	Essential	Essential
Able to build contacts and participate in internal and external networks for the exchange of information and collaboration.	Essential	Essential
Engage in continuous professional development.	Essential	Essential
Be able to engage the interest and enthusiasm of students and inspire them to learn.	Essential	Essential
Develop familiarity with a variety of strategies to promote and assess learning.	Essential	Essential

Understand equality and diversity issues as they may impact on academic appointments, promotion, and content and also issues relating to student need.	Essential	Essential
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Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Prof. Reza Zamani, Director of Medical Sciences Programmes (01392 722904, r.zamani@exeter.ac.uk), or Prof. Alison Curnow, Deputy Programme Director, BMBS Medicine (01872 256432, a.curnow@exeter.ac.uk).

Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of Exeter.