

## CANDIDATE BRIEF:

Job Title: Lecturers/Senior Lecturers in Biomedical Sciences

Reference: R170594

Salary: Grade 8 to 10, £34,520 to £56,950

Closing Date: 11:59 GMT Thursday 25 January 2018

Interview Date: Provisionally week beginning 5 or 12 February 2018

EXCELLENT  
DIFFERENT  
DISTINCTIVE  
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## **Job description**

### **Job Purpose:**

The overall aims of the posts are to develop, lead and implement excellent, evidence informed medical education, to meet the standards set by the General Medical Council and Quality Assurance Agency and to raise funding and make major contributions to the current science research portfolio of the Medical School.

### **Main Duties/Responsibilities:**

- ▶ Teach a biomedical science or sciences in highly interactive ways to students in the Medical School using a variety of methods including large group and small group teaching, and online materials. Collaborate with colleagues, including those from other disciplines and particularly clinical staff, to achieve integrated teaching sessions. Initially responsibilities will focus on the MBChB and BSc programmes.
- ▶ Lead the operational planning and management of science teaching and assessment for one block or module of the curriculum, while balancing competing pressures to ensure teaching sessions are well organised and pedagogically sound and make good use of resources.
- ▶ Contribute to the evaluation, quality management and quality enhancement of relevant blocks or modules and to writing the quality management reports. Communicate review findings and planned enhancements clearly and in a timely manner to students and colleagues and disseminate good practice particularly through reports to curriculum committees.
- ▶ Develop and supervise a student selected component within the MBChB programme as required.
- ▶ Design, create and mark formative and summative assessments and examination papers, provide constructive feedback and act as an assessor in practical examinations when necessary.
- ▶ Invigilate assessments and end of year examinations as required.
- ▶ Provide academic support and advice to Medical School students.
- ▶ Undertake academic administration relevant to the needs of the post.

### **Further responsibilities at Senior Lecturer level**

- ▶ Lead curriculum development and innovation in teaching, learning and assessment in a block, module or new course, within the guidance set by the Programme Committee, and work with colleagues to create an effective integrated curriculum within the programme that truly engages students in interactive learning. Collaborate with colleagues, including those from other disciplines and particularly clinical staff, to achieve these ends.
- ▶ Set assessment standards and monitor student progress against these standards for own area of responsibility.
- ▶ Take a lead in quality measures within the relevant blocks of teaching and share responsibility for the regular evaluation and development in terms of content, delivery and assessment. Use evaluation information to continuously improve the quality of the achieved learning and the student experience. And contribute to external audits of the programme.
- ▶ Offer expert advice, mentoring support and supervision to teaching colleagues, particularly new staff and those with less experience.

## **SCHOLARSHIP/RESEARCH**

### **Responsibilities at Lecturer and Senior Lecturer Level**

- ▶ Develop, conduct and manage own and collaborative research projects in order to be REF returnable, ideally within the areas of women's health, mental health or vascular diseases.
- ▶ Publish research in high impact journals.
- ▶ Present findings at conferences.
- ▶ Contribute to raising funding for research projects.

- ▶ Supervise post-graduate research students (PhD, MD, MSc) and undergraduate projects.
- ▶ Apply knowledge from research to teaching and other activities and act as a subject expert internally.

#### **Further responsibilities at Senior Lecturer level**

- ▶ Develop proposals for research within the School's portfolio and act as a principal investigator within the School's lines of research such as women's health, mental health or vascular diseases, in order to be REF returnable.
- ▶ Lead on seeking funding possibilities and preparing proposals for external funding for research.
- ▶ Publish in internationally renowned, high impact journals.
- ▶ Foster interdisciplinary links across the University, engage in knowledge transfer and scholarship nationally and internationally, and present at international meetings.
- ▶ Contribute to the School's research strategy.
- ▶ Act as a referee and contribute to peer assessment.

### **ADDITIONAL RESPONSIBILITIES**

#### **Responsibilities at Lecturer and Senior Lecturer Level**

- ▶ Carry out specific management and teaching roles in the School as may be reasonably required e.g. Block Lead, Personal Tutor, preparing accreditation documents for the General Medical Council, timetabling, and admissions.
- ▶ Maintain awareness of current trends in undergraduate medical education, update own subject knowledge, and develop own teaching expertise.
- ▶ Contribute to and manage, as required, staff seminars or cross-School activities, and events such as Open Days for undergraduate and postgraduate recruitment.
- ▶ Undertake such other duties as may be reasonably requested as the School develops, and that are commensurate with the nature and grade of the post.
- ▶ Engages in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensures and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carries out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promotes equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

#### **Further responsibilities at Senior Lecturer level**

- ▶ Coordinate and supervise the work of others, and line manage colleagues as required.
- ▶ Identify and propose strategic developments within areas of responsibility, for example research, student recruitment, curriculum development, new course development and student support.
- ▶ Contribute to and Chair School and University committees, as required, and develop networks within the University, nationally and internationally to act as external examiners or reviewers, to influence opinions and decisions, and to develop research.

## Person Specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<b>Lecturer and Senior Lecturer</b> <ul style="list-style-type: none"> <li>• A medical degree or a good honours degree in a relevant scientific discipline.</li> <li>• A doctorate in a relevant scientific discipline</li> </ul>	Application form
<b>Experience</b>	<b>Lecturer and Senior Lecturer</b> <ul style="list-style-type: none"> <li>• Accomplished teaching of science in an undergraduate programme using evidence-informed interactive approaches for large and small groups and incorporating information technology.</li> <li>• Evidence of ongoing high-quality research in a relevant branch of the medical sciences with outputs published in high impact journals.</li> </ul> <b>Senior Lecturer</b> <ul style="list-style-type: none"> <li>• Curriculum and assessment development and educational management that ensures well-organised delivery with continuous quality improvement.</li> <li>• Lead or principal investigator in research projects with success in seeking external research funding and grants</li> </ul>	Application form, interview and presentation
<b>Aptitude and skills</b>	<b>Lecturer and Senior Lecturer</b> <ul style="list-style-type: none"> <li>• A flexible approach to working to meet deadlines within tight time schedules, able to take the initiative but seeks advice as necessary, prioritises, and copes with pressure.</li> <li>• Excellent team-working and interpersonal skills, demonstrating empathy for colleagues and students.</li> <li>• Ability to lead and manage delegated projects, advising colleagues and coordinating their work.</li> <li>• Competence in IT and internet usage, especially for e-learning.</li> <li>• Excellent communication and presentation skills, with ability to communicate complex ideas through a variety of media including</li> </ul>	Application form, Interview and presentation

	Essential	Method of assessment
	<p>written proposals, grant applications and reports.</p> <p><b>Senior Lecturer</b></p> <ul style="list-style-type: none"> <li>• Ability to think strategically and to innovate especially within research and teaching.</li> <li>• Empathic, collaborative and supportive leadership with an ability to motivate colleagues and students and form effective and positive teams and inter-team working.</li> </ul>	
<b>Training and Development</b>	<p><b>Lecturer and Senior Lecturer</b></p> <ul style="list-style-type: none"> <li>• A willingness to undertake peer review of teaching, respond constructively to feedback, undertake further training as appropriate and adopt new procedures as required.</li> <li>• A willingness to undertake a Postgraduate Certificate in Teaching and Learning in Higher Education, or equivalent qualification including Fellowship of the Higher Education Academy, if not already obtained.</li> </ul> <p><b>Senior Lecturer</b></p> <ul style="list-style-type: none"> <li>• A willingness to pursue training and experience to apply for Senior Fellowship of the Higher Education Academy, if not already obtained.</li> </ul>	Application form and interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• A commitment to University Citizenship, to further the good standing of Aston University, and to observe all the University's policies including the Equal Opportunities Policy.</li> <li>• Ability to attend the University as and when required for scheduled teaching, relevant meetings and student support.</li> </ul>	Interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	<p><b>Lecturer and Senior Lecturer</b></p> <ul style="list-style-type: none"> <li>• Postgraduate Certificate in Teaching &amp; Learning in Higher Education, or equivalent qualification including Fellowship of the Higher Education Academy.</li> </ul>	Application form

	Desirable	Method of assessment
	<b>Senior Lecturer</b> <ul style="list-style-type: none"> <li>Senior Fellowship of the Higher Education Academy.</li> </ul>	
<b>Experience</b>	<b>Lecturer and Senior Lecturer</b> <ul style="list-style-type: none"> <li>Teaching medical students and in postgraduate programmes.</li> <li>Scholarship in medical education through innovative curriculum development, educational management or publishing.</li> <li>Extensive experience in assessment and setting standards in an undergraduate programme.</li> </ul>	Application form, and interview

## How to apply

You can apply for this role online via our website [www.aston.ac.uk/jobs](http://www.aston.ac.uk/jobs). Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, any CV's sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact Information

### Enquiries about the vacancy:

Name: Mrs Janet Drury  
 Job Title: Academic Administrator  
 Tel: +44 (0) 121 204 4585  
 Email: [j.m.drury@aston.ac.uk](mailto:j.m.drury@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4306

## Additional Information

Visit our website [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr) for full details of our salary scales and benefits Aston University staff enjoy

**Salary Scales:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/>

**Benefits:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/>

**Working at Birmingham:** <http://www.aston.ac.uk/birmingham/city-living/>



**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form.

**Data Protection Act 1998:** Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name

Full details of our terms and conditions of service and associated policies and procedures are available



