



OPPORTUNITY

Where change
gets real.



Reference: 0334-24

Grade: 9

Salary: £45,585 to £54,395 per annum (pro rata), depending on experience

Contract Type: Fixed term (24 months)

Basis: Part time - 14.6 hours per week (0.4 FTE)

Job description

To develop and enhance aspects of the teaching and scholarly activities of the school, with a focus on the practice of pharmacy in all near-patient settings. In addition, to develop links with our external partners across all sectors of pharmacy and healthcare to advance the clinical capabilities of our students and to support our students in the development of their professional identities.

Main duties and Responsibilities

- ▶ To contribute to the development of and innovation in teaching and assessment within pharmacy, including the promotion of contemporary, evidence-based best practice.
- ▶ To contribute to the proactive evidence-based review and development of the Pharmacy School's curricula and extra-curricular activities.
- ▶ To be responsible for the evaluation, design, and delivery of specific areas of teaching and assessment within the Pharmacy School's undergraduate and postgraduate programmes.
- ▶ To provide support and advice to undergraduate and postgraduate students, including acting as a personal tutor.
- ▶ To undertake academic administration relevant to the needs of the programmes, School, and College.
- ▶ To form strategic contacts with colleagues from across the University, and with the NHS and other relevant professional external organisations at a local and national level.
- ▶ To engage in quality management and enhancement processes, including peer review and continuous training and development programmes in the University (e.g. through Staff Development), which are consistent with the needs of the post.
- ▶ To ensure and promote the personal health, safety, and wellbeing of staff and students.
- ▶ To promote equality of opportunity, and support diversity and inclusion, as well as working to support the University's environmental sustainability agenda and practices.
- ▶ To work within Aston University regulations, policies, and procedures, at all times upholding the vision and values of the University.
- ▶ To act as a role model for Aston Pharmacy School staff and students.
- ▶ To maintain registration as a pharmacist with the GPhC and adhere to the Standards for Pharmacy Professionals.
- ▶ To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Teaching and Learning

- ▶ To teach students at different levels as appropriate including foundation, undergraduate and postgraduate students, and to carry out the associated examining processes.
- ▶ To be responsible for the design and content of specific areas of teaching and learning within the School's teaching Programmes, identifying areas in need of revision or improvement.
- ▶ To co-ordinate and supervise the activity of teaching teams as appropriate, ensuring that the programme meets quality standards, monitoring delivery and student progress.
- ▶ To provide academic support, pastoral care and advice to foundation, undergraduate and postgraduate students.
- ▶ To informally and formally mentor junior colleagues in effective teaching practice.
- ▶ To cooperate with colleagues across disciplines in the continuous review and development of Programmes and the curriculum.

- ▶ To use and promote the use of a range of methods and techniques in teaching, learning and assessment including pursuing digital and modern methods of delivery.
- ▶ To engage in supporting and promoting quality assurance measures within the University e.g., by evaluation and development of a range of modules or within a subject area in terms of content, delivery, and assessment as well as reviewing delivered modules, setting, and receiving student feedback questionnaires.
- ▶ To innovate in teaching, demonstrate continuous professional development and critical reflective practice.

Research

- ▶ To pursue and develop pedagogical research consistent with the teaching priorities and strategy of the School.
- ▶ To publish the outcomes of research in professional journals, textbooks and at professional conferences and seminars etc.
- ▶ To disseminate the findings of pedagogical research to colleagues within and beyond the School.
- ▶ To develop proposals and secure competitive external funding as relevant to the subject discipline
- ▶ To collaborate in initiatives with colleagues in and beyond the School, including University-wide multi-disciplinary groups, as appropriate.

External Engagement

- ▶ To develop student placement schemes with companies and research institutions both in the UK and overseas.
- ▶ To contribute to businesses, the public sector, and communities e.g., through innovation, knowledge transfer, cultural enrichment, advising government bodies, contributing to, and influencing government (UK or overseas) policymaking and standards.
- ▶ To enhance the University's reputation with professional/scholarly bodies by participating in existing networks and by developing new links capable of demonstrating impact.
- ▶ To represent the interests of the subject and School via activities to raise the regional, national, and international profile, particularly with the professions, schools, and businesses.

Citizenship

- ▶ To carry out specific School roles and functions as may be reasonable required e.g., Module Leader, Personal Tutor.
- ▶ To manage own teaching, scholarship, and administrative activities.
- ▶ To provide pastoral care and support to students.
- ▶ To act as personal tutor providing first line support to students.
- ▶ To take part in and, if required, manage staff seminars, cross-departmental activities, and events e.g., Open Days, Sixth Form Conferences etc.
- ▶ To contribute to Academic Department meetings and on occasion, act as chair of one or more of the School committees, these responsibilities being equitably distributed across the academic staff.
- ▶ To display and promote Aston values through own actions and behaviour.
- ▶ To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Additional responsibilities

- ▶ Engage 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.

- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters, and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	<p>GPhC registration.</p> <p>Recognised teaching qualification at the appropriate level e.g., PG Cert in Professional Practice in Higher Education (or equivalent)/Fellowship of Advance HE (formerly known as the Higher Education Academy), or a willingness to undertake such a qualification when in post.</p>	Application form
Experience	<p>Post-registration experience in pharmacist education and training.</p> <p>Post-registration experience in near-patient practice.</p>	Application form and interview
Aptitude and skills	<p>Good oral, written communication & presentation skills.</p> <p>Good IT skills and an ability to harness IT as a teaching tool.</p> <p>Have excellent problem-solving skills.</p> <p>Ability to support the learning of undergraduate and postgraduate students.</p> <p>Ability to lead on aspects of programme development.</p> <p>Ability to develop internal and external networks that will raise the profile of the School/University.</p> <p>Ability to provide counselling and advice to undergraduate and postgraduate students from diverse backgrounds.</p> <p>Awareness of student support needs.</p>	Application form and interview

	Essential	Method of assessment
	<p>Ability to work under pressure, prioritise tasks and meet deadlines.</p> <p>Ability to use initiative and work independently when necessary.</p> <p>Ability to work effectively as part of a team.</p> <p>A commitment to CPD and to undertake further training as appropriate.</p> <p>Ability to work flexibly and with resilience, and a with a willingness to challenge and innovate.</p> <p>Willingness to participate in occasional weekend activities such as recruitment days.</p>	

	Desirable	Method of assessment
Experience	<p>Postgraduate qualification (PG Cert or higher) in Advanced Clinical Practice.</p> <p>An Independent Prescribing qualification.</p> <p>Senior/Principal Fellowship of Advance HE (formerly known as the Higher Education Academy).</p>	Application form and interview
Aptitude and Skills	<p>Post-registration experience in academia.</p> <p>Experience of curriculum design, review and implementing innovative ideas.</p> <p>Experience of using VLEs as a learning tool e.g., Blackboard.</p> <p>Experience of course management at the module (or equivalent) or programme level.</p> <p>Experience of programme design.</p> <p>Experience of PSRB accreditation processes.</p> <p>Experience of contributing to university citizenship.</p>	Application form and interview

How to apply

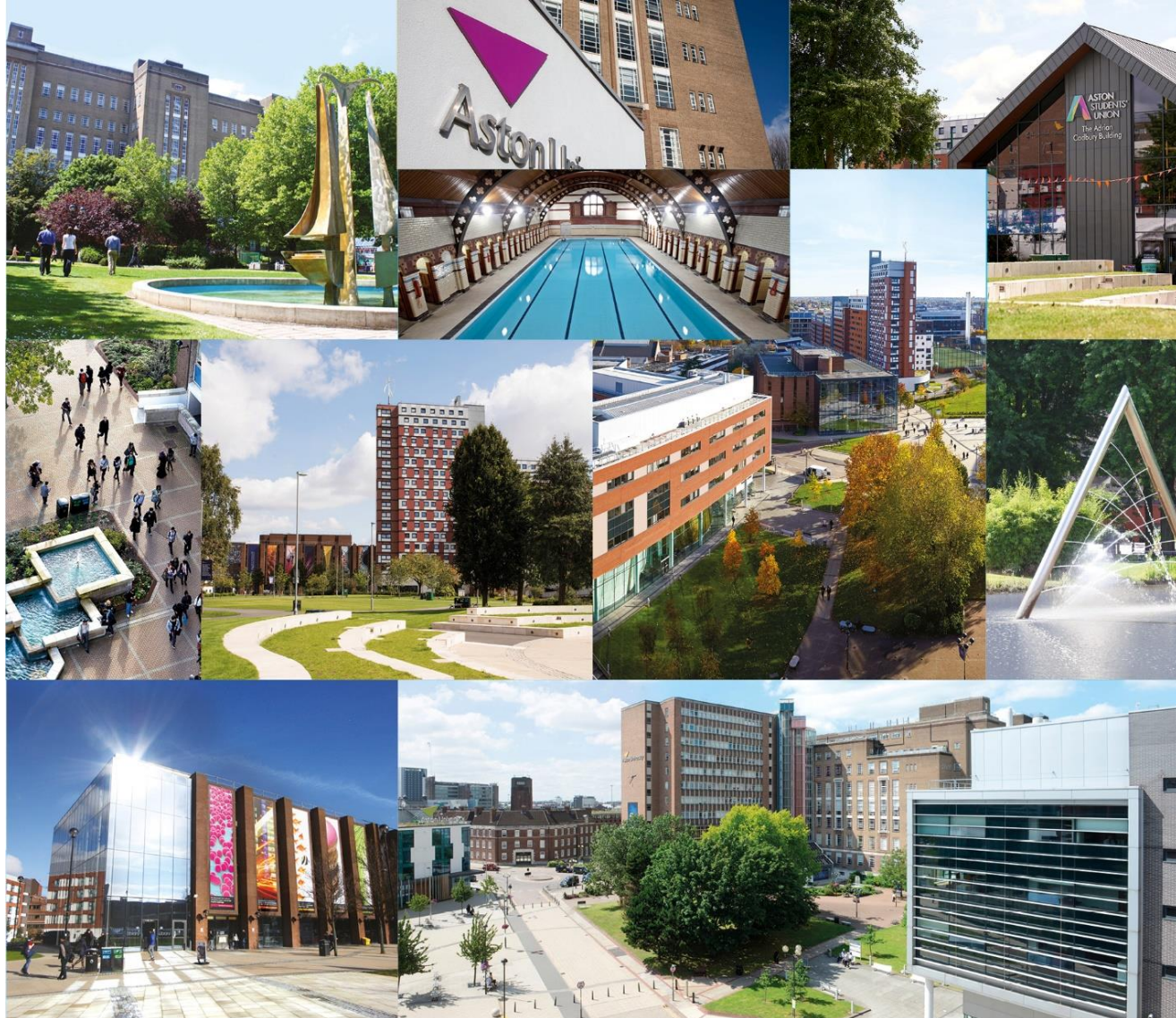
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59pm on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV 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 jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Dr Joe Bush

Job Title: Head of Aston Pharmacy School

Email: j.bush2@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits
Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

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: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our [candidate immigration page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS): If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our [candidate immigration page](#).

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The [Midland Landlord Accreditation Scheme](#) provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as [Rightmove](#) or [Zoopla](#).

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 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.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. 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.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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