



Candidate Information

Position:	Lecturer (Education) (Adult)
School/Department:	Nursing and Midwifery
Reference:	20/108394
Closing Date:	Wednesday 11 November 2020
Salary:	AC2 £36,914 to £40,322 AC3 £41,526 to £51,034
Anticipated Interview Date:	Tuesday 8 December 2020

Job Purpose:

Both the AC2 and AC3 Lecturer will undertake teaching in the area of Adult Nursing at undergraduate and postgraduate level, will develop or maintain a portfolio of appropriate scholarly activity and contribute to the School's academic development and quality assurance processes.

The AC3 Lecturer will develop innovations in teaching, learning and quality assurance processes and contribute to School administration and outreach activity.

Teaching

The AC2 and AC3 Lecturer is expected to undertake the following duties in relation to teaching:

1. Deliver a range of teaching and assessment activities in Adult Nursing within an established academic programme including lectures, setting/marking coursework, practicals, and field work to undergraduates and postgraduates.
2. Select appropriate assessment instruments and criteria, assess the work and progress of students with reference to those criteria and provide constructive feedback to students.
3. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
4. Supervise practical work where it is part of the course and advise students on techniques.
5. Plan and develop independent teaching contributions and contribute to the design or revision of course units.
6. Help to develop appropriate teaching approaches and contribute to curriculum development.

In addition to the above the AC3 Lecturer is expected to undertake these additional teaching duties:

7. Develop and use a range of appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
8. Develop approaches to teaching and learning, which are appropriate for Adult Nursing and reflect developing practice.
9. Contribute to the enhancing the quality of teaching within Adult Nursing, School or Faculty.

Scholarly Activity

The AC2 and AC3 Lecturer is expected to undertake the following duties in relation to Scholarly activity:

1. Engage in scholarly activity e.g. participate in conferences, external funding applied for, book reviews and teaching/professional materials published.
2. Develop networking links with relevant professional bodies to ensure that own teaching reflects current best practice in Adult Nursing.
3. Maintain and develop teaching and subject expertise.

In addition to the above Scholarly activity duties AC3 Lecturer is expected to undertake this additional duty:

4. Develop proposals and prepare, in collaboration with others, funding bids for external contract work that might involve, for example, publishing materials for use within a profession.

Administration/Contribution to Community

The AC2 and AC3 Lecturer is expected to undertake the following duties in relation to Administration/Contribution to Community:

1. Contribute to the School's outreach strategy by developing external links and contribution to Open Days and other course promotional events.

2. 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.
 3. Carry out designated routine School administrative duties, including, for example, committee work, course administration, etc.
 4. Be responsible for the record-keeping associated with teaching and the preparation of teaching materials.
- In addition to the above Administrative/Contribution to Community duties the AC3 Lecturer is expected to undertake the following additional duties:

5. Contribute significantly to the development and running of the School such as taking on appropriate School co-ordinating roles, assisting in the process of admissions, preparation of submission for teaching quality assessment etc.
6. Act as a personal tutor and link lecturer for students within the discipline of Adult nursing to ensure, as far as practicable, that relevant issues are dealt with in a timely, sympathetic and effective manner.

Planning and Organising

The AC2 and AC3 Lecturer is expected to undertake the following duties in relation to Planning and Organising:

1. Plan and manage own teaching and tutorials as agreed with Head of School/mentor.
2. Modules are designed/updated in line with School's teaching strategy.

In addition to the above Planning and Organising duties the AC3 Lecturer is expected to undertake the following additional duties:

1. As module co-ordinator, liaise with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
2. Plan for and set teaching objectives over a number of years.
3. Manage projects relating to own area of work.

Resource Management Responsibilities

The AC2 and AC3 Lecturer is expected to undertake the following duties in relation to Resource Management Responsibilities:

1. Manage teaching resources, laboratories and workshops as required.
2. Act as mentor for students.

In addition to the above Resource Management Responsibilities duties the AC3 Lecturer is expected to undertake the following additional duties:

3. Mentor colleagues with less experience and advise on personal development.
4. Depending on the area of work, could supervise the work of others.
5. Manage own teaching and administrative demands under general supervision of Head of School.
6. Assist in the development of skills and competence in others (for example through the supervision of Teaching Assistants).

Internal and External Relationships

The AC2 and AC3 Lecturer is expected to undertake the following duties in relation to Internal and External Relationships:

1. Membership of the School Board and Examination Board and such committees relevant to their administrative duties.
2. Collaborate with other staff within School.
3. Involved in developing links or joining external networks to share information and ideas.
4. Contribute to the School's outreach programme by establishing links with local community groups, industries, etc.

In addition to the above Internal and External relationship duties the AC3 Lecturer is expected to undertake the following additional duty:

5. Participate in and develop networks, for example to identify sources of funding, contribute to student recruitment, secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.

Essential Criteria:

1. Primary degree in Nursing or a related subject. (AC2 and AC3 criteria).
2. Higher degree (Masters or equivalent in a relevant subject area) (AC2 and AC3 criteria).
3. Current registration status with the Nursing & Midwifery Council as a Registered Adult Nurse or possession of the qualifications required for such registration. (AC2 and AC3 criteria).
4. Evidence of continuing professional development. (AC2 and AC3 criteria).
5. Evidence of scholarly activity e.g. conference paper presentations, external funding secured, book reviews published, writing practice manuals, publication of professional materials. (AC3 criteria only)
6. Experience of lecturing or teaching, commensurate with stage of career (AC2 and AC3 criteria).
7. Minimum of 3 years clinical experience in Adult Nursing (AC 2 & 3 criteria).

8. Experience of student mentorship / or pastoral tutor. (AC2 3) criteria).
9. Experience of contribution to broader management and administrative processes. (AC2 and AC3 criteria).
10. Relevant academic administrative/management experience (AC3 criteria only).
11. Relevant leadership experience in clinical/academic role. (AC3 criteria only).
12. Good organisational skills with the ability to work on own initiative. (AC2 and AC3 criteria).
13. Understanding of resource management processes and skills to apply them effectively. (AC2 and AC3 criteria).
14. Ability to use IT to communicate and educate. (AC2 and AC3 criteria).
15. Good communication skills with the ability to impart complex information concisely and clearly. (AC2 and AC3 criteria).
16. Effective interpersonal skills to liaise with students and colleagues. (AC2 and AC3 criteria).
17. Ability to work independently with a high level of motivation whilst also working in a team (AC2 and AC3 criteria).
18. Professional demeanour that effectively role models appropriate behaviours. (AC2 and AC3 criteria).
19. Ability to work flexibly and adapt to changing circumstances. (AC2 and AC3 criteria).
20. Ability to encourage commitment to learn in others. (AC2 and AC3 criteria).
21. Demonstrable analytic and problem solving capability. (AC2 and AC3 criteria).
22. Appointment to this post is subject to the successful candidate's Enhanced Criminal Record Check. (AC2 and AC3 criteria).
23. Must be prepared to travel when required (AC2 and AC3 criteria).

Desirable Criteria:

1. Completion of a PGCHET (or equivalent) or HEA membership (AC2 and AC3 criteria).
2. Doctoral degree in Nursing or related subject (AC2 and AC3 criteria).
3. Experience in developing a programme of educational research. (AC3 criteria only).
4. Experience of module co-ordination (AC3 criteria only).
5. Teaching experience at undergraduate and / or postgraduate level in Nursing (AC3 criteria only).
6. Minimum of 2 years clinical experience in Adult Nursing within the last 5 years. (AC 2 criteria only).
7. Experience of educational quality assurance mechanisms (AC3 criteria only).
8. Evidence of good teaching evaluations (AC3 criteria only).
9. Experience of a range of assessment methodologies (AC3 criteria only).
10. Ability to design course materials and to plan and organise the delivery and assessment of taught courses in own specialism. (AC2 and AC3 criteria).
11. Demonstrable understanding of the complexities of marketing/selling Higher Education in either domestic or international markets (Ac3 level only).