

## Candidate Information

<b>Position:</b>	Lecturer (Ed) in Biology, Environmental Science or Sustainable Development
<b>School/Department:</b>	School of Biological Sciences
<b>Reference:</b>	20/108502
<b>Closing Date:</b>	Monday 7 December 2020
<b>Salary:</b>	£36,914 - £40,322 per annum.
<b>Anticipated Interview Date:</b>	Thursday 17 December 2020
<b>Duration:</b>	This post is available for 12 months

### JOB PURPOSE:

To teach at PGT Level as directed by the Director of Education and to make a significant contribution to the development of digital and e-learning in the School of Biological Sciences.

### MAJOR DUTIES:

#### Teaching:

1. Deliver high quality teaching and supervise undergraduate and taught postgraduate students.
2. Play a significant role in the School's development of new and innovative teaching approaches within the University's new Virtual Learning Environment.
3. Assess and examine students, and 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.
6. Contribute to the design and development of new programmes 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. Contribute to leading the School's use of digital platforms to deliver the School's educational portfolio.
10. Contribute to the enhancement of quality teaching within the School.

#### Scholarly Activity:

1. Engage in scholarly activity eg participate in conferences relevant to teaching role, publish teaching/professional materials, 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. Make a significant contribution to the development of digitisation and e-learning within the School.
2. Carry out teaching administration including module co-ordination, assessment and feedback, module review, student support, etc.
3. Be responsible for the record-keeping associated with teaching and the preparation of teaching materials.
4. Act as personal tutor for students.
5. Contribute to the School's outreach strategy undertaking outreach, recruitment and internationalisation activities.
6. Contribute as required to accreditation, curriculum and programme review, audit and other external or internal assessments.

#### Planning and Organising:

1. Plan and manage own teaching and tutorials as agreed with the line manager and the Directors of Education or nominee.
2. Liaise with colleagues (academic and support staff) about teaching and assessment to ensure student needs and expectations are met.
3. Design/update modules in line with School's teaching strategy.

4. Plan for the use of teaching resources, laboratories and workshops as appropriate.
5. Plan for specific aspects of the research programme and contribute to research group planning.
6. Coordinate and liaise with other members of the research group over work progress.

**Resource Management Responsibilities:**

1. Manage use of resources for teaching.
2. Manage own teaching and administrative demands under general supervision of assigned line manager.

**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 the School, colleagues in the Faculty and wider University.
3. Develop external links, with external examiners, accrediting bodies, etc.
4. 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. Honours degree in Biological Science, Environmental Management or Sustainable Development or related subject.
2. Higher degree (Masters or equivalent in Biological Science, Environmental Management or Sustainable Development 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/or assessing at University level in Biology, Environmental Science or Sustainable Development 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. Experience of contribution to broader management and administrative processes.
9. Evidence of administrative experience appropriate to the position of lecturer (education).
10. Ability to design course materials and to plan and organise the delivery and assessment of taught courses in own specialism.
11. Experience in using Microsoft Office 365.
12. Experience of communicating complex information effectively.
13. Excellent presentation skills.
14. High level of literacy and scientific logic.
15. Organised and attentive to detail.
16. Ability to meet deadlines.
17. Ability to work independently and experience of working effectively within a team.
18. Commitment to the development of high quality teaching, learning, and assessment materials.
19. Ability to encourage commitment to learn in others.
20. High level of analytical capability.
21. Effective interpersonal skills.
22. Willingness to travel and potentially teach away from QUB, including overseas.
23. 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. Membership of an appropriate professional and/or teaching body e.g. HEA.
4. Hold Chartered status with a relevant professional body.
5. Recent relevant experience of teaching process design.
6. Experience of designing and delivering innovative new modules.
7. Experience of outreach to promote science and engineering to the public or to schools.
8. Experience of devising, advise on and manage teaching programmes at both UG and PGT levels.