

This is a combined Job Description for Lecturer followed by Senior Lecturer in Biomedical Science

Lecturer in Biomedical Science

JOB DESCRIPTION

Title:	Lecturer in Biomedical Science
School:	Engineering, Arts, Science & Technology
Location:	University of Suffolk, Ipswich
Grade:	Grade 8; points 32 - 37
Salary:	Within the range of £35,845 to £41,526 pro rata per annum
Contract status:	Permanent
Hours of work:	0.5 FTE Part Time (hours as necessary to carry out the duties of the post)
Pension:	USS
Annual Leave entitlement:	30 days (pro rata), plus Bank Holidays and University closure days
Staff Development:	Corporate and Personal Development Programme opportunities. In addition, we also offer up to 18 days (Pro Rata), per academic year to assist you in developing your academic profile.
Reporting to:	Dean of School of Engineering, Arts, Science & Technology

Purpose of the Job:

To provide learning, teaching and assessment support to full-time and part-time students and to engage in scholarly activity and research. In addition, the post holder will take an active role in the wider work and administration of the School.

Duties of the Post:

We are actively committed to growing and supporting our diverse workforce and welcome applications from all backgrounds and communities.



The main duties and responsibilities of Lecturers at the University of Suffolk will normally include:

1. Undertake learning, teaching and assessment on our programmes of study.
2. Ensure course deliverables are relevant and reflect best practice and current thinking.
3. Respond to the pastoral care needs of students.
4. Understand contemporary issues relating to own discipline with an awareness of national/international developments.
5. Engage in subject, professional and pedagogical scholarship as required to support teaching and learning.
6. Undertake research, with the aim of producing outcomes such as publications and /or external income.
7. Raise the academic profile of University of Suffolk through the dissemination of the results of research and the development of external networks.
8. Where appropriate, contribute to consultancy, knowledge exchange and continuing professional development activity within the discipline.
9. Participate in cross-school and cross-institution networks and committees, chairing groups as necessary.
10. Participate in the recruitment of students, attending open days and contributing to recruitment materials as necessary.
11. Undertake a range of activities that contribute to the management and/or administration of the School, which may include course/programme/module leadership, year tutorship's, chairing ad hoc working groups and timetabling.
12. Undertake a range of activities linked to practice liaison and development.
13. Mentor and support colleagues as appropriate, and provide advice and guidance as to their teaching practice and personal development.
14. Create and/or adjust teaching materials and methods to ensure the University's widening participation agenda is achieved, seeking expert advice and guidance where required.
15. Ensure your own conduct, reflects the University's Equality and Diversity Policy and, where possible, supports the University's duty to promote equality.
16. Take responsibility for the health and safety of students and others, conducting risk assessments as necessary, seeking expert help and guidance as needed.
17. Where relevant, comply with relevant regulatory/professional Codes of Conduct.
18. Any other duties as may reasonably be assigned from time to time by the Dean of School or his/her nominee.

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This is a generic job description. The duties described are a guide to the work that the post holder may be required to undertake and may be changed from time to time to meet changing requirements.

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Selection Criteria – Lecturer in Biomedical Science

	Essential	Desirable
Education and Qualifications	<p>An appropriate post-graduate qualification or equivalent in Biomedical Science</p> <p>Membership of the Institute of Biomedical Science</p> <p>HCPC Registration as a Biomedical Scientist</p> <p>A recognised HE teaching qualification or a commitment to complete the Postgraduate Certificate in Academic Practice within 3 years of appointment.</p>	<p>Possession of a PhD or equivalent professional qualification in a related field.</p>
Knowledge and Expertise	<p>Knowledge and experience of the subject areas related to Biomedical Science.</p> <p>Experience of providing pastoral and academic support to students.</p> <p>Experience of teaching, learning and assessment.</p> <p>An understanding of quality assurance processes.</p> <p>The ability to use research evidence effectively.</p>	<p>Experience of working in a higher education environment.</p> <p>A track record of successful research and/or scholarship.</p> <p>A track record of educational or service innovation and professional development</p> <p>Involvement with professional body activities</p>

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	Potential to engage in relevant research and/or scholarship.	
Skills	<p>A creative, innovative and flexible approach to facilitating learning, with commitment to ensuring an excellent student experience.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to plan and organise own activity to meet objectives and deadlines.</p> <p>Flexible and able to move with the demands of the job</p>	<p>Negotiating skills</p> <p>Partnership working across professional/organisational boundaries</p> <p>Curriculum development skills.</p>

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<p>Personal Attributes</p>	<p>Excellent Team Skills and a “can do” attitude.</p> <p>A commitment to scholarship, learning and teaching, and delivering graduate employability skills through curriculum content.</p> <p>Commitment to providing students with a high quality experience.</p> <p>An understanding of the University’s strategy and values, with the ability to demonstrate behaviours that align to the values.</p> <p>An understanding of and commitment to promoting equality of opportunity.</p>	
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APPOINTMENT TERMS

This post is offered on a part time (0.5 FTE), permanent basis on the Lecturer Grade 8 of the scale 32 – 37. The salary range for the post is £35,845 to £41,526 per annum.

FLEXIBLE WORKING

We consider flexible working requests for all our vacancies, e.g. adjustments to the working location, hours, time or working on a job share basis.

We are a Top 30 Employer for Working Families 2016 and 2017, but we recognise that flexible working is not just for parents and carers. Our inclusive Flexible Working policy is open to all our staff and is designed to support our people achieve a positive work-life balance, regardless of personal circumstances.

EQUALITY, DIVERSITY AND INCLUSIVITY

The University of Suffolk is a diverse and vibrant community and is committed to providing equality of opportunity to all staff and students. Our approach is inclusive; valuing the contribution of every member of the institution and the communities we serve.

As users of the Disability Confident scheme, we guarantee to interview all applicants who declare a disability and who meet the minimum essential criteria for the vacancy.

NO SMOKING POLICY

A no smoking policy including the use of electronic cigarettes operates at all University of Suffolk premises.

INFORMAL ENQUIRIES

For informal discussions about this role, please contact Rob Ellis, Associate Professor via e-mail: r.ellis@uos.ac.uk.

APPLICATIONS

Candidates should feel free to submit additional information in the form of a CV, but should note that we will not shortlist anyone who returns an application form that is incomplete.

Closing date: Monday 23rd September 2019

Interview date: Wednesday 9th October 2019

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To apply for this post:

- Fill in the cover sheet and monitoring form on our website at www.uos.ac.uk/jobs.
- Attach a curriculum vitae and a letter of application setting out clearly how you meet the essential and desirable criteria for this post.
- Return them as Word (.doc) attachments by e-mail to: jobs@uos.ac.uk, including the post title in the e-mail subject area.

- Or by post to: **The Human Resource Team
University of Suffolk
Waterfront Building
Neptune Quay
Ipswich IP4 1QJ**

- If you are unable to apply via the website please ask for an application pack from the address above, or by phone on 01473 338351.
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Senior Lecturer in Biomedical Science

JOB DESCRIPTION

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- Title:** Senior Lecturer in Biomedical Science
- School:** School of Engineering, Arts, Science & Technology
- Location:** University of Suffolk Ipswich
- Grade:** Grade 9; points 38 to 44
- Salary:** Within the range of £42,792 to £51,034 per annum
- Hours of Work:** 0.5 FTE (hours to be worked as necessary to carry out the duties of the post)

- Contract status:** Permanent
- Pension:** USS
- Annual Leave entitlement:** 30 days (pro rata) plus Bank Holidays and University closure days

- Staff Development:** Corporate and Personal Development Programme opportunities. In addition we also offer up to 18 days per academic year to assist you in developing your academic profile.
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- Reporting to:** Dean of Engineering, Arts, Science & Technology
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- Purpose of the Job:**
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- To provide learning, teaching and assessment support to full-time and part-time students and to engage in scholarly activity and research.
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- Senior Lecturers are required to play a lead role in the development of their discipline and will contribute to the management of relevant activities of the School.
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- Duties of the Post:**
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- The main duties and responsibilities of Senior Lecturers at University of Suffolk will normally include:
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- Undertake and lead learning, teaching and assessment on our programmes of study.
- Maintain a high profile outside the University, recognised nationally and/or internationally, disseminating results of research and scholarly activity internally and externally.
- Undertake research with the aim of producing outcomes such as publications and/or external income.
- Engage in subject, professional and pedagogical scholarship as required to support teaching and learning.
- As appropriate, engage in consultancy, knowledge exchange and CPD activity within own discipline.
- Lead the delivery of learning, teaching and assessment within your discipline through, for example, sharing current best practice, course leadership, planning work programmes for others and undertaking appraisals of others.
- Understand contemporary issues relating to your discipline, with an awareness of national/international developments.
- Contribute to the academic management of the School, contributing to strategic decisions, providing advice about performance matters and identifying and progressing opportunities for development.
- Lead and develop internal networks, for example by chairing or participating in institutional committees.
- Undertake project and development work to support business need.
- Take a lead role in the development of effective and productive links with external contacts such as academic bodies, employers and regulatory/professional bodies.
- Ensure course deliverables are relevant and reflect best practice and current thinking.
- Respond to the pastoral care needs of students, seeking help and support from specialists as necessary.
- Participate in the recruitment of students, attending open days and contributing to recruitment materials as necessary.
- Mentor and support colleagues and provide advice and guidance as to their teaching practice and personal development.

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- Create and/or adjust teaching materials and methods to take into account the needs of students with disabilities or other special needs, seeking expert advice and guidance where necessary.
- Ensure own conduct, particularly teaching practice and content, reflects University of Suffolk's Equality and Diversity Policy and, where possible, supports University of Suffolk's duty to promote equality.
- Organise and oversee student placements, projects and field trips.
- Take responsibility for the health and safety of students and others, conducting risk assessments as necessary, seeking expert help and guidance as needed.
- Where relevant, comply with relevant regulatory/professional Codes of Conduct.
- Any other duties as may reasonably be assigned from time to time by the the Dean of School or nominee.
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- This is a generic job description. The duties described are a guide to the work that the post holder may be required to undertake and may be changed from time to time to meet changing requirements.*
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Selection Criteria- Senior Lecturer in Biomedical Science

	Essential	Desirable
Education and Qualifications	<p>An appropriate higher degree or equivalent in Biomedical Science as well as significant professional experience.</p> <p>Membership of the Institute of Biomedical Science</p> <p>HPCPC Registration as a Biomedical Scientist</p> <p>A recognised HE teaching qualification or a commitment to complete the Post-graduate Certificate in Academic Practice (PGCAP) within 3 years of appointment.</p>	<p>PhD or equivalent professional qualification in a related field.</p> <p>Chartered Scientist Status (CSci)</p>

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<p>Knowledge and Expertise</p>	<p>Relevant contemporary knowledge and expertise.</p> <p>Experience of teaching across a range of settings and levels.</p> <p>Experience of overseeing learning and assessment.</p> <p>A recent and relevant track record of continuing successful research and scholarly activity that adds value and enhances understanding of the relevant discipline(s).</p> <p>Experience of translating contemporary issues into initiatives to enhance the student experience.</p> <p>A track record of educational innovation and/or professional developments.</p>	<p>A track record of improving and maintaining student retention and achievement.</p> <p>Experience as a mentor.</p> <p>Experience of designing new programmes of learning.</p> <p>Experience of quality assurance processes in relevant HE disciplines.</p> <p>A track record of involvement with professional body activities</p>
<p>Skills</p>	<p>A creative, innovative and flexible approach to facilitating learning, with commitment to ensuring an excellent student experience</p> <p>Excellent teaching skills, underpinned by outcomes and through external verification.</p> <p>Excellent communication skills (written and oral).</p> <p>Planning skills.</p> <p>Partnership working across professional/organisational boundaries.</p>	<p>Negotiating skills</p> <p>Evidence of creativity in relevant contexts.</p>

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<p>Attitude</p>	<p>Excellent Team Skills and a “can do” attitude.</p> <p>An understanding of and commitment to equality of opportunity, and the ability to promote equality through the delivery of teaching and learning.</p> <p>Commitment to providing students with an appropriate and professional role model.</p> <p>An understanding of the University’s strategy and values, with the ability to demonstrate behaviours that align to the values.</p> <p>An understanding of and commitment to promoting equality of opportunity.</p> <p>Open to new ways of working.</p>	
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APPOINTMENT TERMS

This post is offered on a part-time, 0.5 FTE permanent basis.

- The salary range for the post is £42,036 - £50,132 per annum. Annual leave allowance is 30 days (pro rata) per year, plus Public Holidays and planned University closure days.

FLEXIBLE WORKING

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Or by post to: **The Human Resource Team**
University of Suffolk
Waterfront Building
Neptune Quay
Ipswich IP4 1QJ

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