

# Job Description & Person Specification

Academic and Research roles

## JOB DESCRIPTION

<b>Job title</b>	Lecturer
<b>School/Department</b>	Health and Life Sciences
<b>Division (if applicable)</b>	Adult Nursing Community and Health
<b>Programme (if applicable)</b>	
<b>Location</b>	Lanarkshire
<b>Reporting to</b>	Senior Lecturer (Adult Nursing Community and Health Division)
<b>UWS grade</b>	AC3
<b>FTE</b>	1.0

### Job summary

<p>Contribute to the enhancement of the student experience.          Delivery of the learning teaching and assessment strategies for undergraduate and postgraduate programmes in the Adult Nursing, Community and Health Division as well as contributing to the wider educational portfolio through subject specialism.          Provide academic and pastoral support to students within academic and practice learning environments          Contribute to research and commercial activity.</p>
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### People & finance responsibilities

<b>People</b>	The post holder may provide mentorship for academic and research staff.
<b>Finance</b>	There are no budgetary responsibilities for this post

### Key activities

<p><u>Teaching and Learning</u></p> <ul style="list-style-type: none"> <li>• Contribute to the delivery of a range of programmes of study at various levels within Adult Nursing and Healthcare Division, including the role of programme leader.</li> <li>• Delivery of teaching, learning and assessment strategies across a range of modules</li> <li>• In collaboration with the Head of Division/ Senior Lecturers, contribute to the academic management of programmes and modules.</li> <li>• Utilise a range of approaches to support student learning, teaching and assessment including eLearning, clinical simulation and traditional tutorial/lectures.</li> <li>• Contribute to development of the local, national and international research profile of the school portfolio.</li> </ul>
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- Actively engage in and seek out commercialisation and knowledge exchange opportunities.
- Maintain appropriate scholarly and research activity to ensure research informed teaching is delivered.
- In collaboration with the Head of Division/ Senior Lecturers, contribute to the school marketing, recruitment and selection processes.
- Contribute to the quality assurance process through module review and other internal and external processes including liaison with external examiners.
- In collaboration with the Head of Division/ Senior Lecturers, develop new programmes and modules when required.
- Provide academic support within module teams
- Provide pastoral support through the Personal Tutor role.
- Provide Quality Assurance Academic support to practice learning environments to ensure contemporary approaches to practice learning are embraced
- Represent the Division/School at appropriate external partnership and professional meetings.
- Ensures student files, progress notes, academic records are maintained accurately.
- Attends appropriate internal quality assurance and academic development sessions.
- Maintains scholarly activity to ensure academic and professional standards are maintained.
- Carry out other duties as required by the Head of Division/ Senior Lecturers, as is reasonable within the scope of the post.

### **Research and Enterprise**

- Develop research objectives and proposals for own or joint research, with the assistance of a mentor if required.
- Conduct individual and collaborative research projects.
- Continually update knowledge and understanding in field or specialism.
- Translate knowledge of advances in the subject area into the course of study.
- Develop and support the delivery of enterprise and/or consultancy and commercial activities, and continuing professional development initiatives, undertaken by the Division and wider school.

### **Job scope**

<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• Through annual appraisal processes/ activity planning, contribute to the planning of delivery of a range of programmes of study at various levels within the Division.</li> <li>• In collaboration with the Head of Division/Senior Lecturers, and relevant Programme Leaders, deliver teaching, learning and assessment strategies across a range of modules.</li> <li>• Prepare for and undertake staff development to provide a range of approaches to support student learning, teaching and assessment including eLearning, clinical simulation and traditional tutorial/lectures.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Contribute to development of the local, national and international research profile of the Division.</li> <li>• Actively engage in and seek out commercialisation and knowledge exchange opportunities.</li> <li>• Plan appropriate scholarly and research activity to ensure research informed teaching is delivered.</li> <li>• Contribute to marketing, recruitment and selection processes within the School.</li> <li>• Contribute to the quality assurance process through module review and other internal and external processes including liaison with external examiners.</li> <li>• In collaboration with the Head of Division/ Senior Lecturers, develop new programmes and modules when required.</li> <li>• Timetable academic support sessions within module teams.</li> <li>• Undertake timely and efficient administration to ensure that the student file, progress notes and academic records are maintained accurately.</li> <li>• Attends appropriate internal quality assurance and academic development sessions.</li> <li>• Maintains scholarly activity to ensure academic and professional standards are maintained.</li> <li>• Carry out other duties as required by the Adult Nursing and Healthcare Head of Division/ Senior Lecturers, as is reasonable within the scope of the post.</li> </ul>
<b>Decision making</b>	<ul style="list-style-type: none"> <li>• Decision making to address teaching and research related activity including module delivery</li> </ul>
<b>Working relationships – Liaison and Networking</b>	<ul style="list-style-type: none"> <li>• Works across a range of programmes within the, liaising with colleagues as required to ensure delivery of the subject area.</li> <li>• Liaise with a range of practice learning environments and their representatives to ensure partnership collaboration in programme delivery and enhancement.</li> <li>• Liaise with external examiners and respond to external examiner module reports.</li> </ul>
<b>Working relationships – Communication</b>	<ul style="list-style-type: none"> <li>• Liaise with the Head of Division/ Senior Lecturers, and relevant Programme Leaders on programme related matters.</li> <li>• Maintain effective relationships with academic colleagues, students and other stakeholders at all levels, both internally and externally.</li> </ul>
<b>Working relationships – Teamwork</b>	<ul style="list-style-type: none"> <li>• Be able to work individually and as part of the module/programme team(s)</li> </ul>
<b>Working relationships – Pastoral Care</b>	<ul style="list-style-type: none"> <li>• Schedule pastoral support sessions throughout the academic session and provide additional support as requested by student through the Personal Tutor role.</li> <li>• Refer student to sources of further help and support, in line with University Student Support Services.</li> </ul>

<b>Working relationships – Managing People</b>	<ul style="list-style-type: none"> <li>• Provide Quality Assurance Academic support to practice learning environments to ensure contemporary approaches to practice learning are embraced</li> <li>• Represent the School at appropriate external partnership and professional meetings.</li> <li>• Provide mentorship for academic and research staff</li> <li>• No direct line management responsibilities</li> </ul>
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## PERSON SPECIFICATION

### Qualifications

			<b>Evidence</b> A = Application I = Interview
<b>Essential</b>	<b>QE1</b>	Professional registration (NMC or HCPC)	A
	<b>QE2</b>	Relevant Masters degree (or higher educational qualification)	A
<b>Desirable</b>	<b>QD1</b>	Doctoral Level qualification (Or working towards)	A
	<b>QD2</b>	Post graduate teaching qualification	A
	<b>QD3</b>	HEA Fellowship	A

### Experience

			<b>Evidence</b> A = Application I = Interview
<b>Essential</b>	<b>EE1</b>	Sufficient breadth or depth of specialist knowledge and experience in the discipline to work within established research/teaching programmes.	A + I
	<b>EE2</b>	Support the delivery of education and learning in the health and social care environment.	A + I
	<b>EE3</b>	Has supervised and assessed/contributed to the assessment of students in practice	A + I
<b>Desirable</b>	<b>ED1</b>	Evidence of experience of working in Higher Education	A

### Skills

			<b>Evidence</b> A = Application I = Interview
<b>Essential</b>	<b>SE1</b>	Ability to communicate effectively.	A + I
	<b>SE2</b>	Evidence of ability to work in a team and on own initiative	A + I
	<b>SE3</b>		A

	<b>SE4</b>	Appropriate IT skills for effective teaching/research and administrative contributions.	A + I
	<b>SE5</b>	Effective organisation of allocated tasks and activities.	A
	<b>SE6</b>	Experience of research, teaching and/or consulting skills	I
	<b>SE7</b>	Understand and adhere to Health & Safety procedures and minimise risk to others through knowledge of such procedures, seeking advice where required.	I
	<b>SE8</b>	Engage in continuous professional development at an individual and Institutional level.	A
<b>Desirable</b>	<b>SD1</b>		

## Knowledge

			<b>Evidence</b> A = Application I = Interview
<b>Essential</b>	<b>KE1</b>	Ability to demonstrate up to date knowledge, understanding and experience of contemporary adult nursing/ health and social care practice in order to contribute to the development of undergraduate and postgraduate teaching and research materials	A + I
	<b>KE2</b>	Understand contemporary nursing, health and social care agendas	A + I
	<b>KE3</b>	Knowledge of developments in nursing procedures, policies and the profession.	I
	<b>KE4</b>	Understand equality and diversity issues as they may impact on student learning relating to student need.	A + I
	<b>KE5</b>	Engage in knowledge transfer at an individual and Institutional level.	A + I
	<b>KE6</b>	Familiarity with a variety of theories to promote and assess learning.	A + I
	<b>KE7</b>	Knowledge of specialist practice linked to professional discipline	A

<b>Desirable</b>	<b>KD1</b>	Knowledge of Quality assurance processes	A + I
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## Behaviours

			<b>Evidence</b> A = Application I = Interview
<b>Essential</b>	<b>BE1</b>	Excellent collaborative and interpersonal skills.	I
	<b>BE2</b>	Able to demonstrate cultural sensitivity in dealing with students, colleagues/ partners and stakeholders.	I
	<b>BE3</b>	Highly self-motivated individual who can reflect on own practice	I
<b>Desirable</b>	<b>BD1</b>	Demonstrate leadership behaviours.	A
	<b>BD2</b>	Demonstrate ability to respond quickly to opportunities and new developments	I

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