

## Job Description

### Job Title: Lecturer/Senior Lecturer in Science Study Skills

Faculty of Health and Life Sciences – School of Pharmacy

Grade: F/G

Role profile: Lecturer/Senior Lecturer

Full Time: 1.0 FTE

Permanent: Onsite role

	Duties of the role
<b>Overall purpose of the role</b>	To provide academic leadership and excellent teaching contribution to the university in the area of study skills and mathematics, predominantly at level 3 and undergraduate level. The post holder will also be expected to support with assessments and marking, as well as contribute to the review and development of new modules and course development. As a member of the School of Pharmacy, they will be expected to contribute to the growth of the School and demonstrate good academic citizenship.
<b>Main duties and responsibilities</b>	<p>The appointee will be expected:</p> <ul style="list-style-type: none"> <li>To undertake teaching and assessment predominantly on the level 3 / undergraduate programmes, but also be involved in postgraduate programmes when necessary.</li> <li>To lead and develop modules, ensuring they are authentic and current in content.</li> <li>To contribute to the development of relevant subject areas and related programmes of study.</li> <li>To develop and disseminate high quality teaching materials.</li> <li>To supervise dissertations/project work across the range of provision.</li> <li>To contribute to the research profile of the Leicester School of Pharmacy.</li> <li>To undertake external networking, e.g. with local business community, schools, colleges, or professional bodies (national committees), or with academic community (e.g. external examinerships).</li> <li>To undertake such other duties as may from time to time be specified by the Subject Lead.</li> <li>To participate in cross university and promotional activities such as open days, clearing and school visits.</li> <li>To carry out relevant administrative duties associated with the post, for example with matters related to student recruitment, enrolment, induction, teaching and assessment.</li> <li>Engage in a wide range of scholarly activities, including public engagement activities designed to advance the academic reputation of their Faculty, School/Department and the wider University.</li> <li>To participate fully in the University's Quality Assurance process relating to the discipline.</li> </ul> <p>This job description reflects the main duties and responsibilities of the post. However, the post holder may be required to fulfil other ad-hoc duties</p>

	Duties of the role
	<p>commensurate with the level of the post from time to time.</p> <p><b>Additional Information</b></p> <p>The appointee will also be expected to:</p> <ol style="list-style-type: none"><li>1. Treat all DMU staff, students, contractors and visitors with dignity and respect.</li><li>2. Demonstrate a commitment to academic citizenship.</li><li>3. Minimise environmental impact in the performance of the role, seek to promote environmental sustainability within area of responsibility and actively contribute to the delivery of the DMU Environmental Policy.</li><li>4. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.</li></ol>

# Person Specification

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**Faculty of Health and Life Sciences – School of Pharmacy**

**Grade: F/G**

**Role profile: Lecturer/Senior Lecturer**

**Full Time (1.0)**

**Permanent: Onsite**

## Area of responsibility key:

1. To provide leadership and teach level 3 and undergraduate students on the School's programmes. An ability to contribute to other areas as required.
2. To contribute to the strategic direction and the development of new modules and courses.
3. To develop relevant professional networks within and outside the University.
4. To contribute to the research profile of the Leicester School of Pharmacy.
5. To undertake such other duties as may be required from time to time and are appropriate to the role of Lecturer/Senior Lecturer.
6. To be an active member of the School of Pharmacy and to attend relevant meetings as and when required and as appropriate.
7. To undertake appropriate administration and managerial roles as and when required.

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
<b>1,2,3,4, (as above) Qualifications and training</b>	BSc. (Hons.) or equivalent qualification in a subject with significant mathematical content	Essential		x			x
	A PhD in a laboratory science related field		Desirable	x			x
	In-depth subject knowledge in a science discipline relevant to the School's undergraduate provision		Desirable	x		x	
	Relevant experience of teaching and assessing at HE level or equivalent experience		Desirable	x	x		
	Experience of teaching and assessing at level 3.	Essential		x	x		
	Recognised teaching qualification at the appropriate level		Desirable	x	x		x

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
1,2,3,4,5,6,7 (as above) Specific knowledge/ skills/ abilities/ motivation/ attitude required	Awareness of current teaching and learning methods, including experience using VLEs e.g. Moodle, Bright Space or Blackboard		Desirable	x	x	x	
	Ability to liaise with staff at various levels of seniority and experience and to work within a multidisciplinary environment	Essential		x	x	x	
	Ability to contribute to research aligned to the research interests of the School of Pharmacy	Essential		x	x	x	
	Self-motivation and a willingness and ability to accept responsibility	Essential		x	x	x	
1,2,3,4,5,6,7 (as above)  Additional requirements	An understanding of latest the GPhC Initial Education and Training Standards for Pharmacy Professionals		Desirable	x	x		
	An understanding of the national education and staffing agenda in relation to subjects within the School and the role of PSRBs.		Desirable	x	x		
	Ability and willingness undertake responsibilities and duties normally expected within good academic citizenship	Essential		x	x		
	Willingness to participate in occasional weekend or evening activities such as open days or outreach work	Essential			x		
	Ability to work as part of a team	Essential			x		
	Excellent interpersonal and communication skills, with the ability to listen, engage and persuade and to present information in an accessible way to a range of audiences	Essential		x	x		

**\*A = Application Form; I = Interview; T = Test; D = Documentary Evidence**