JOB DESCRIPTION

1. JOB TITLE: Senior Lecturer in Genetics

2. HRMS REFERENCE NUMBER: HR14093a

3. ROLE CODE: FINSLECTSR4

4. DEPARTMENT: Institute of Medicine

5. ORGANISATION CHART:

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+-----------------------------+
| Institute of Medicine Directors |
|                             |
| Institute of Medicine Administrator    |
| +-----------------------------+   +-----------------------------+     |
| Project Officer             |         Academic Staff          |
|                             |
| Administrative Assistant 1 |         |
|                             |       |
| Administrative Assistant 2 |         |
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6. JOB PURPOSE:

- To develop through to validation new Undergraduate and Postgraduate courses in Medical Genetics, Genetics & Evolution and other Clinical Sciences for University Centre Shrewsbury and the Institute of Medicine.
- To contribute to the delivery of Genetics and Molecular Biology in undergraduate and postgraduate programmes.
- To develop and implement teaching and learning initiatives and support undergraduate and postgraduate research dissertations in the Genetics area.
- To develop an individual research programme and participate in molecular research and research supervision within the Institute.

7. BACKGROUND INFORMATION:

The University of Chester has two exciting initiatives. Firstly the development of a University Centre in Shrewsbury and secondly the Institute of Medicine (IoMed) that will operate across Cheshire and Shropshire, and embrace the distinctive area of expertise in teaching, research and enterprise in Medicine. The Institute has four key functions with underpinning objectives:

HR14093a – Senior Lecturer in Genetics – February 2015
7.1 Education
- Develop and deliver medically focused Postgraduate Educational programmes
- Develop and deliver Continuous Professional Development programmes suitable for medical and other health and social care professions
- Development of a General Medical Council accredited and Health Education England approved and commissioned undergraduate Medical Curricula
- Developing strategic partnerships that establish the opportunities, structures and processes to allow the creation of a new Medical School

7.2 Research
- Provision of high quality research degree supervision
- Develop and collaborate on research programmes with the Countess of Chester Hospital and other Hospital Trusts, Community Health Providers and General Practice that have relevance at local, regional, national and international levels

7.3 Innovation
- Establishing publishing ventures in Medicine and related fields

7.4 Clinical Enterprises
- Developing and delivering appropriate and relevant clinical service

The successful candidate will join a growing team in this exciting area and will be expected to contribute positively to the development of a new medical curriculum.

The University Centre Shrewsbury will work closely with the IoMed to provide undergraduate and postgraduate courses in Shrewsbury, a town currently without a Higher Education Institute.

8. WORK PERFORMED AND/OR KEY RESULT AREAS:

8.1 Communicating Effectively
- To facilitate students’ learning through lectures, laboratory practicals, tutorials and seminars at undergraduate and postgraduate levels.
- To produce high quality teaching and learning material to support and develop student learning at undergraduate and postgraduate levels.
- To write and publish research papers.
- To contribute to the writing of course validation documents as required.
- To develop and deliver CPD activities for healthcare professionals.
- To contribute to the cross-Faculty development of curriculum and course materials.
- To participate in marketing activities such as open and applicant days.

8.2 Leadership and Working Collaboratively
- To exercise academic leadership, coordinating the efforts of colleagues to deliver module and programme objectives.
• To support and supervise dissertation modules at undergraduate and postgraduate level working with colleagues across the University Centre/Institute to ensure the best student experience.

8.3 Liaison and Networking
• To be an active member of relevant University Centre/Institute committees.
• To initiate and lead short term internal and external networks, co-ordinating teams of staff from university/Institute and external examiners; to support the development of new courses, write documentation, gain accreditation, and secure approval of new courses.
• To chair working groups as required.
• To develop external networks with academics and employers to support research initiatives.

8.4 Delivering a High Quality Standard of Service
• To develop and validate new programmes in the area of expertise.
• To enhance the quality of taught and research programmes at undergraduate and postgraduate levels.
• To act upon peer observation feedback, student feedback, and external examiner feedback to maintain high quality in learning and teaching.
• To ensure the efficient delivery of high quality research experience to students undertaking dissertations.

8.5 Effective Decision Making
• In the context of the role-holder’s teaching duties, to make independent decisions on the content of individual learning activities and marking for student assessment purposes, and to provide advice to colleagues on such matters.
• To sit on student selection panels as required.
• To make collaborative decisions with programme teams on the content of taught and research programmes at postgraduate and/or undergraduate levels.
• Provide advice on issues to other members of the University Centre/Institute to influence operational decisions within the immediate work area.

8.6 Planning and Organising Self and Others
• To develop and validate new curricula in the Genetics and related areas at Undergraduate and Postgraduate level.
• To undertake elements of leadership in areas such as organisation of staff development activities, module leadership, assessment, students with specific learning needs, use of technology to support learning, or curriculum or student development roles.
• To act as module and programme leader as required, co-ordinating the work of module/programme team to ensure modules are delivered to the standards required & co-ordinate the work of colleagues to identify & respond to students’ needs.
• To make significant and sustained contributions to the management of the subject area, including planning and resource allocation, policy development and improvement of procedures.
• To contribute to cross-Faculty programme organisation, contributing to strategic decisions as required.
• To be responsible for the co-ordination of administrative duties in areas such as admissions, timetabling, examinations, assessment of progress & student attendance.
• To work with other academic staff to ensure currency of the curriculum.

8.7 Innovation and Improvement (Effective Problem Solving)
• To deal with problems e.g. a students’ academic progress and personal issues (e.g. responding to needs of students with learning difficulties through referral to the appropriate support departments within the University).
• To design new programmes and modules as required.
• To develop suites of new modules and contribute to overall programme design.
• Work with others to develop ideas for generating income and promoting the subject.

8.8 Analysis and Research
• To research teaching materials and to identify and utilise current best practice in the relevant subject area.
• To conduct subject specific and professional research & scholarship at national level, leading to publications or other outputs as appropriate; identify new trends in best practice in the relevant subject area.

8.9 Sensory and Physical Demands
• Standard office environment and equipment reflecting the needs of classroom, laboratory, and placement activities as appropriate.
• The role holder must be Health and Safety aware, comply with relevant H&S regulations, and ensure that students and staff work safely.

8.10 Work Environment
• To be responsible for the health and safety of students in their immediate working environment, conducting risk assessments as required.

8.11 Pastoral Care and Welfare
• To deal with sensitive issues concerning students and provide support.
• To act as a Personal Academic Tutor (PAT).
• To take responsibility for dealing with referred issues for students within own programmes.

8.12 Team Development
• The appointee will have the opportunity to participate in activities, committees and team meetings and will participate in staff development activities with a view to strengthening competencies:
• To undertake peer mentoring and review of colleagues.
• Support the learning of colleagues through coaching and mentoring.
• Contribute to the induction and development of new staff where needed.

8.13 Teaching and Learning Support
• To design inductions to modules and programmes for students, adapting delivery to suit learners’ needs.
• To design and deliver one off lectures or workshops as required, providing feedback on performance.
• Supervise students’ projects and placements at all levels.
• To develop and design course content and materials on a long term basis, ensuring compliance with the quality standards and regulations of the University and department.
• To conduct seminars and tutorials, introducing new methods of delivery where required, and to supervise students at all levels across the breadth and depth of the subject area.
• To assess students overall performance, through setting/ marking programme work, practical sessions, supervisions, fieldwork and examinations, providing appropriate feedback to students.
• Responsible for the overall quality auditing of course provision to identify areas where current provision is in need of revision or improvement.
• To contribute to overall curriculum development and course design in the Genetics, Molecular Biology and related areas

8.14 Knowledge and Experience
Please see attached Person Specification.

8.15 General

• To undertake any other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you.
• To take responsibility for upholding and complying with the University’s Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.
• To comply with all University Health and Safety policies.
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<tr>
<th>Criteria</th>
<th>Essential/Desirable</th>
<th>Method of Identification</th>
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<tbody>
<tr>
<td><strong>Qualifications:</strong></td>
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<tr>
<td>Good Undergraduate degree in human genetics/molecular biology/biochemistry or related subject</td>
<td>Essential</td>
<td>Application Form</td>
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<tr>
<td>PhD in human genetics/molecular biology or related subject</td>
<td>Essential</td>
<td>Application Form</td>
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<td>Eligibility for membership of a relevant professional body or learned society</td>
<td>Essential</td>
<td>Application Form /Interview</td>
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<td>PGCert in Higher Education or Fellowship of the HEA (or willingness to work towards)</td>
<td>Essential</td>
<td>Application Form</td>
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<td><strong>Proven Experience:</strong></td>
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<td>Suitable expertise to deliver lectures in the genetics and molecular biology area</td>
<td>Essential</td>
<td>Application Form /Interview</td>
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<td>Previous teaching experience in higher education at undergraduate and/or postgraduate level</td>
<td>Essential</td>
<td>Application Form /Interview</td>
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<td>Suitable expertise to supervise undergraduate and postgraduate research dissertations in genetics or molecular biology</td>
<td>Essential</td>
<td>Application Form /Interview</td>
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<td>Experience of curriculum development and approvals process</td>
<td>Essential</td>
<td>Application Form /Interview</td>
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<td>Research activity as demonstrated through publication, conference presentation and award of research grants</td>
<td>Desirable</td>
<td>Application Form /Interview</td>
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<td>Demonstration of an advanced level of subject knowledge and of being an externally regarded teacher or scholar</td>
<td>Essential</td>
<td>Application Form /Interview</td>
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<td><strong>Delivering academic and service excellence:</strong></td>
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<td>An ability to support students both academically and pastorally</td>
<td>Essential</td>
<td>Application Form /Interview</td>
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<td>An ability to keep abreast of, and lead developments in teaching and scholarship in various aspects of genetics and molecular biology</td>
<td>Essential</td>
<td>Application Form /Interview</td>
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<td><strong>Managing self and inspiring others:</strong></td>
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<td>Ability to lead and/or work as part of a team</td>
<td>Essential</td>
<td>Application Form /Interview</td>
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**Working together:**

| Ability to work effectively as part of a team, and support students and academic staff. | Essential | Application Form /Interview |

| Organisational and stakeholder awareness: |

| Experience of networking with appropriate government, NGOs, health service providers and companies. | Desirable | Application Form /Interview |

**Essential Requirements** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Requirements** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

**Method of identification** is where the selection panel will match the candidate’s skills and abilities to the required criteria outlined (i.e. application form, interview, test).
UNIVERSITY OF CHESTER
INSTITUTE OF MEDICINE
SENIOR LECTURER IN GENETICS

SALARY SCALE
TSR 4, points 35 – 39, £36,309 - £40,847 per annum.

CONDITIONS OF APPOINTMENT
Permanent contracts will be offered to those candidates who possess both a higher degree/PhD and a postgraduate HE teaching qualification/Fellowship of the Higher Education Academy. A successful candidate who lacks either will be offered a fixed term contract, pending fulfilment of these conditions.

RESIDENCE REQUIREMENT
It is a requirement of this post that within 12 months of appointment, the post-holder should live within a 30 mile radius or within a one hour travelling time by public transport from the University.

HOLIDAY ENTITLEMENT
35 days per annum (pro-rata during the commencement and cessation years). Two extra statutory days during the Christmas period.

MEDICAL EXAMINATION
The successful candidate will be required to complete an Occupational Health Questionnaire and may also be required to undergo a medical examination.

ESSENTIAL CERTIFICATES
Short-listed candidates will be asked to bring to interview, proof of qualification as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by HRM Services.

DISCLOSURE & BARRING SERVICE CHECKS
The successful applicant will have to undergo a DBS check before an appointment can be made.

PENSION SCHEME
All academic staff will be enrolled in the Teachers’ Pension Scheme from their first day of employment, in accordance with the scheme rules. If staff do not wish to remain a member of the scheme, they will be entitled to opt out after enrolment.

EQUAL OPPORTUNITIES
The University has a policy of equal opportunity aimed at treating all applicants for employment fairly.

SMOKING POLICY
The University operates a No-Smoking policy.

PROBATIONARY PERIOD
A twelve months' probationary period applies to all Academic posts.

CLOSING DATE
Candidates should apply for this vacancy via our online recruitment website (https://jobs.chester.ac.uk/wrl/) by Wednesday 11th March 2015 quoting reference number HR14093a.

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