

## Post Description

<b>Position</b>	Senior Lecturer (Academic Education) – Occupational Therapy	<b>Position No.</b>	15692
Directorate/College/ Research Institute	Department of Health Sciences, College of Health, Medicine and Life Sciences		
Grade	Grade 10		
Contract type	Part-time [0.6 FTE] / Permanent		
Accountable to	Dean of College through the Head of Department or their nominee.		
Reports	Expected to mentor and/or manage less experienced staff and co-ordinate the work of others to ensure effective teaching delivery. May also be required to manage administrative and professional support staff.		
Internal stakeholders	Head of Department, Division Lead, Programme and Level Leads, Admissions Tutor, Programme Administrator(s), Practice Placement team, Research Lead, Institute Director and Theme Leaders, and College Vice Deans (Research, Education, International).		
External stakeholders	The post holder will be required to represent the Division, College or University on academic or professional committees, at marketing events and at education or research conferences		
Date reviewed	April 2024		

### Main accountabilities:

To show academic leadership in the design and delivery of high quality research-informed teaching and student support, contributing to scholarship and administration by:

- Using innovative approaches to enthuse and engage students
- Demonstrating excellence in teaching, assessment and student support across a range of modules or programmes, and at various levels
- Having an in-depth understanding of own specialism to enable the development of new knowledge
- Demonstrating effective organisation and management of teaching and learning provision

### Key duties and responsibilities:

This job description indicates the expectations and responsibilities of staff at this level. This does not mean that staff will be expected to do all the listed activities all of the time, nor does it guarantee that they will be given the opportunity to do all of these activities, although it does mean that the University can expect and require a member of staff at this level to undertake these activities when requested, with reasonable notification and support. Similarly, the job description is not exhaustive and a post holder may be required to undertake duties of a similar level and responsibility.

### Teaching Practice

- Design, develop and deliver excellent learning and teaching across a range of modules/programmes and levels
- Develop and apply innovative and appropriate teaching techniques and materials, including e-learning, which create interest, understanding and enthusiasm amongst students

- Regularly review and update programme content and materials to ensure excellence and coherence
- Ensure that programme design and delivery comply with the quality standards and College/University regulations
- Identify opportunities for strategic development of new programmes
- Contribute to development of academic policies across the institution

### **Student and Staff Support**

- Undertake and where appropriate, lead on arrangements for Personal Tutor duties and/or provide first line support for students with sensitive issues, referring on for further pastoral care where appropriate
- Adopt an approachable and accessible attitude to students, offering regular personal contact
- Provide academic leadership to those working within the programme areas, to ensure that programmes are delivered effectively to the standards required and that learning needs of students are identified and addressed
- Be responsible for setting standards of programme delivery and monitoring against them in own area of responsibility
- Mentor colleagues with less experience and advise on personal development

### **Administration and Management**

- Demonstrate a commitment to organising a high quality student learning experience
- Provide leadership and take responsibility for specific administrative duties such as admissions, personal tutoring, appeals and disciplinary cases
- Participate in and lead on departmental/College/University committees
- Organise and coordinate a range of activities for student recruitment events on and off campus
- Be responsible for quality, audit and other external assessments in own areas of responsibility
- Contribute to Dept/College level strategic planning

### **Communication**

- Communicate complex and conceptual ideas in an accessible format
- Consistently produce and disseminate high quality teaching materials and resources, including for e-learning
- Develop links with external contacts such as employers, educational and professional bodies to foster collaboration

### **Scholarship**

- Incorporate pedagogy and/or scholarship in learning and teaching within the discipline, and supporting others to do the same
- Take the lead on highly competitive proposals for funding of education enhancement projects
- Conduct collaborative or individual scholarly projects that support the College/University strategy

### **External Engagement**

- Participate in and develop external networks, generating opportunities for collaborative learning and teaching projects
- Present outcomes of educational projects at appropriate external conferences
- Represent the discipline/Dept/College on external groups/committees at regional/national levels
- Act as external examiner to other Institutions and/or provide professional advice

### **Professional Development**

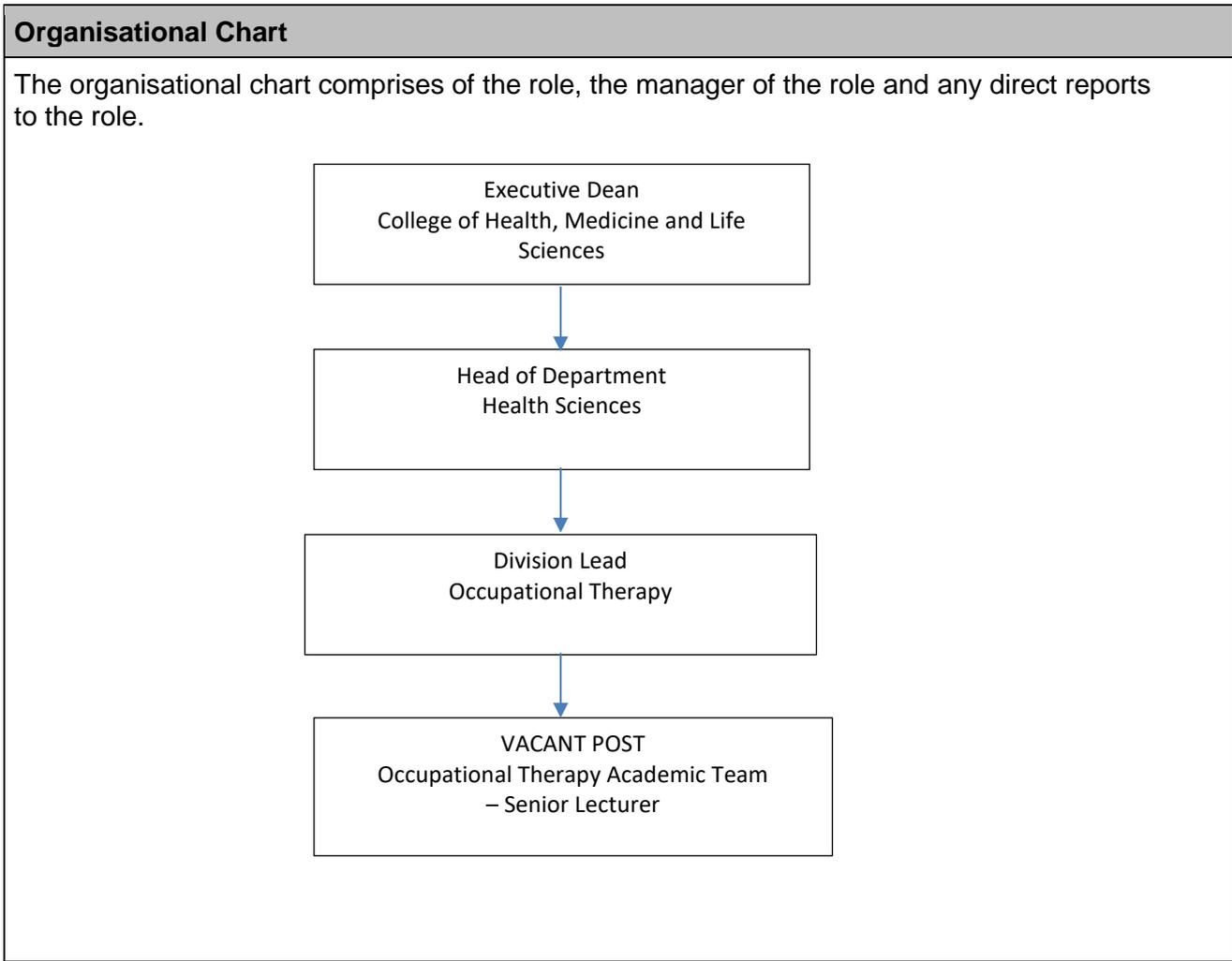
- Expected to achieve Senior Fellow of the HEA within 2 years of appointment
- Undertake and evidence continuous professional development (CPD) relevant to discipline and subject area, complying with professional standards board requirements for CPD

### **Effective Behaviours**

- Timeliness
- Meeting Deadlines
- Communication and Networking
- Networking group across colleges
- Ability to negotiate and influence
- Ability to plan and organise own workload
- Ability to adapt to a flexible approach to the demands of a busy college/department in order to accommodate changes in priorities when required

**University Employment Policy:**

1. Undertake any other reasonable duties as required and commensurate with the grade of post.
2. Adhere to and comply with the provisions of the Data Protection Act and the Health and Safety at Work Act in accordance with University policies.
3. Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce.
4. Adhere, comply and work in accordance with University and Departmental policies, procedures and codes of conduct.
5. Promote the University’s Environmental Policy and demonstrate commitment to it through actions and decision making.
6. Actively participate in on-going professional development activities as requested





Disabled applicants meeting the Essential criterion will be guaranteed an interview as part of the University's commitment to the Disability Confident Scheme.



### Person Specification

Attributes	Criteria	Essential /Desirable	How measured
Education, qualifications & training	First degree or equivalent in relevant subject area	E	Certificates checked at pre-employment stage
	PhD or appropriate professional qualification in relevant discipline	D	
	Registered Occupational Therapist with HCPC and RCOT	E	
Experience	Externally recognised as a scholar, practitioner or teacher	E	References
	Significant experience of teaching a range of topics in the subject area to UG/PG students or equivalent experience of training at this level in the workplace	E	Application form, interview and references
	Production of high quality teaching materials and resources	E	Application form, interview and references
	Significant involvement in scholarly/educational and/or professional/practice-based projects	E	Application form, interview and references
	Sustained experience of managing significant administrative duties linked to teaching/instruction	E	Application form, interview and references
	Managing the work of others	E	Application form, interview and references
Knowledge, skills and abilities	Possess appropriate in-depth understanding of own specialism to enable development of new knowledge and understanding	E	Interview
	Good knowledge of academic quality and standards assurance	E	Interview
	Good understanding of issues affecting HE sector	E	Interview
	Able to provide leadership at programme level	E	Interview and references
	Able to coordinate and prioritise a range of activities effectively	E	Interview and references

	<p>Communicate new and complex information effectively engaging the interest and enthusiasm of the target audience</p> <p>Able to provide clear and constructive feedback, advice and support to students and colleagues</p> <p>Able to respond positively to constructive feedback</p> <p>Able to chair meetings/committees</p> <p>Demonstrate an ability to communicate clearly in English, conveying ideas and concepts both verbally and in writing to a diverse audience</p> <p>Demonstrate good inter-personal, presentation &amp; communication skills that allow clear and coherent talks to be delivered as well as, persuasive written documents to be prepared for teaching and representational duties.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application form, interview and references</p> <p>Application form and interview</p> <p>Interview</p>
<p>Additional Attributes Required (not included above)</p>	<p>Professional approach to work</p>	<p>E</p>	<p>Interview and references</p>

### Job Hazard Assessment Form (JHF)

This form is completed by the Recruiting Manager as part of the Job Description as it is essential that any identified hazards have undergone appropriate Risk Assessments. The Health & Safety office should be contacted for advice if required.

Job description attached (must incorporate identified hazards)			
Please tick all relevant workplace hazards identified with this position. Currently the University, as a minimum runs Health Surveillance programmes for staff working with skin and respiratory sensitizers, Biological Agents Class 2 and above and GMOs.			
<input checked="" type="checkbox"/> Display screen equipment	<input checked="" type="checkbox"/> Manual handling	<input checked="" type="checkbox"/> Prolonged standing e.g. 1 hour plus	<input checked="" type="checkbox"/> Prolonged sitting e.g. 1 hour plus
<input type="checkbox"/> Biological agents: Class 2 and above and GMO Class 1	<input type="checkbox"/> Human blood, tissue or fluids	<input type="checkbox"/> Respiratory sensitizers or laboratory allergens e.g. animals	<input type="checkbox"/> Skin Irritant/Chemicals
<input type="checkbox"/> Work in confined places	<input type="checkbox"/> Ionising radiation	<input type="checkbox"/> Noise (more than 80 dba- 8 hrs. law)	<input type="checkbox"/> Lone working
<input type="checkbox"/> Use of dangerous machinery	<input type="checkbox"/> Electrical hazards	<input type="checkbox"/> Shift work/night work	<input type="checkbox"/> Work outdoors
<input type="checkbox"/> Neck & arm vibrating equipment	<input type="checkbox"/> Fork lift truck driving	<input type="checkbox"/> Work at heights	<input type="checkbox"/> Lasers
Any other hazards (e.g. food handling) please specify and ensure that appropriate guidance has been received from the Health & Safety office:			
Physical demand of the job:	<input type="checkbox"/> Lifting	<input type="checkbox"/> Carrying	<input type="checkbox"/> Bending <input type="checkbox"/> Pushing
If lifting/carrying duties expected, please give details of heights/weight load(s) the individual is expected to lift/carry and frequency:			
Travel/Off-site working:	% of time: <5%	<input checked="" type="checkbox"/> UK	<input checked="" type="checkbox"/> Overseas
Driving for work:	<input checked="" type="checkbox"/> None/Occasionally	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly
Management responsibility:	<input type="checkbox"/> Supervisor	<input checked="" type="checkbox"/> Non-supervisory	
Hours of work:	<input type="checkbox"/> Full time	<input checked="" type="checkbox"/> Part time 0.6 FTE hours	
<input type="checkbox"/> Non-standard contractual hours? (evenings/weekends) <input type="checkbox"/> Night work Frequency, number of hours, type of work outside standard hours: .....			
Other – including occasional or possible work hazards (please specify nature and frequency):			