

## Post Description

<b>Position</b>	Lecturer (Education) – Nursing (Mental Health)	<b>Position No.</b>	15693
Directorate/College/Research Institute	CHMLS		
Grade	8		
Contract type	Part-time 0.4 FTE Permanent		
Accountable to	Executive Dean of College through the Head of Department or their nominee.		
Reports	May be required to mentor colleagues with less experience; co-ordinate the work of others to ensure effective teaching delivery; supervise administrative and professional support staff		
Internal stakeholders	Head of Department; Deputy Dean (Academic Affairs); College Vice-Deans (Education & International); Department Directors and Department Senior Tutor; Central Services e.g. Communication, Marketing and Student Recruitment (CMSR); Academic Skills (ASK); Nursing Division; Occupational Therapy Division; Physiotherapy and Physician Associate Division; Social Work Division; Brunel Medical School.		
External stakeholders	Nursing and Midwifery Council (NMC); NHS Trusts and Hospitals; Private Voluntary and Independent Sector Organisations; Health Education England (HEE)		
Date reviewed	January 2023		

### Main accountabilities:

To contribute to a positive student experience through the design and delivery of high-quality research-informed teaching, student support and administration by:

- Engaging the interest and enthusiasm of students, inspiring them to learn
- Developing innovative teaching, learning and assessment methods that are informed by sector best practice and pedagogic scholarship, bringing new insights to the College
- Providing effective student support and guidance
- Taking responsibility for specific administrative duties such as admissions, examinations, assessments

### 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

- Take appropriate responsibility for the design and effective delivery of teaching across a range of modules at UG and PG level, working with the team to ensure coherence of the programme

- Develop appropriate methods and resources for teaching and learning support in relation to lectures, tutorials, practicals and seminars, including on-line and distance learning and placement preparation
- Design and develop teaching resources, including practical work, that support defined learning objectives, foster debate, critical discourse, and develop the ability of students to engage in reasoned arguments and rational thinking
- Lead on developing a blended learning approach appropriate to the discipline, and the use of Brunel's VLE
- Set and mark course work and examinations; select appropriate assessment instruments and criteria and provide constructive and comprehensive feedback to students
- Supervise student projects and placements
- Identify areas where current provision is in need of revision or improvement
- Ensure that module design and delivery comply with the quality standards and Department/College/University regulations

### **Student and Staff Support**

- Provide pastoral care to students, adopting an approachable and accessible attitude and offering regular personal contact
- Monitor student progress, providing support, including advice on study skills, as required
- Visit students during their placement
- Deal with student discipline, suitability matters, complaints and appeals as required
- Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff
- Cooperate with colleagues in the continuous review and development of the programme, including use of the VLE
- Manage the work of others when requested to do so
- Mentor colleagues with less experience and advise on personal development

### **Administration and Management**

- Manage all administrative and student related matters in relation to own modules, including co-ordinating the work of others
- Take responsibility for specific administrative duties such as admissions, examinations, assessments, personal tutoring
- Attend and contribute to departmental, College and University meetings as required
- Take an active role in student recruitment activities

### **Communication**

- Communicate complex and conceptual ideas in an accessible format
- Disseminate good practice within subject area, department and College
- Participate in and develop external networks, for example to contribute to student recruitment, secure student placements, facilitate outreach work, generate income, obtain consultancy projects or build relationships for future activities

### **Scholarship**

- Engage in scholarship as required to support teaching activities
- Extend, transform and apply knowledge acquired from scholarship to teaching and appropriate external activities
- Contribute to competitive proposals for funding of education enhancement projects

### **External Engagement**

- Participate in appropriate learning and teaching events internally and externally
- Attend local/regional discipline meetings where attendance is beneficial to your role at the University

### **Professional Development**

- Expected to achieve 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**

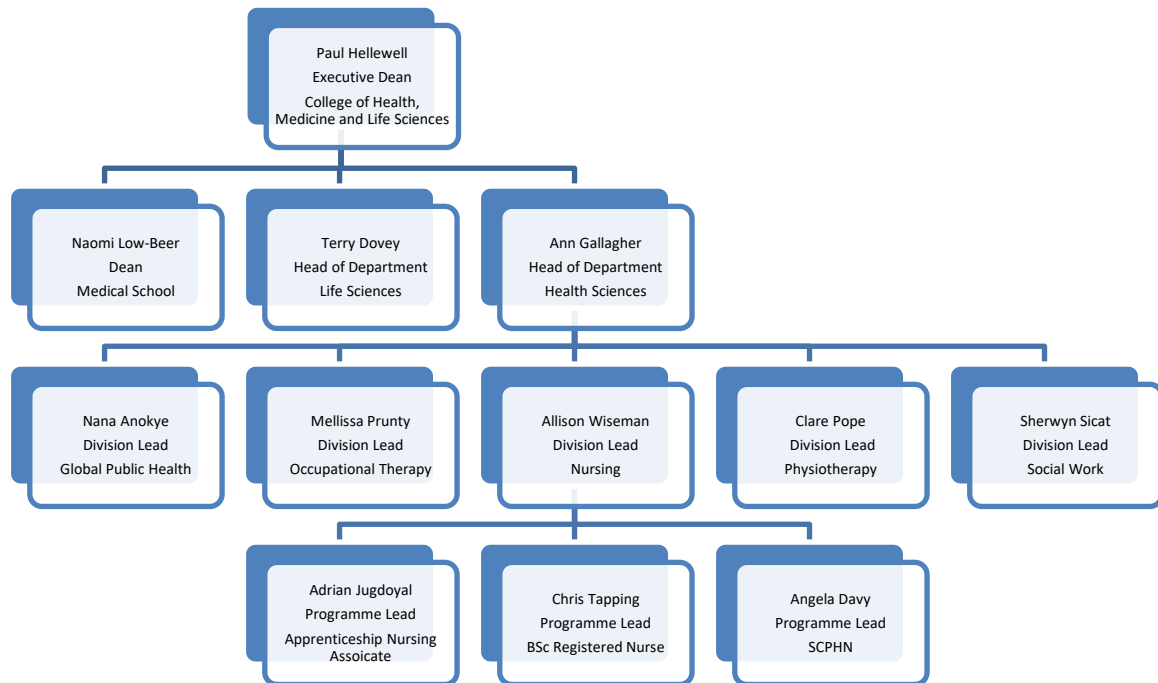
- Timeliness
- Meeting Deadlines
- Communication and Networking
- Networking group across colleges
- Ability to negotiate and influence
- Ability to plan and organise own workload
- Ability to adapt to a flexible approach to the demands of a busy college/department in order to accommodate changes in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

## Organisational Chart

The organisational chart comprises of the role, the manager of the role and any direct reports to the role.



## 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	Certificates checked at pre-employment stage
	Registered with the Nursing and Midwifery Council	E	
Experience	Experience of teaching in the subject area to UG and PG students or equivalent experience of training at this level in the workplace	E	Application form and interview
	Experience of a range of teaching methods or of providing a range of workplace training	D	Application form and interview
	Experience of supervising UG and PGT students in line with own discipline or equivalent experience of training at this level in the workplace	D	Application form and interview
	Experience of carrying out administrative duties linked to teaching or workplace training	E	Application form and interview
Knowledge, skills and abilities	Appropriate breadth and depth of specialist knowledge in the relevant discipline, and of teaching methods and techniques to develop teaching programmes and learning support	E	Interview
	Understanding of research-informed, evidence-led/practice-based teaching and its implementation in teaching and learning practice	E	Interview
	Good understanding of current practice and developments in own discipline	E	Interview
	Knowledge of issues affecting HE sector	E	Interview
	Able to work as part of a team and independently as required	E	Interview and references
	Able to coordinate and prioritise a range of activities effectively	E	Interview and references
	Presentation skills of an appropriate standard to be able to address large audiences clearly and effectively	E	Interview Interview
	Able to provide clear and constructive feedback, advice and support to students	E	Application form and Interview

	Able to design and develop teaching resources, including for online delivery	E	Interview
	Able to contribute to new programme developments and new teaching approaches in Dept/College	E	Application form and Interview
	Demonstrate an ability to communicate clearly in English, conveying ideas and concepts both verbally and in writing to a diverse audience	E	Interview
	Demonstrate good inter-personal, presentation & 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.	E	Application form and Interview
Additional Attributes Required (not included above)	Professional approach to work	E	Interview and references
	Enhanced disclosure and barring service clearance	E	

## 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.

Position title: Lecturer	Department: Health Sciences	College: CHMLS	
Start date: TBC	Contact number:	Recruiting Manager: Allison Wiseman	
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. taw)	<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 checked="" type="checkbox"/> Lifting	<input checked="" type="checkbox"/> Carrying	<input checked="" 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: .....	<input checked="" type="checkbox"/> UK	<input 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 checked="" type="checkbox"/> Full time		<input type="checkbox"/> Part time ..... 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):			