JOB DESCRIPTION
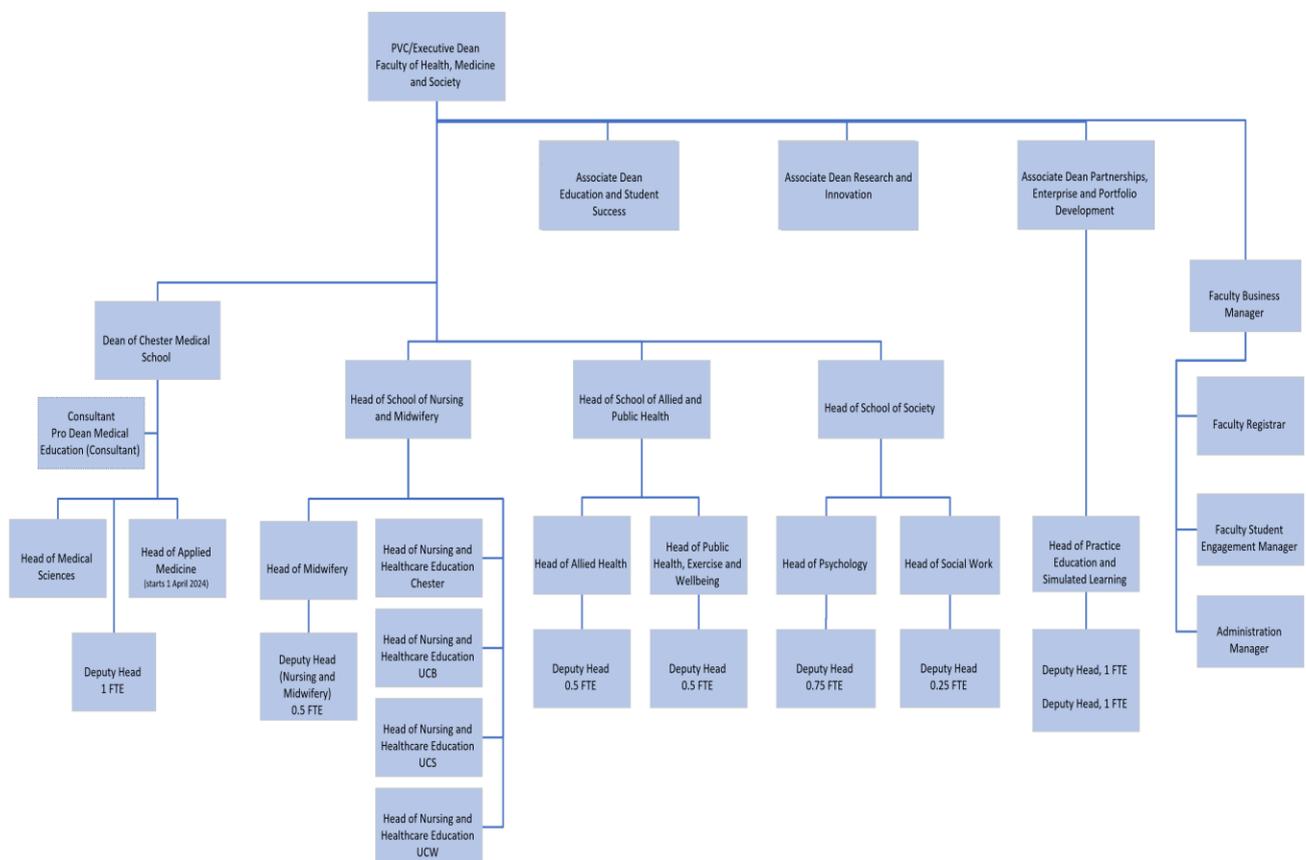
1. JOB TITLE: Senior Lecturer in SCPHN – Occupational Health Nursing

2. HR REFERENCE: 0827-26

3. ROLE CODE: FINLECTSR4

4. FACULTY: Health, Medicine and Society

5. ORGANISATION CHART:

6. JOB PURPOSE:

- To provide a supportive learning environment for students to develop graduate level and subject specific skills.
- To coordinate the delivery of undergraduate and postgraduate courses.
- To develop and implement teaching and learning initiatives.
- To contribute to postgraduate taught courses and related research activity

7. BACKGROUND INFORMATION:

The Faculty of Health, Medicine and Society is a thriving, multi-campus organisation offering a full and diverse portfolio, which includes pre- and post-qualifying studies for health and social care professionals, as well as a range of courses to develop students in fields such as public health, sport, exercise and nutrition. The Faculty is committed to the enhancement of student competencies through an integrated approach to educational provision, practice development and research. All staff promote the ethos of life-long learning and personal development for students within a learner-centred approach, using a range of innovative learning and assessment methods. The Faculty actively encourages the development of all staff on both a personal and professional level, within a supportive and forward-looking environment.

The Faculty has three main strategic aims which are:
- To maintain the stability of the core business and enhance the quality of the student experience and the reputation of the Faculty;
- To enhance research, scholarly activity, knowledge transfer and entrepreneurial endeavour;
- To grow and diversify provision and partnerships, including international activity.

8. WORK PERFORMED AND/OR KEY RESULT AREAS:

8.1 Communicating Effectively
- To facilitate students' learning through lectures, tutorials and seminars at undergraduate, postgraduate and master's 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 contribute to the cross-Faculty development of curriculum and course materials.

8.2 Leadership and Working Collaboratively
- To exercise academic leadership, coordinating the efforts of colleagues to deliver module and course objectives.

8.3 Liaison and Networking
- To be an active member of relevant School/Divisional committees.
- To initiate and lead short term internal networks e.g. to oversee the development of new courses, write documentation, gain accreditation, and secureapproval of new courses.
- To chair School/Divisional working groups as required.

8.4 Delivering a High-Quality Standard of Service
- To enhance the quality of taught and research courses at undergraduate and/or postgraduate levels.
- To act upon peer observation feedback, student feedback, and external examiner feedback to maintain high quality in learning and teaching.

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 course teams on the content of taught and research courses at undergraduate and/or postgraduate levels.
- Provide advice on issues to other members of the School/Divisional to influence operational decisions within the immediate work area.

8.6 Planning and Organising Self and Others
- To undertake elements of Divisional leadership in areas such as organisation of staff development activities, course leadership, assessment, students with specific learning needs, use of technology to support learning, or curriculum or student development roles.
- To act as module and course leader as required, coordinating the work of module/ course team to ensure modules are delivered to the standards required &coordinate 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 course 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.

8.7 Innovation and Improvement (Effective Problem Solving)
- To deal with problems e.g. a student's 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 modules as required.
- To develop suites of new modules and contribute to overall course 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, professional & pedagogy 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, studio, field and placement activities as appropriate.

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 courses.

8.12 Team Development
- To undertake peer mentoring and review of colleagues.

- Support the learning of colleagues through coaching and mentoring.

8.13 Teaching and Learning Support
- To design inductions to modules and courses for students, adapting delivery tosuit learners' needs.
- To design and deliver one off lectures or workshops as required, providing feedback on performance.
- Supervise students' projects, fieldwork and placements at all levels.
- To develop and design course content and materials on a long-term basis, ensuringcompliance with the quality standards and regulations of the University and School/Division.
- 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 course 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 specific area of curriculum.
- To support students to achieve within clinical placement, and support the process of action-planning with students and practice assessors/supervisors as required.

8.14 Knowledge and Experience

- Please refer to the Person Specification below.

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.

PERSON SPECIFICATION

Job Title: Senior Lecturer	**School:** Allied and Public Health

Criteria	Essential / Desirable	Method of Identification
Qualifications:		
Registration with the NMC as a Specialist Community Public Health Nurse	Essential	Application
Undergraduate degree.	Essential	Application
Masters level qualification, or willingness to complete.	Essential	Application
Post Graduate Certificate in Higher Education or Fellowshipof Advance HE or willingness to undertake.	Essential	Application
Proven Experience:		
Suitable expertise to deliver lectures, underpinned by advanced level of subject knowledge.	Essential	Application/ Interview
Experience of working in an occupational health setting.	Essential	Application/ Interview
An ability to keep abreast of developments in teaching and scholarship specific to the subject area, demonstrated through e.g. attendance at conferences or workshops, membership of professional groups, external contacts and, where appropriate, publication of research.	Essential	Application/ Interview
Previous experience of supporting/teaching students.	Essential	Application/ Interview
Proven and sustained track record of contribution to the development of policy and practice in teaching and learning support.	Desirable	Application/ Interview
Experience of conducting research or audits	Desirable	Interview
Delivering academic and service excellence:		
An ability to support students both academically andpastorally.	Essential	Interview

Managing self and inspiring others:		
An ability to lead and work as part of a team.	Essential	Interview
Organisational and administrative skills.	Essential	Interview
IT skills, including the confidence to teach online, with support.	Essential	Interview
Working together:		
An ability to lead and/or work as part of a team.	Essential	Interview
Organisational and stakeholder awareness:		
An ability to link with practice areas, maintain professional credibility and work collaboratively with stakeholders.	Essential	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
FACULTY OF HEALTH, MEDICINE, AND SOCIETY

DIVISION OF NURSING AND HEALTHCARE SENIOR
LECTURER IN NURSING (0.4 FTE)

PERMANENT CONTRACT
BASE: CHESTER SITE

SALARY SCALE
TSR4, points 35 – 39, £44,746 - £50,253 per annum pro rata.

HOLIDAY ENTITLEMENT
14 days per annum. In the annual leave year in which employment commences annual leave entitlement will accrue on a pro-rata basis. Two extra statutory days during the Christmas period.

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

MEDICAL EXAMINATION
Successful candidates will be required to complete an occupational health questionnaire and may 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 Human Resources.

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 University posts.