



1 Advertisement

Post Title: Lecturer in Medical Education

School/department: Brighton & Sussex Medical School

Hours: part time hours considered up to 0.5 FTE. Requests for flexible working options will be considered (subject to business need).

Contract: fixed term for 1 year

Reference: 8322

Salary: starting at £42,149 to £50,296 per annum, pro rata

Placed on: 13 May 2022

Closing date: 8 June 2022. Applications must be received by midnight of the closing date.

Expected Interview date 21 June 2022

Expected start date: 1 August 2022 negotiable

This is a fixed term 0.5 FTE educational post with no clinical commitments. The post will be based within the Department of Medical Education at BSMS located at Watson Building, University of Brighton, Falmer campus.

This post will support the medical school in the development and delivery of robust and innovative postgraduate Continuing Professional Development (CPD) & taught masters level programmes & continued delivery of high-quality teaching.

It will involve the development of teaching resources to facilitate students' learning, both locally and at a distance through facilitated on-line and blended learning. There will also be opportunities for teaching, course design, service improvement project support, assessment, and research.

Please contact Dr Jackie Knight; Programme Director Multi-professional Fellowship Programme j.knight@bsms.ac.uk or Dr Trevor Austin; Course Lead for PG Certificate Clinical Professional Studies T.Austin@bsms.ac.uk for informal enquiries.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

For full details and how to apply see our [vacancies page www.brighton.ac.uk/jobs](http://www.brighton.ac.uk/jobs)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

The School / Division

Please find further information regarding the school/division at [Brighton and Sussex Medical School - BSMS](#)

Job Description

Job Description for the post of: Lecturer in Medical Education

Department: Department of Medical Education

Section/Unit/School: Brighton & Sussex Medical School

Location: Falmer

Grade: 8

Responsible to: Professor Gordon Ferns

Responsible for: N/A

PRINCIPAL ACCOUNTABILITIES

1. To design and deliver high-quality teaching programmes that are attractive to students.
2. To contribute fully to the School and University by playing a significant role in working groups, committees, and other School and University activities.

KEY RESPONSIBILITIES

1. Teaching & Student Support

- 1.1 Engage in the planning, delivery and assessment of innovative high-quality undergraduate and postgraduate teaching, in liaison with the relevant programme and course convenors.
- 1.2 Identify, design, develop and manage new curriculum proposals that are attractive to students.
- 1.3 Develop high-quality inclusive teaching materials, methods and approaches, take responsibility for their quality, and ensure that they meet defined learning objectives.
- 1.4 Ensure that teaching materials remain up-to-date and relevant, incorporating advances in the subject area into the course of study, and utilising appropriate technology.

- 1.5 Set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria, and provide constructive and comprehensive feedback to students.
- 1.6 Undertake continuous professional development to maintain an understanding of appropriate pedagogy in the subject area.
- 1.7 Supervise the work of undergraduate and taught postgraduate students, providing advice on study skills.
- 1.8 Contribute to the accreditation of courses and quality-control processes.
- 1.9 Undertake and complete administrative duties required in the professional delivery of teaching.
- 1.10 Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
- 1.11 Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
- 1.12 Supervise student projects, fieldtrips and, where appropriate, placements.
- 1.13 Supervise the work of others, and co-ordinate work to ensure modules are delivered to the required standards.

2. Scholarship & Enterprise

- 2.1 Make presentations at conferences, or exhibit work in other appropriate events, and identify ways to disseminate results of scholarly activity informally via the internet, the media, and other forms of public engagement.
- 2.2 Identify sources of funding and secure or contribute to the process of securing bids.
- 2.3 Identify and secure opportunities for enterprise activity, knowledge exchange income and/or consultancy.
- 2.4 Actively build internal and external contacts, and play a key role in internal networks and relevant external networks in order to, for example, identify sources of funding, secure student placements, and build relationships for future activities.
- 2.5 Supervise doctoral students as part of a supervision team.
- 2.6 Contribute to a relevant national professional body or recognised events.
- 2.7 Continually update knowledge and understanding in field or specialism, and engage in continuous professional development.
- 2.8 Engage in subject, professional and pedagogic research as required to support education activities
- 2.9 Extend, transform and apply knowledge acquired from scholarship to education and appropriate external activities

- 2.10 Conduct individual or collaborative scholarly projects
- 2.11 Develop and produce learning materials and disseminate the results of scholarly activity

3. Contribution to School & University

- 3.1 Attend and contribute to School meetings.
- 3.2 Engage in activities beyond day-to-day teaching duties, for example Admissions Days.
- 3.3 Assist with undergraduate and postgraduate recruitment.
- 3.4 Undertake an administrative or organisational role within the School e.g. Library Representative, Year Tutor or personal academic tutoring.
- 3.5 Play a key role in School or University working groups or committees, as required.
- 3.6 Advise and provide support to less experienced colleagues.
- 3.7 Conduct risk assessments, and take responsibility for the health and safety of others, if required.
- 3.8 Undertake additional administrative duties, such as time-tabling, examinations, assessment of progress and student attendance, as required by the Head of School.

4. Role-specific duties

- 4.1 The post holder will be expected to develop scalable & sustainable eLearning and other educational resources, with support from learning technologists to provide blended learning opportunities for students on the 'PG Cert in Clinical Professional Studies', core professional module in Communication, Teaching and Learning in Healthcare Practice and Digital Learning in Practice module.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- 1. A record of development of new modules/groups of modules, course or significant components of schemes of study or CPD courses.
- 2. Proven and sustained track record of successful teaching at the levels appropriate for the post.
- 3. A high standard of teaching performance as judged by standard evaluation methods.

4. Evidence of using feedback information from a range of sources to improve the student experience.
5. Evidence of using knowledge arising from research and scholarship to enhance teaching and curriculum development.
6. Evidence of engagement in advising students and proactively responding to student problems.
7. Evidence of contributions to a relevant national professional body or recognised event.
8. Evidence of identifying and employing current pedagogic best practice to improve the student experience.
9. Doctoral supervision
10. Involvement in the creation, transfer and use of results of research through a range of knowledge exchange activities.
11. Success in transferring research results into commercial, professional, public sector or other practical use.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to doctoral level, or other equivalent qualification, or appropriate level of experience, as appropriate to the discipline (see role-specific criteria below).
2. Excellent interpersonal skills, with the ability to engage with students using a variety of different methods.
3. Experience of teaching at undergraduate and taught postgraduate level.
4. Evidence of significant independent contribution to the design and execution of research.
5. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.
6. Ability to work individually on own initiative and without close supervision, and as part of a team.
7. Ability to exercise a degree of innovation and creative problem-solving.
8. Excellent organisational and administrative skills.
9. Ability to prioritise and meet deadlines.

10. A willingness to participate in support activities beyond normal classroom duties.
11. Excellent IT skills, with the ability to produce high-quality learning support materials.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. A higher degree or equivalent qualification in a related field or equivalent experience.
2. Enthusiasm for, and ability to engage in, the development of on-line learning and other learning materials with a track record of excellence in teaching.
3. A proven ability to work co-operatively and collaboratively with colleagues and contribute to multi-disciplinary projects.

DESIRABLE CRITERIA

1. Experience of successful curriculum design or re-design.
2. A recognised higher education teaching qualification.
3. Experience of supervising postgraduate research students.
4. Membership of professional body, if appropriate.
5. Emerging record of developing an education portfolio with some focus on scholarship