



1 Advertisement

Post Title: Lecturer in Medical Education (Research Methods and International Student Support and Development)

School/department: Brighton & Sussex Medical School

Hours: full time hours considered up to 1.0 FTE. Requests for flexible working options will be considered (subject to business need).

Contract: Permanent

Reference: 10044

Salary: starting at £43,414 -£51,805 per annum, pro rata if part time

Placed on: 02 November 2022

Closing date: 02 December 2022. Applications must be received by midnight of the closing date.

Expected Interview date: TBC

Expected start date: ASAP

The appointee will be an experienced clinical educator, with a track record of developing and delivering Master's level programmes and CPD for a range of health professionals using innovative pedagogic approaches.

They will be expected to contribute to and support our popular research modules and should have a strong background in quantitative and/ or qualitative research methodologies. They will be part of the supervisory team that will mentor, support and assess Master's level research dissertations.

The post-holder will also support our international students undertaking a postgraduate degree within the extensive portfolio on offer at the medical school. They will be the first point of contact for these students, and will work to enhance their learning experience. This will involve the development of appropriate teaching resources to facilitate students' learning, both locally and at a distance through facilitated on-line and blended learning.

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

www.bsms.ac.uk

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

Job Description

Job Description for the post of: **Lecturer in Medical Education (PGT International student support and development)**

Department: Department of Medical Education

Section/Unit/School: Brighton & Sussex Medical School

Location: Falmer

Grade: 8

Responsible to: Course Lead, MRes (Ceri Butler)

Responsible for: NA

Other Key contacts: Students, other members of Faculty within the School and University, School Officers, academics in the field in other institutions.

Role description: **Lecturer in Medical Education (Research Methods and PGT International Student Support and development)**

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 To provide support for the taught research modules and dissertations that form part of all the MScs in the DME portfolio.

4.2 To be accessible to students who are undertaking research dissertations, advising on research design and supporting their application for ethical approval when necessary.

4.3 To supervise, or co-supervise student dissertations in a wide range of clinical and educational topic areas, ensuring completion within tight deadlines.

4.4 To work with the other MSc Course Leads to develop the supervisory skills of senior colleagues in the NHS

4.5 Work collaboratively with other academic staff in the department and faculty to develop and deliver blended and e-learning modules

4.6 To support the development of innovative materials, projects and activities for teaching and assessment in the department.

4.7 To Act as a first point of contact for international students across the postgraduate courses in the Department of Medical Education to support and enhance their learning experience.

4.8 Work with course leads, admissions, and communications teams to enhance recruitment of international students across clinical and non-clinical postgraduate courses, via:

- Clear, engaging and up-to date web content, social media content, online engagement events (e.g. open days) and other communications materials
- Streamlining student admissions and recruitment processes
- Engaging with international student applicants between place offer and start of the academic year, and serving as a point of contact for them in case of queries

4.9 Design and deliver an engaging orientation programme and information for new international students

4.10 Support international students with their academic engagement, e.g. dissertation supervision and writing or helping them identify additional skills training if needed.

4.11 Support and facilitate the integration of international students.

4.12 Sit on university committees relating to international students, including the arrangements for scholarships and bursaries.

4.13 Organise extracurricular activities and events for international students

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. A postgraduate degree in Education, or a recognised higher education teaching qualification.
2. Experience of successful curriculum design or re-design.

3. A deep understanding of qualitative, quantitative and mixed methods approaches.
4. Membership of professional body, if appropriate.
5. Experience of working with different professional groupings within the NHS
6. Knowledge of University recognition prior learning framework (RPL)
7. Knowledge of, and Experience of successful Health Research Authority REC applications