

1 Advertisement

Post Title: Head of Anatomy**School/department:** Brighton and Sussex Medical School/ Medical Education**Hours:** Full-Time hours considered up to a maximum of 1.0 FTE. Requests for flexible working options will be considered (subject to business need). With the requirement to be on site for the majority of the time as a Designated Individual HTA.**Location:** Brighton, United Kingdom**Contract:** Permanent**Reference:** 20548**Salary:** starting at £ 54,421 to £63,059 per annum, pro rata if part-time.**Placed on:** 16 June 2023**Closing date:** 13 July 2023. Applications must be received by midnight of the closing date.**Expected interview date:** To be confirmed.**Expected start date:** 01 September 2023

Brighton and Sussex Medical School (BSMS) seeks to appoint an outstanding and enthusiastic individual to a Readership in Anatomy.

The successful candidate will lead and develop anatomical teaching and direct anatomically-related, and/or medical education-related research within the medical school.

The post-holder will be expected to build on the vibrant and dynamic approach to anatomy that has been established at BSMS.

As Head of Anatomy, the appointed candidate will be responsible for the strategic management of the modern, well-equipped Anatomy Laboratory and act as the Designated Individual for the Human Tissue Act Licence.

The Reader will lead a team of eight staff together with ten anatomy demonstrators and will work collaboratively with clinical colleagues.

Applicants to this post will be expected to have a recognized track record in innovative anatomical teaching and will have evidenced significant achievement in research activity either in anatomical/medical education pedagogy or in an area of research that will complement the research currently being undertaken within the medical school.

<https://www.bsms.ac.uk/research/index.aspx>

Please contact Professor Claire Smith at c.smith@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

www.bsms.ac.uk

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

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information regarding the school/division at <https://www.bsms.ac.uk/index.aspx>

3. Job Description

Job Description for the post of: Head of Anatomy

Department: Medical Education

Section/Unit/School: Anatomy

Location: Medical School Teaching Building

Grade: 9

Responsible to: Head of Medical Education

Responsible for: Deputy Head of Anatomy, Anatomy Lecturers, Prosector.

Role Description

Brighton and Sussex Medical School (BSMS) seeks to appoint an outstanding and enthusiastic individual to a Readership in Anatomy. The successful candidate will lead and develop anatomical teaching and direct anatomically-related, and or medical education related research within the medical school. The post-holder will be expected to build on the vibrant and dynamic approach to anatomy that has been established at BSMS. As Head of Anatomy, the appointed candidate will be responsible for the strategic management of the modern, well-equipped Anatomy Laboratory and act as the Designated Individual for the Human Tissue Act Licence. The Reader will lead a team which currently comprises, one senior lecturer, three lecturers, a prosector, senior technician, technician, laboratory administrative assistant, ten anatomy demonstrators and will work collaboratively with clinical colleagues.

Applicants to this post will be expected to have a recognised track record in innovative anatomical teaching and will have evidenced significant achievement in research activity either in anatomical/medical education pedagogy or in an area of research that will complement the research currently being undertaken within the medical school.

The title of Reader is awarded as a mark of personal distinction for an important contribution to the advancement of the subject. Candidates for the title will be expected to have achieved an exceptional level in research, acknowledged nationally and internationally, with demonstrated high quality competence in teaching.

Job Description

PRINCIPAL ACCOUNTABILITIES

1. To provide academic leadership in the design and delivery of high-quality teaching programmes.

2. To engage in high-quality research activity resulting in high-quality publications to be submitted to the REF at acceptable levels of volume and academic excellence; to lead research projects or research initiatives in the School; to secure research funding and third-stream income; and to contribute to the School's research strategy.
3. To support the management activities of the School and University, and undertake a key role in School or University working groups or committees, as required.

KEY RESPONSIBILITIES

1. Teaching & Student Support

- 1.1 Lead the innovative design, development and delivery of a range of programmes of study at various levels.
- 1.2 Ensure that course design and delivery comply with the University quality standard and regulations, and take responsibility for the quality of programme units.
- 1.3 Regularly review and update course content and teaching materials, ensuring that they remain up-to-date and relevant, incorporating advances in the subject area and utilising appropriate technology.
- 1.4 Set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria; and provide constructive and comprehensive feedback to students.
- 1.5 Actively maintain an understanding of appropriate pedagogy in the subject area.
- 1.6 Provide academic leadership to those working within programme areas, e.g. as a course leader.
- 1.7 Supervise taught postgraduate students, providing advice on study skills.
- 1.8 Undertake and complete administrative duties required in the professional delivery of teaching.
- 1.9 Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
- 1.10 Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

2. Research, Scholarship & Enterprise

- 2.1 Contribute to the development of School research strategies and themes.
- 2.2 Identify and develop research objectives, and proposals for own or joint research.
- 2.3 Carry out independent research and act as a Principal Investigator or project leader on major research projects. This may involve leading and line-managing the staff including their recruitment, probation, mentoring, performance review and staff development; managing the budget, and taking responsibility for the delivery of the programme.
- 2.4 Define research objectives and questions, review and synthesise the outcomes of research studies, and develop ideas for application of research outcomes.
- 2.5 Develop proposals for major research projects which will make a significant impact, and lead to an increase in knowledge or understanding or the development of new explanations, insights, concepts or processes.

- 2.6 Produce high-quality research outputs that have significant impact in the field, for publication in monographs or recognised high-quality journals, or performance/exhibition, as appropriate, and make a significant contribution to the School's REF submission at acceptable levels of volume and academic excellence.
- 2.7 Make presentations at national or international conferences or exhibit work in other appropriate events of a similar standing, and identify ways to disseminate research outputs informally via the internet, the media and other forms of public engagement.
- 2.8 Develop and maintain an independent research reputation by, for example, serving on peer review committees, and acting as a referee for journal articles and research grant applications.
- 2.9 Contribute to the internal management of the REF assessment exercise.
- 2.10 Provide academic leadership to those working within relevant research areas.
- 2.11 Play an influential role in identifying sources of funding and secure and/or contribute to the process of securing bids.
- 2.12 Play a leading role in identifying and securing opportunities for enterprise activity, knowledge exchange income and/or consultancy.
- 2.13 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.
- 2.14 Develop links with external contacts such as other educational bodies, businesses, the public sector, and professional bodies to foster collaboration and potentially generate a source of income.
- 2.15 Play a role in a relevant national professional body or recognised events.
- 2.16 Continually update knowledge and understanding in field or specialism, and engage in continuous professional development.
- 2.17 Conduct risk assessments and take responsibility for the health and safety of others, if required.
- 2.18 Supervise PhD/MD students.

3. Contribution to School & University

- 3.1 Attend and contribute to School meetings.
- 3.2 Contribute to the overall management of the School in areas such as budget management and business planning, as required.
- 3.3 Contribute to School-level strategic planning, and University-level strategic planning processes if required.
- 3.4 Engage in activities beyond day-to-day teaching duties, for example Admissions Days.

- 3.5 Assist with undergraduate and postgraduate recruitment.
- 3.6 Chair and/or play a key role in School or University working groups or committees, as required.
- 3.7 Undertake an administrative or organisational role within the School e.g. Library Representative, Year Tutor, Exam Board Chair, or personal/academic tutoring.
- 3.8 Advise and provide support to less experienced colleagues, and conduct Performance and Development Reviews, as required.
- 3.9 Undertake additional administrative duties, as required by the Head of School.

4. Role-specific duties

4.1 Teaching

The post-holder will be responsible for the strategic direction of anatomical education across all courses within the medical school and where anatomical content feeds in as appropriate to courses within the University of Sussex and the University of Brighton and will delegate required teaching and assessment commitments as appropriate. They will be expected to lead by example and take an active role in both the delivery and assessment of the anatomy teaching. In addition the successful candidate will contribute to a range of other courses and workshops delivered with the Anatomy Laboratory.

4.2 Research

There is a clear commitment from the medical school to appoint academic staff that are research active, and the appointee will need to demonstrate evidence of their activity in research at a high level. They will be expected to establish and build a research programme in either the area of anatomical/medical education pedagogy or in some aspect of biomedical research that complements the research currently being undertaken within the school. Where appropriate the Reader in Anatomy will also encourage collaborative research projects that use the resources within the Anatomy Laboratory.

4.3 Leadership and management

The Reader in Anatomy will be expected to lead the strategic development of the Anatomy Laboratory and provide operational management for the staff and resources within it. It is also expected that they will play their part in the general academic responsibilities of the medical school, including assessment, examining, quality assurance and research governance, and also in the appropriate school and university-level committees.

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

- Evidence of novel or innovative approaches to teaching supervision or assessment, including appropriate uses of technology.
- Sustained high-quality teaching across both undergraduate and postgraduate portfolios, as evidenced by surveys, questionnaires and peer review.
- Evidence of the integration of research, scholarship and professional practice with teaching activities.
- Regular published output of original research, with a significant proportion at international level (referred journal papers, monographs, book chapters, text books).
- Responsible for leading and managing a major research group.
- Sustained success in obtaining competitively awarded research and knowledge exchange grants and contracts, with evidence of leadership in securing such awards (for example, as Principal Investigator).
- A successful track record of completed postgraduate research supervision at MPhil and DPhil level.
- Significant involvement in knowledge creation and transfer in conjunction with partner organisations in industry, commerce, government or NGOs. This could be in the form of externally funded research, knowledge exchange and/or consultancy.
- Evidence of external profile, such as membership of professional body, editorial board or similar.
- Successful prosecution of a major task which facilitates School or organisational unit performance or business.
- Evidence of a capacity to contribute creatively and constructively to the management of School business.
- Evidence of successful management of more junior and/or support staff where such opportunities exist.
- Responsible and effective involvement in the broader arena of the School and/or University including, where appropriate, a role providing support, pastoral care and guidance to students or colleagues.

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 proven ability to engage with students using a variety of different methods.
3. Significant experience of high-quality teaching at undergraduate and postgraduate level.
4. Experience of successful curriculum design or re-design.
5. Ability to lead and manage a major research programme.
6. Track record of significant and high-quality publications in reputable journals and other appropriate media of similar standing.
7. Successful track record of generating research and knowledge exchange income, and the translation of research results into practice.
8. Significant experience of supervising postgraduate students.
9. An emerging international reputation in the field of study.
10. Evidence of proactive contribution to School and/or University.
11. Excellent presentation skills, with the proven ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.
12. Leadership and people management skills.
13. Ability to exercise a high degree of innovation and creative problem-solving.
14. Excellent organisational and administrative skills.
15. Ability to prioritise and meet deadlines.
16. A willingness to participate in support activities beyond normal teaching duties.
17. Excellent IT skills, with the ability to produce high-quality learning support materials.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Will have a doctoral degree or equivalent level of scholarly activity.
2. Will have a record of substantial activity in either anatomical/medical education research or an area of biomedical research appropriate to the research emphases of the medical school.

3. Will have an active interest in both undergraduate and postgraduate teaching, and will have gained appropriate experience in course development and design, and developed innovative teaching practice.
4. Will have evidence of leadership and management in undergraduate and postgraduate courses.
5. Will have a recognised understanding of current and emerging agendas in anatomical and medical education and evidence of personal ability to drive forward innovation and change.
6. Will have a previous experience in anatomy teaching.
7. Have a demonstrated commitment to the student learning experience.
8. Will have an understanding of financial and budget management against identified priorities and available resources.
9. Will have a commitment to the motivation and development of staff through the ability to delegate, empower and build a successful team.
10. Be a first class communicator and display excellent personal skills aimed at developing and maintaining effective working relationships with staff at all levels of the school.
11. Will require a basic DBS check.