



## 1 Advertisement

### **Post Title: Lecturer in Public Health and Lead for International Student Support**

**School/department:** Brighton and Sussex Medical School

**Hours:** full time hours considered up to a maximum of 1 FTE. Requests for flexible working options will be considered (subject to business need).

**Contract:** fixed term until 30 September 2022 (maternity cover)

**Reference:** 6963

**Salary:** starting at £42,149 to £50,269 per annum, pro rata

**Placed on:** 10 September 2021

**Closing date:** 3 December 2021 . Applications must be received by midnight of the closing date.

**Expected start date:** January 2022

We are seeking to appoint a Lecturer in Public Health and Lead for International Student Support to support the development and delivery of the Masters in Public Health Course, and to support our international students across our MSc portfolio.

The successful candidate will work closely with the Masters in Public Health Course Lead and will be responsible for the development and delivery of teaching and learning content. The post holder will lead modules, supervise dissertations, mark and moderate course/exam assessments. They will undertake recruitment and related activities, with a particular focus on our international students across the Department. The roles require excellent organisational, communication and team working skills. In addition to the university academic community, you will develop and support partnerships with wider public health community.

The post-holder will 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 appointee will also work with course leads and marketing colleagues to enhance the on-line presence of the programmes that we offer to international students.

The post holder will hold a doctoral qualification, or a professional equivalent in a public health related discipline and will have an excellent knowledge and understanding of recent developments in public health and epidemiology. Experience of teaching and supervision in higher education is desirable.

The School and the Universities offer various academic and professional development opportunities including completion of a Post Graduate Certificate Teaching Qualification according to need.

Please contact Dr Priya Paudyal ([p.paudyal@bsms.ac.uk](mailto:p.paudyal@bsms.ac.uk)) or Prof Gordon Ferns ([G.Ferns@bsms.ac.uk](mailto:G.Ferns@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)    [www.bsms.ac.uk](http://www.bsms.ac.uk)

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

## 2. The School / Division

**Brighton and Sussex Medical School** is an equal partnership between the Universities of Sussex and Brighton together with NHS organisations throughout the South East region. Find out more at: [bsms.ac.uk/about](http://bsms.ac.uk/about)

### **The Department**

The MSc in Public Health comes under the portfolio of programmes delivered by the Department of Medical Education at the Falmer Campus. The department delivers 20 postgraduate programmes to suit all healthcare professions, and is led by Professor Gordon Ferns.

**The University of Sussex** is a leading research-intensive university near Brighton. Find out more: <http://www.sussex.ac.uk/about/>

**The University of Brighton** is a complex and diverse institution with a long and distinguished history of applied research. Find out more: [brighton.ac.uk/about-us/](http://brighton.ac.uk/about-us/)

## 3. Job Description

**Job Description for the post of: Lecturer in Public Health and Lead for International Student support Grade 8**

**Department:** Brighton and Sussex Medical School

**Section / Unit / School:** Department of Medical Education

**Grade:** 8

**Responsible to:** Masters in Public Health Course Lead (Dr Priya Paudyal) and Head of Medical Education (Prof Gordon Ferns)

Responsible for: N/A

## **PRINCIPAL ACCOUNTABILITIES**

1. To design and deliver high-quality teaching courses 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 Actively build internal and external contacts and networks in order to, for example, secure student placements, and build relationships for future activities.
- 2.2 Contribute to a relevant national professional body or recognised pedagogic events.
- 2.3 Continually update knowledge and understanding in field or specialism, and engage in continuous professional development.

## **3. Contribution to School & University**

- 3.1 Assist with undergraduate and postgraduate recruitment.
- 3.2 Responsible for administrative duties such as admissions days, time-tabling, examinations, assessment of progress and student attendance, as directed by the Head of School.
- 3.3 Undertake an administrative or organisational role within the School e.g. Library Representative, Year Tutor or personal academic tutoring.

- 3.4 Play a key role in School or University working groups or committees, as required.
- 3.5 Advise and provide support to less experienced colleagues.
- 3.6 Conduct risk assessments and take responsibility for the health and safety of others, if required.
- 3.7 Undertake additional administrative duties, as required by the Head of School.

#### **4. Role-specific duties Lecturer in Public Health**

- 4.1 Collaborate closely with the MSc Public Health Programme Course Lead to support and deliver Master of Public Health programme.
- 4.2 Undertake recruitment to the MSc Public Health programmes and related activities under the supervision of course lead.
- 4.3 Develop, plan and deliver teaching and learning content for the MSc Public Health programme and support material for the International student cohort across programmes.
- 4.4 Lead modules for MSc Public Health Programme.
- 4.5 Identify projects, and supervise and mark MSc Public Health dissertations.
- 4.6 Identify, invite and support contributions to MSc Public Health by visiting lecturers and practitioners.
- 4.7 Set, mark and moderate course assessments/exams.
- 4.2 Work with the course lead to develop technology in teaching for the MSc Public Health.
- 4.3 Undertake tutorials and act as a personal academic tutor for MSc Public Health students.
- 4.8 Contribute to ensure appropriate evaluation and quality assurance processes are completed.
- 4.9 Design and deliver CPD training courses in Public Health related areas.
- 4.10 Undertake other duties as agreed with the Course Leader.

## **Lead for International Student Support Specific Duties**

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

4.12 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

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

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

4.15 Support and facilitate the integration of international students.

4.16 Liaise with the school office to support the students to settle in once they arrive in the UK.

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

4.18 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**

- A record of development of new courses/groups of courses, or significant components of schemes of study or CPD courses.

- Proven and sustained track record of successful teaching at the levels appropriate for the post.
- A high standard of teaching performance as judged by standard evaluation methods.
- Evidence of using feedback information from range of sources to improve the student experience.
- Evidence of using knowledge arising from scholarship to enhance teaching and curriculum development.
- Evidence of engagement in advising students and proactively responding to student problems.
- Evidence of contributions to a relevant national professional body or recognised event.
- Evidence of identifying and employing current pedagogic best practice to improve the student experience.

## **5. 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, or experience of equivalent professional training.
4. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.
5. Ability to work individually on own initiative and without close supervision, and as part of a team.
6. Proven experience of innovation and creative problem-solving.

7. Excellent organisational and administrative skills.
8. Ability to prioritise and meet deadlines.
9. A willingness to participate in support activities beyond normal classroom duties.
10. Excellent IT skills, with the ability to produce high-quality learning support materials.

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. A Master's Degree in Public Health, Epidemiology or equivalent experience in a relevant subject.
2. A doctoral qualification, or professional equivalent such as accredited specialist status, in a Public Health related discipline
3. Excellent knowledge in one or more of the core Master in Public Health content areas (Epidemiology, Principles and Practice of Public health and Biostatistics).
4. Good understanding of current developments in Epidemiology and Public Health policy and practice
5. Experience of teaching, research and supervision in higher education or other relevant settings.
6. Membership of professional body/on professional register, if appropriate to background.

### **DESIRABLE CRITERIA**

1. Experience of successful curriculum design or re-design in a relevant field.
2. A recognised higher education teaching qualification.
3. Evidence of peer-reviewed publications.
4. A demonstrable interest in using digital and blended learning.

5. Experience of working with and supporting international students.

**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 and engineering at Sussex.**