

Job Description & Person Specification	
Post title: Hourly Paid Lecturer – Biosciences	Post No: 010072
School or Department: School of Science and Technology	Date created: January 2022
Grade: HPL 1	Hours per week: Flexible
Fixed term end date (if applicable): N/A	
Other requirements of the role: None	
Immediate line manager: Dr Carl Nelson	
Title & Grade of posts line managed by postholder: N/A	

Job purpose: To provide expert knowledge and support for Bioscience in one or more of the following areas: Microbiology; Biochemistry; Pharmacology/Physiology; Biomedical Science.

Principal duties and responsibilities: The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

A) Subject Area

1. An ability to teach and support provision in an area of Bioscience

B) Principal Duties

1. To teach and support undergraduate level courses linked to Bioscience utilising appropriate teaching, learning, support and assessment methods.
2. As part of the module team, prepare and deliver lectures, seminar and labs, utilising appropriate teaching, learning, support and assessment methods to ensure the defined learning objectives are met, with the guidance of module leader and/or course team, and taking into account student or peer feedback where appropriate.
3. The preparation and marking of coursework, class tests and examinations (including referrals) and providing timely feedback to students.
4. Transfer knowledge in the form of practical skills, methods and techniques and prepare them in electronic format.
5. Ensure health and safety is maintained and adhered to during practical laboratory sessions.
6. To keep accurate records of student engagement, records of work and to file electronic copies of students' work and feedback using the systems provided.
7. To contribute to the effective working of the relevant academic teams, attending course meetings and training events as appropriate.
8. Work cooperatively with the subject management, administration, technical and payroll teams.
9. Engage with students at all stages of the sessions providing a professional, enthusiastic and friendly service that promotes student learning.
10. Attend relevant training sessions organised by the course teams in advance of taking up duties.
11. Arrive at the sessions punctually, and check that all requirements for the class are in place.
12. Engage in constructive feedback with students about their performance on sessions linked to modules.
13. To undertake administrative and pastoral duties as required, in order to effectively carry out the duties above. This may include referral of the student to other relevant sources of assistance as required.
14. Ensuring that knowledge of the relevant subject area is up to date by engaging in continuous professional development and incorporating this into taught material.

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

All staff are expected to comply with the University's Health and Safety and Equal Opportunities policies in the performance of their duties.

Personal Attributes		
Attributes	Essential	Desirable
Knowledge	Detailed knowledge of an area of Bioscience specifically in one or more areas of: Microbiology; Biochemistry; Pharmacology/Physiology; Biomedical Science.	Detailed knowledge of contemporary teaching practices within Higher Education (HE) An understanding of Biosciences practice and research within the UK Higher Education Sector
Skills	Good interpersonal skills and an ability to communicate ideas of a complex or technical nature to students effectively using a variety of teaching methods, thereby enhancing the student experience Excellent technical skills and fully conversant with appropriate industry standard software/professional practices Excellent administrative, IT, and analytical skills and ability to adapt to running an online workspace.	An ability to empathise with students and staff and have an understanding of the issues affecting HE Experience of management and use of an online workspace
Experience	Proven industry and/ or teaching experience in Bioscience, specifically in one or more areas of: Microbiology; Biochemistry; Pharmacology/Physiology; Biomedical Science.	Experience of facilitating independent study Experience of academic administration and organisational responsibilities within a HE environment Experience of supervising research projects in the area of Bioscience.
Qualifications	A PhD degree, or equivalent experience, in a bioscience discipline.	Membership of relevant professional bodies. Relevant postgraduate qualification; PGCHE or equivalent qualification.

Competencies

Essential Competencies	Desirable Competencies
<p>Organisation and delivery (Level 2) Plans time taking account of organisational priorities and other colleagues' work roles to achieve results</p> <p>Team working (Level 2) Contributes to team development, seeking and testing improvements to the team's outputs/service</p> <p>Communicating and influencing (Level 3) Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments</p> <p>Creativity and innovation (Level 3) Reviews, tests and implements new concepts, models and approaches to practice in support of service implementation and delivery</p>	<p>Making informed decisions (Level 2) Uses analyses, reports and data to test the validity of options and assess risk before taking decisions. Ensures optimum decisions are taken</p> <p>Customer focus (Level 2) Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction</p>

[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

Job Description and Person Specification created by (post title): Dr Carl Nelson (Principal Lecturer)
