

J o b D e s c r i p t i o n

Position: Associate Lecturer in Nursing (Bradford based)

School/Service: School of Nursing & Midwifery

Reference: NMW-200/A

Grade: Grade 6

Hours: Full-time

Responsible to: Head of School of Nursing & Midwifery

Main Function of the Post:

- To deliver a range of established teaching requirements and undertake student assessment activities with support and guidance as required from senior academic colleagues.
- Engage in relevant scholarship, professional and knowledge exchange activities.
- Collaborate with colleagues on course and curriculum developments.
- The appointee will provide:
 - Teaching support and facilitation for groups of students.
 - Support interviews and recruitment and selection and placement events
 - Support senior academic staff during assessment of students.
- The role will provide an opportunity for an early career academic to gain a wide range of experience in learning, teaching and assessment practice.

Principal Duties and Responsibilities:

1. As part of a teaching team, deliver a range of established teaching requirements at undergraduate and post-graduate levels with a focus on supporting students with support and guidance from senior academic colleagues.
2. Develop own teaching materials and methods as appropriate to ensure learning objectives are met.
3. Attend partner institutions and trusts as required
4. Supervise students as appropriate in a range of educational activities providing direction, support and guidance.
5. Undertake student assessment and examination activities
6. Contribute as appropriate to scholarship activities updating professional knowledge and skills and transferring this learning into teaching delivery.

7. Provide appropriate guidance and support to students, and ensure, where required, that student records are properly maintained, including marks lists, attendance records etc.
8. Support and undertake research in the School.
9. Engage with quality assurance processes/procedures to ensure School / University standards are met.
10. Participate and contribute to University/ School /Programme meetings/boards as appropriate to the role.
11. Contribute to appropriate pre-entry recruitment, selection and admissions activities (including open days and partner/employee visits) in order to promote the School and gain a better understanding of student/employee needs/expectations.
12. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
13. To participate in University internal and external events, deemed appropriate to the duties.
14. Carry out personal and professional development to enhance subject authority and to contribute to the University's reputation for academic and professional excellence.
15. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
16. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
17. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.

Note:

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder. Please note that this is an evolving role with a requirement to travel and attend events external to the University in support of Faculty/University business requirements.

There may be a requirement to travel regionally and nationally.

Please note that this appointment will be subject to Disclosure and Barring Clearance

Person Specification

Position: Associate Lecturer in Nursing		Reference: NMW-200/A	
School/Service: Nursing & Midwifery		Priority (1/2)	Method of Assessment
Criteria			
1	Qualifications		
1 a)	First Degree or equivalent in relevant discipline.	1	Application Form/Documentation
1 b)	Relevant professional registration i.e. NMC registration	1	Application Form/Documentation
1 c)	A relevant teaching qualification and fellowship/Associate Fellowship status of the Higher Education Academy (HEA), OR a willingness to obtain fellowship membership of the HEA within a specified time frame.	1	Application Form/Documentation
1 d)	Higher degree (or willingness to obtain a relevant PhD or substantial relevant experience within specialist area.	2	Application Form/Documentation
2	Skills / Knowledge		
2 a)	Proven ability and commitment to undertake appropriate subject specific research and/or enterprise activity and ensure it informs teaching.	1	Application Form/ Interview
2 b)	Excellent communication and interpersonal skills, with the ability to present complex information in an accessible way to a range of audiences.	1	Application Form/ Interview/Presentation
2 c)	Able to support students through effective personal tutoring	1	Application Form/ Interview
2 d)	Able to set and mark assignments under supervision.	1	Application Form/ Interview
2 e)	Able to write, prepare and develop hand-outs and other learning support materials using appropriate media.	1	Application Form/ Interview/Presentation
2 f)	Credible teaching and assessment skills and confidence to develop these with support.	1	Application Form/ Interview
2 g)	Able to help student groups develop professional skills.	1	Application Form/ Interview
2 h)	Skilled at determining priorities and managing deadlines.	1	Application Form/ Interview
2 i)	Able to liaise with colleagues and other stakeholders and to contribute to staff development.	1	Application Form/ Interview

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2 j)	Able to translate knowledge of advances in subject area into teaching and assessment methods and materials.	1	Application Form/ Interview
2 k)	Possess sufficient breadth and/or depth of specialist knowledge in the relevant disciplines to deliver established teaching programmes at undergraduate/postgraduate levels and contribute to course development and scholarship activities with guidance from senior colleagues.	1	Application Form/ Interview/Presentation
3 Experience			
3 a)	Experience of operating successfully within a team environment.	1	Application Form/ Interview
3 b)	Experience of supervising/supporting students as appropriate to the role.	1	Application Form/ Interview
3 c)	Experience of teaching and/or student support within Higher Education in the UK.	1	Application Form/ Interview
3 d)	Professional experience of working within the legal sector.	2	Application Form/ Interview
3 e)	Competent in the application of Information Technology.	1	Application Form/ Interview/Presentation
4 Personal Qualities			
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	1	Interview
4 c)	Adaptable and flexible to meet changing circumstances in the working environment.	1	Interview
4 d)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds.	1	Interview
4 e)	Able to work effectively as part of a team and as an individual.	1	Interview
4 f)	Able to use initiative as and where appropriate.	1	Interview

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Criteria			
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University.	1	Interview
5 b)	Awareness and commitment to the principles and requirements of the Data Protection Act/ Freedom of Information Act/Bribery Act, Health & Safety within the work environment, Prevent and UKVI.	1	Interview
5 c)	Commitment to the University's policy on equality and diversity.	1	Interview
5 d)	Current clean driving licence and car owner or able to travel independently to deliver at partner organisations, institutions trusts as required	1	Interview
5 e)	Able to travel nationally and internationally in order to meet the requirements of the service.	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. *The role-holder is required to hold a PhD/Professional Doctorate qualification. However, those without a PhD/Professional Doctorate but with equivalent level qualifications or outstanding achievements in the professional field will be expected to complete a PhD/Professional Doctorate within four years from the date of commencement.
4. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
5. Please note it is normally expected that a new appointee will commence at the bottom of grade.
6. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required