

Job Description

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| Job Title | Principal Lecturer in Pharmacy Education |
| School/Service | School of Pharmacy and Biomedical Sciences |
| Grade | J |
| Responsible to | Dean of School |
| Responsible for | Academic Leadership |
| <p>Job Purpose:</p> <p>To support the Dean of School by providing academic leadership, enhancing the achievement of excellent quality and performance standards, contributing to the development and implementation of policies and practices to ensure the effective deployment of resources. To lead on the design and delivery of the MPharm assessment strategy and its alignment to the curriculum, including quality review and standard setting.</p> | |
| <p>Main Duties and Responsibilities</p> <p>Academic Activities</p> <ul style="list-style-type: none"> • Lead on the management and the development of approaches to teaching and learning, including development, design and delivery. • Lead on the development, design, delivery and quality assurance of the School's assessment strategy including the delivery of standard setting. • Lead on the development of teaching, learning and assessment policies and strategies • Teach and assess at undergraduate and postgraduate levels and provide academic support for research students as required. • Scholarly/Research activity to a level that is externally recognised with a view to developing the profile of the School as required and remaining abreast of developments in your subject area. • Engage with innovation and income generation activities as required. • Engage with quality assurance and enhancement of provision both internally and externally e.g. external examining. <p>Leadership</p> <p>Support the Dean of School by undertaking</p> <ul style="list-style-type: none"> • Operation of the appraisal system and appraisal of designated staff including regular one to ones and contribution to staff development. • Monitoring of probation schedules and reviews • Informal meetings concerning staff absence, welfare, and incapability etc. • Preparing documentation for staffing requests/changes • Agreeing team objectives, workload and task allocation. • Evidence gathering, preparation of documentation for disciplinary, grievance, and incapability etc. • Effective and efficient use of resources whilst operating within any governing rules and regulations. • Prepare documentation for meetings. • All duties and responsibilities to be guided by current People Team policies and procedures • Lead the academic team by coordinating and supervising: <ul style="list-style-type: none"> ○ Activity for the achievement of School priorities and objectives relating to student recruitment, retention, attainment, graduate employment, timetabling, NSS outcomes. ○ Quality of design, implementation and review of academic programmes, management of assessment boards and review of student cases, maintaining the academic quality assurance processes within the School. | |

- Communication with students, obtaining feedback and providing assurance for actions as appropriate.
 - Engagement with University and School strategic activities.
 - Communication, teamwork, cooperation and collaboration with other schools and services within the University and externally and facilitation of meetings.
 - Production of reports as required by the Dean of School and/or University.
- Perform other duties commensurate with the role and grade as deemed appropriate by the Dean of School.

Person Specification

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| Attributes | Essential | Desirable | Measured By |
|---------------------------------|---|---|------------------------|
| Work Experience | <p>Experience of teaching higher education.</p> <p>A strong record of successful academic leadership in Pharmacy or a related subject area including programme and curriculum development and enhancement.</p> <p>Experience of different teaching and assessments methods.</p> | <p>Experience of teaching pharmacy students.</p> <p>Experience of standard assessment of assessments</p> <p>Working with professional bodies and/or relevant sector skills councils</p> <p>QAA and regulatory processes and procedures related to management of course quality and delivery</p> | Application /Interview |
| Education/Qualifications | <p>Doctorate/Higher Degree or equivalent professional qualifications/experience in an area relevant to the School.</p> <p>Fellow or Senior Fellow of HEA.</p> | <p>Degree in Pharmacy</p> <p>Postgraduate qualification in Education (PGCert or higher qualification)</p> <p>Full membership of relevant Professional bodies.</p> <p>Evidence of ongoing continuous professional development</p> | Application |
| Skills/Abilities | <p>Academic leadership, organisational and project planning skills</p> <p>Self-motivated, self-reliant proactive and team building</p> <p>Understanding of contemporary HE</p> <p>Delivering and co-ordination of teaching, research, knowledge transfer and consultancy</p> <p>People development with a strong continuous professional/personal</p> | | Application /Interview |

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| | <p>development orientation</p> <p>Able to operate in a structured, complex and challenging environment</p> <p>Strong communication skills in verbal and written form and ability to generate clear and concise documentation</p> <p>Ability to identify new opportunities and develop creative and innovative solutions</p> | | |
| Other | <p>Credible and well-respected academic track record within the area by peers as evidenced by professional networks and/or involvement with outside bodies relevant to the School's area of expertise</p> <p>Understanding of quality and governance issues related to academic leadership</p> <p>Understanding and commitment to university strategic plan and priorities</p> <p>An understanding of and demonstrable commitment to the University's Values as a framework for decisions, actions and behaviours.</p> | Involvement with national and / or international networks relating to the subject area | Application /interview |