



Job Profile

(Overview, Role Detail and Person Specification)

Faculty of Health, Social Care and Medicine

Title:	Lecturer or Senior Lecturer in Paramedic Practice
Grade:	8 / 9 / 10
Hours:	Full Time
Contract:	Permanent
Location:	Manchester

This Job Profile has been mapped to 'Grade 8: Teaching, Student Support and Research', pp. 25-26
This Job Profile is mapped to Grade 9: Teaching, Student Support and Research. Senior Lecturer A', pp.27-29
This Job Profile is mapped to Grade 10: Teaching, Student Support and Research. Senior Lecturer B', pp.30-32
January 2020

Duties and responsibilities (Grade 8)

The duties and responsibilities of this post are as follows. The post holder will be expected to carry out the following as and when required.

As a Lecturer you will:

Teaching and Learning / Scholarship

- Contribute to the curriculum development of the Subject/Department academic programmes and wider Faculty where appropriate, producing high quality, innovative teaching and learning material, informed by research and professional practice (where appropriate) to support and develop student learning, engagement and application in practice (where appropriate) at undergraduate and post graduate level;
- Enhance the quality of education and provision by ensuring that you maintain high standards of learning and teaching;
- Use teaching and learning strategies, which encourage student involvement and advance their independent learning, adapting delivery to suit learners' needs;
- Engage in subject professional and pedagogy research and/or scholarship as required to support teaching activities;
- Contribute effectively to the design, planning and administration of the curriculum including preparation of your own teaching and learning materials and course documentation;
- Contribute effectively to curriculum delivery, at the modular level, taking lead responsibility, where appropriate, within undergraduate and/or postgraduate levels;

Student Support

- Effectively oversee the welfare, progress, examination, assessment and marking of the students as designated by the Head of Department (or their deputy);
- Provide effective support to individual students and groups of students in accordance with Edge Hill University's procedures, referring students to further support services as appropriate;
- Promote the work of the University and participate in the recruitment, selection and induction of students;
- Undertake, as and when required, and in accordance with Edge Hill procedures, personal tutor responsibilities (academic and pastoral);

Support learning in practice, including placement/mentor preparation and practice audits (where appropriate).

Research (for those with Significant Responsibility for Research)

- Publish, or show evidence of working towards publication of research consistent with the department's priorities in appropriate peer-reviewed journals;
- Begin to develop and maintain links with cognate disciplines within the Faculty, University, Industry and the Community as part of a coherent research-dissemination strategy;
- Collaborate with colleagues to identify and make credible bids for external funding through research grants and contracts and in developing collaborative research income- generating ideas.

Leadership / Service / Externality

- Be an active member of relevant Departmental/Faculty/Institutional committees and contribute to partnership working with external colleagues and service users (where appropriate);
- Contribute to faculty business, project management and/or enterprise;
- Assist in student recruitment activities including Open Days, interviews or auditions;
- Engage in appropriate training programmes provided by the University such as preparation for VASP membership;
- Establish networks (professional and academic) to maintain currency and personal development;
- Carry out any other duties as reasonably requested by Head of Department. Generally, these will be relatively limited in order to allow the role holder to take advantage of planned developmental and research opportunities.

Duties and responsibilities (Grade 9)

The duties and responsibilities of this post are as follows. The postholder will be expected to carry out the following as and when required.

As a Senior Lecturer you will:

Teaching and Learning / Scholarship

- Effectively lead taught modules and contribute appropriately to programmes, taking a lead role in curriculum delivery and organisation, including teaching;
- Contribute effectively to the design and planning of the curriculum, including the writing of course validation documentation as required, ensuring compliance with the University's Academic Regulations and Quality Management Handbook;
- Seek to enhance the quality of education that students receive by ensuring that high standards are maintained in their own teaching, through regularly engaging with appropriate professional development activities;
- Develop and use teaching and learning strategies across aspects of a course, which encourage student involvement and advances their independent learning, adapting delivery to suit students' needs;
- Collaborate with colleagues in the continuous review and development of Department's programmes;
- Supervise and monitor undergraduate and postgraduate taught students and supervise and monitor the work of research students;
- Actively support and carry out research and scholarship which supports and informs programme currency delivery;
- Reflect on your own teaching and implement ideas for improving your own performance;
- Contribute effectively towards the development of the Department within an established programme of study.

Student Support

- Effectively oversee the welfare, progress, examination, assessment and marking of the students as designated by the Head of Department (or their deputy);
- Take responsibility for specific aspects of the assessment process e.g. moderation or liaison with external examiner;

- Act, as and when required, and in accordance with Edge Hill procedures, as a Personal Tutor for a number of students;
- Take an advisory role in complex cases of support for a student.

Research (for those who have Significant Responsibility for Research)

- Publish and disseminate the results of research in peer-reviewed journals or other appropriate outlets of recognised academic quality in line with area of expertise;
- Contribute effectively to, and lead as appropriate, research and/or enterprise projects including identifying and making credible bids for funding to support the projects;
- Enhance and maintain links with cognate disciplines within the Faculty, Institution, Industry and the Community;
- Apply for grant funding and manage, as appropriate, any grants which are secured;
- Supervise and manage research projects if required.

Leadership / Service / Externality

- Seek to enhance the quality of education and provision by ensuring that high standards of teaching and learning are maintained on the relevant courses to which they contribute;
- Co-ordinate others to ensure module(s) are delivered to the standards required and to identify & respond to students' needs;
- Lead on quality assurance and course evaluation, including facilitating student feedback;
- Contribute effectively towards the development of the Department including taking lead responsibility for nominated projects and participating in VASP committees;
- Responsible for the overall quality auditing of course provision to identify areas where current provision is in need of revision or improvement;
- Develop others with ability to mentor colleagues in developing both their research agendas as well as teaching portfolios.
- Be a fully active member of relevant Departmental/Faculty/Institutional business/committees and contribute to partnership working, projects and enterprise activity with external colleagues and service users (where appropriate);
- Promote the work of the Institution and participate in the recruitment, selection and induction of students;

- Participate in and develop additional external networks/operational links to further the development and reputation of the department and of the University;
- Effectively manage relationships with key stakeholders;
- Take part in relevant internal boards, committees and working groups as required;
- Organise and administer tasks in an efficient and effective manner;
- Carry out any other duties as requested by Head of Department/Line Manager, commensurate with the grade of the post.

Duties and responsibilities (Grade 10)

The responsibilities of a Senior Lecturer are wide ranging, and many change over time according to the development needs of the department and the individual. In general, a Senior Lecturer can expect to undertake the following:

As a Senior Lecturer you will:

Teaching and Learning / Scholarship

- Develop, as required, appropriate documentation in accordance with the Institution's Academic Regulations and Quality Management Handbook to support the processes of Edge Hill's quality assurance and ethics (including materials relating to course validation, enhancement process, review and evaluation);
- Contribute effectively to the design and planning of curriculum for the Department, taking the lead responsibility for nominated projects;
- Effectively oversee the welfare, progress, examination, assessment and marking of the students as designated by your Head of Department;
- Fully engaged with teaching portfolios, and effectively use teaching and learning strategies, which encourage student involvement and advances their independent learning, adapting delivery to suit students' needs.

Student Support

- Take responsibility for overseeing the welfare, progression, examination and assessment of students and drawing to the attention of the Head of Department any issues as appropriate;
- Act as a Personal Tutor for a number of students, including providing academic and personal support, supporting individual profiling and development planning, and preparing references; referring students to further support services as required;
- Act as a postgraduate taught supervisor;
- Promote the work of the University and participate in the recruitment, selection and induction of students;

Research (for those who have Significant Responsibility for Research)

- Contribute effectively to the subject area in a chosen area of research, publishing research output of high quality, submitting regular bids for external funding, supervising PhD students and leading networks as appropriate;

- Lead and develop strategies for achieving impact from your research or enterprise projects including identification and achievement of funding to support the projects.

Leadership / Service / Externality

- Lead departmental activities at an appropriate capacity within the department;
- Lead, and administer the effective delivery of courses and projects;
- May undertake a programme, project, enterprise or research leadership role (as appropriate);
- Ensure the integrity of designated programmes and projects, by ensuring all staff contributing are fully informed and prepared for effectively engaging in delivery and reporting responsibly, via appropriate channels, any cause for concern;
- Co-ordinate and lead the team of staff who contribute to courses and research programmes or other programmes of work in order to maximise the impact of their individual and collective contributions;
- Enhance the quality of education and provision by ensuring that high standards of teaching and learning are maintained on the relevant courses to which they contribute;

Externality

- Take responsibility for the effective academic administration of a designated programme of study, enterprise, research or innovation;
- Lead, initiate, and develop, external networks to further the development and reputation of the University and the individual;
- Engage in external collaborations and relationships at a strategic level and effectively manages significant partnerships with external organisations;
- Significantly enhance the external profile of the department in appropriate networks and forums, identifying and building supportive and mutually beneficial partnerships. Fostering collaboration with external contacts, networks and partnerships including educational bodies, employers, researchers and professional bodies, as appropriate;
- Actively contribute to mentor training, development and enhancement activities including the evaluation of these arrangements;
- Organise and administer tasks in an efficient and effective manner;
- Undertake other duties deemed appropriate by the Head of Department (or representative) and commensurate with the post.

Person Specification (Grade 8):

Method of Assessment (I-Interview, A-Application, T-Test, P-Presentation) Please note that applications will be assessed against the Person Specification using these criteria

Qualifications

	The successful candidate should have:	Essential/ Desirable	Evidence
1	A good relevant honours degree or equivalent qualification and experience of Higher Education learning	Essential	A
2	PhD or equivalent (normally by publication but where appropriate through professional achievement of a comparable nature)	Essential	A
3	HE teaching qualification, or commitment to achieve one within two years of appointment	Essential	A/I
4	Current HCPC registration as a paramedic with a minimum of 2 years' post registration experience	Essential	A

Skills and Knowledge

	The successful candidate should have:	Essential/ Desirable	Evidence
5	Relevant knowledge of Higher Education curricula or other evidence of the ability to be or become an effective, research-informed teacher and assessor across the range of taught levels appropriate to the post	Essential	A/I
6	Excellent, effective and adaptive teaching skills underpinned by sound pedagogical principles	Essential	A/I
7	Developing breadth and depth of subject knowledge and evidence of continuing professional development	Essential	A/I
8	Evidence of ability to work in a team and the emotional intelligence to support students in their studies through academic tutoring	Essential	I

Experience

	The successful candidate should have:	Essential/ Desirable	Evidence
9	Ability to support the diverse academic and personal needs of individual students.	Essential	A/I
10	Proven capacity to conduct and publish research or contributions to professional practice, ability to engage in academic and professional networking through active membership of associations, societies and professional bodies. (This criterion assumes you have or aspire to having significant responsibility for research)	Essential	A/I

11	Excellent communication skills, both written and verbal, and excellent interpersonal skills with the ability to liaise effectively with colleagues, students and external stakeholders.	Essential	A/I/P
12	Ability to work on one's own initiative, to reflect on one's own skills and knowledge, and to seek opportunities to develop	Essential	A/I

Competencies and Personal Attributes

The successful candidate should have:	Essential/ Desirable	Evidence
Enthusiasm	Essential	I
Commitment	Essential	I
Team working	Essential	I
Good interpersonal skills	Essential	I
Flexibility and adaptability	Essential	I

Person Specification (Grade 9):

Method of Assessment (I-Interview, A-Application, T-Test, P-Presentation) Please note that applications will be assessed against the Person Specification using this criteria.

Qualifications

	The successful candidate should have:	Essential/ Desirable	Evidence
1	A good relevant honours degree or equivalent qualification and experience of Higher Education learning	Essential	A
2	PhD or equivalent (normally by publication but where appropriate through professional achievement)	Essential	A
3	HE teaching qualification, or commitment to achieve one within two years of appointment	Essential	A/I
4	Advance HE Fellowship, or commitment towards	Essential	A/I
5	Current HCPC registration as a paramedic with a minimum of 2 years' post registration experience	Essential	A

Skills and Knowledge

	The successful candidate should have:	Essential/ Desirable	Evidence
6	A well-developed breadth of subject knowledge and a record of successful engagement with professional development opportunities	Essential	A/I
7	Successful record of having developed and used to good effect, flexible and innovative approaches to the design and execution of teaching, learning and assessment	Essential	A/I

Experience

	The successful candidate should have:	Essential/ Desirable	Evidence
8	Significant experience of innovative undergraduate and postgraduate teaching in higher education	Essential	A/I
9	Experience of securing and undertaking externally funded research and/or enterprise activity, where appropriate	Desirable	A/I
10	Proven ability to support the diverse academic and personal needs of individual students	Essential	A/I
11	Evidence of research publication activity in peer reviewed research journals for those with significant responsibility for research	Essential	A/I
12	Evidence of having developed successfully networks with colleagues, students and external stakeholders.	Essential	A/I/P
13	A record of having developed the student employability agenda in the department/institution through networking, employer engagement and student learning.	Desirable	A/I

Person Specification (Grade 10):

Method of Assessment (I-Interview, A-Application, T-Test, P-Presentation) Please note that applications will be assessed against the Person Specification using this criteria.

Qualifications

	The successful candidate should:	Essential/ Desirable	Evidence
1	A good relevant honours degree or equivalent qualification and experience of Higher Education learning	Essential	A
2	PhD or equivalent (normally by publication but where appropriate through professional achievement)	Essential	A
3	Teaching in HE qualification or a commitment to achieving one within the first two years of employment	Essential	A/I
4	Advance HE Senior Fellowship (or significantly working towards)	Desirable	A/I
5	Current HCPC registration as a paramedic with a minimum of 2 years' post registration experience	Essential	A

Skills and Knowledge

	The successful candidate should have:	Essential/ Desirable	Evidence
6	Successful record of having developed, used and disseminated good practice of flexible and innovative approaches to the design and execution of teaching, learning and assessment initiatives	Essential	A/I
7	Demonstrate ability to influence, advise, guide and mentor others and confidently challenge thinking and foster debate, and encourage the development of intellectual reasoning and rigour	Essential	A/I
8	Ability to reflect on own skills and knowledge, and to seek opportunities to develop	Essential	A/I

Experience

	The successful candidate should have:	Essential/ Desirable	Evidence
9	Very significant experience of innovative undergraduate and postgraduate teaching in higher education, especially in the relevant subject area	Essential	A/I
10	Evidence of leading teams, internally and externally, with the sound emotional intelligence required to work effectively with other people	Essential	A/I
11	Experience of securing and undertaking substantial externally-funded research and/or enterprise activities, where appropriate	Essential	A/I
12	Proven ability to support the diverse academic and personal needs of individual students, and to disseminate good practice in this respect	Essential	A/I

13	Evidence of research publication activity in peer reviewed journals (for those who have significant responsibility for research)	Essential	A/I
14	Evidence of having developed successfully and lead to good effect networks with colleagues, students and external stakeholders, e.g., to promote student employability	Essential	A/I/P

Candidate guidance

When you are ready to start the formal application process, please visit www.edgehill.ac.uk/jobs click 'vacancies' search for the role you wish to apply for, and click 'Apply online'. The online application form can be completed in stages and you can login/logout at any time. The form automatically saves as you enter your information and it is simple to move backwards and forwards within the form at any time prior to submission. Help is available at each stage to guide you through the form.

Before final submission, you can preview your application and can then choose to refine or submit the form.

About the Selection Process

Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to get back to applicants within two working weeks following the closing date.

Please note that DBS checks will be carried out if your work will require this at any point during your employment.

We look forward to receiving your application and thank you for your interest in the role.