

**It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.**

**Job description for the post of**

**Lecturer or Senior Lecturer in Human Biology  
EHT1040-0517**

**Reporting to:** Head of Department

**Accountable to:** Pro Vice-Chancellor (Research) and Dean of Faculty of Arts and Sciences

**The Department**

The Department of Biology delivers a range of high quality programmes including BSc Biology, Human Biology, Genetics, Biotechnology and Ecology and Conservation. From 2018 we will be introducing Plant Science and Food Science degrees. We also run a Conservation Management MSc programme and an MRes degree and have a small but thriving post graduate research community.

The Department consists of a team of eight academic staff, seven technicians and two administrators. The department is housed in the recently refurbished and extended Biosciences building and in the adjacent new Technology Hub.

The Biosciences building includes teaching and research labs which incorporate a DNA lab (including Sanger sequencer), microbiology lab, cell biology facility, SEM and insectaries. The Tech Hub has benefited from over £1million pounds of investment and the Plant Science degree will get its own additional research lab.

**The Post**

The successful candidate will be required to manage and teach modules on the Human Biology, Biotechnology and Biology programmes plus the Genetics and Food Science programmes subject to relevant expertise; supervise undergraduate and PG dissertations and act as a personal tutor for students across all years. S/he will have a proven track record in research and publication or be able to provide convincing evidence of the potential to do so; and be able to contribute to the growing research profile of the Department and to future REF submissions. It is also expected that s/he will develop and maintain their own research programme.

Applicants from all areas of Human Biology with medical applications are encouraged to apply, although expertise in one or more of the following areas would be desirable: applicants trained in molecular biology techniques; genomics & human genetics, nutrition, with experience in cell culture applications and histology and who can apply their own research into teaching biomedical and/or food sciences.

Ability and commitment to design and implement an innovative approach to enhancing the student experience is essential.

Appointment will be made at Lecturer Grade 8, or Senior Lecturer Grade 9 or Grade 10 as appropriate. An established record of research and publication is essential for appointment at Grade 10.

## **Duties and responsibilities**

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

### **Corporate Responsibilities**

The postholder will:

- a) Participate in Edge Hill University's decision-making process.
- b) Contribute to and serve as appropriate on internal committees, working and advisory groups.
- c) Contribute to the fulfilment of Edge Hill University's Mission Statement and Strategic Plan by implementing agreed Edge Hill policy.
- d) Encourage and promote the generation of income including the provision of research and consultancy.
- e) Promote and implement the University's equal opportunities policies.

### **Specific duties and responsibilities (Grade 8)**

The post-holder will be expected as and when required to:

- a. Contribute effectively to the subject area in a chosen area of research compatible with the main research interests of the Department.
- b. Contribute effectively to the delivery of the curriculum including preparation of course documentation as required.
- c. Effectively contribute to the welfare, progress, examination and assessment of the students as designated by the Head of Department.
- d. Promote the work of the University and participate in the recruitment, selection and induction of students.
- e. Act, as and when required, and in accordance with Edge Hill procedures, as a Personal Tutor for a group of students.
- f. Assist in the curriculum development of the area's academic programmes.
- g. 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.
- h. Contribute effectively towards the development of the Department of Biology including taking lead responsibility for nominated projects.
- i. Organise and administer tasks in an efficient and effective manner.
- j. Use teaching and learning strategies, which encourage student involvement and advance their independent learning.

- k. Develop and maintain links with cognate disciplines within the Faculty, Institution, Industry and the Community.
- l. Carry out any other duties associated with the area to be included by Head of Department.

### **Specific duties and responsibilities (Grade 9)**

The post-holder will be expected as and when required to:

- a. Contribute effectively to the subject area in a chosen area of research compatible with the main research interests of the Department.
- b. Contribute effectively to the design and planning of the curriculum including preparation of course documentation as required.
- c. Effectively oversee the welfare, progress, examination and assessment of the students as designated by the Head of Department.
- d. Promote the work of the University and participate in the recruitment, selection and induction of students.
- e. Act, as and when required, and in accordance with Edge Hill procedures, as a Personal Tutor for a group of students.
- f. Assist in the curriculum development of the area's academic programmes.
- g. 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.
- h. Contribute effectively towards the development of the Department of Biology including taking lead responsibility for nominated projects.
- i. Organise and administer tasks in an efficient and effective manner.
- j. Use teaching and learning strategies, which encourage student involvement and advance their independent learning.
- k. Develop and maintain links with cognate disciplines within the Faculty, Institution, Industry and the Community.
- l. Carry out any other duties associated with the area to be included by Head of Department.

## **Specific duties and responsibilities (Grade 10)**

The post-holder will be expected to:

Accept responsibility for the overall development and effective and efficient operation of high quality academic programmes in the subject area concerned in the context of the Institution's agreed objectives and strategic plan. This may include:

- a. leading at programme level in areas of academic expertise
- b. ensuring that staff contributing to programmes are fully prepared for the effective performance of their duties
- c. effectively co-ordinating the team of staff who contribute to programmes in order to maximise their individual and collective contributions
- d. managing and administering the effective delivery of courses
- e. developing, as required, appropriate documentation in accordance with the Institution's guidelines to support the processes of Edge Hill's quality assurance (including materials relating to course approval, enhancement process, review and evaluation)
- f. taking responsibility for overseeing the welfare, progression, examination and assessment of students and drawing to the attention of the head of area any issues as appropriate
- g. on behalf of the Head of Department taking responsibility for the effective academic administration of a designated area
- h. participating in and developing external networks to further the development and reputation of the University
- i. Contribute effectively to the subject area in an area of research compatible with the main research interests of the Department.
- j. Contribute effectively to the design and planning of the curriculum including preparation of course documentation as required.
- k. Effectively oversee the welfare, progress, examination and assessment of the students as designated by the Head of Department.
- l. Promote the work of the University and participate in the recruitment, selection and induction of students.
- m. Act, as and when required, and in accordance with Edge Hill procedures, as a Personal Tutor for a group of students.
- n. Assist in the curriculum development of the area's academic programmes.
- o. 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.

- p. Contribute effectively towards the development of the relevant subject area including taking lead responsibility for nominated projects.
- q. Organise and administer tasks in an efficient and effective manner.
- r. Use teaching and learning strategies, which encourage student involvement and advance their independent learning.
- s. Develop and maintain links with cognate disciplines within the Faculty, Institution, External Stakeholders and the Community.
- t. Carry out any other duties associated with the area as judged appropriate by the Head of Department.

**In addition to the above duties all staff are required to:**

- a. Participate in Edge Hill's Performance Review scheme.
- b. Respect confidentiality. Confidential information should be kept in confidence and not released to unauthorised persons.
- c. Comply with legislation and adhere to Edge Hill's policies and procedures and attend appropriate training as required, including Health and Safety.
- d. Manage and enhance their own personal performance.
- e. Participate in work-related training and staff development.
- f. Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner.

**Salary:** Grade 8, points 31-35  
£32,958 - £37,075 per annum

Grade 9, points 36-40  
£38,183 – £42,955 per annum

Grade 10, points 41-45  
£44,240-49,772 per annum

**Hours:** Full time

**Candidates should note that they will be shortlisted based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification form attached.**

## PERSON SPECIFICATION - (GRADE 8)

### Lecturer in Biology EHT1040-0517

#### CRITERIA

Applicants should be able to provide evidence of their ability to meet the following criteria.

		Essential	Desirable
<b>Qualifications</b>			
1	A good relevant honours degree and higher qualifications relevant to the post, such as a Postgraduate degree, a professional qualification, or evidence of satisfactory progress towards such qualifications.	*	
2	PhD or clear progress towards a PhD	*	
<b>Experience and Knowledge</b>			
3	Successful teaching experience of Biology in Higher Education and relevant subject knowledge evidenced through qualifications, prior teaching experience or research	*	
4	Evidence of research experience or research potential	*	
<b>Competencies</b>			
<b>Teaching, Learning and Assessment</b>			
5	Ability to develop and use effective, flexible and innovative approaches to teaching, learning and assessment including use Information and Communication Technology (ICT) to support teaching and learning	*	
6	Ability to contribute to the assurance of academic quality and standards	*	
7	Ability to support the diverse academic and personal needs of individual students	*	
<b>Scholarly Activity and Research</b>			
8	Evidence of engagement in innovation, knowledge construction and knowledge dissemination	*	
<b>Management and Administration</b>			
9	Ability to work effectively as a team member	*	

<b>Personal and Professional Development</b>			
10	Ability to reflect on own skills and knowledge, and to seek opportunities to develop and engage in academic and professional networking	*	



## PERSON SPECIFICATION - GRADE 9

### Senior Lecturer in Biology EHT1040-0517

#### CRITERIA

Applicants should be able to provide evidence of their ability to meet the following criteria.

		Essential	Desirable
<b>Qualifications</b>			
1	A good relevant honours degree and higher qualifications relevant to the post, such as a PhD	*	
<b>Experience and Knowledge</b>			
2	Successful experience of teaching Biology in Higher Education or other evidence of the ability to be an effective teacher at this level	*	
3	Experience of one or more of: research, consultancy, evidence-based practice, publication, and innovation	*	
4	Relevant subject knowledge as evidenced through qualifications, prior teaching experience or research	*	
5	Experience of postgraduate teaching or PhD supervision		*
<b>Competencies</b>			
<b>Teaching, Learning and Assessment</b>			
6	Ability to lead curriculum development in areas of academic expertise	*	
7	An effective communications style and interpersonal skills	*	
8	Ability to develop and use effective, flexible and innovative approaches to teaching, learning and assessment including use Information and Communication Technology (ICT) to support teaching and learning	*	
9	Ability to contribute to the assurance of academic quality and standards	*	
10	Ability to support the diverse academic and personal needs of individual students	*	
<b>Scholarly Activity and Research</b>			
11	Evidence of engagement in innovation, knowledge construction, advanced scholarship and research.	*	

<b>Management and Administration</b>			
12	Ability to support the general development of the department, the faculty and the institution and work effectively as a leading team member.	*	
<b>Personal and Professional Development</b>			
13	Ability to reflect on own skills and knowledge, and to seek opportunities to develop and engage in academic and professional networking	*	

## PERSON SPECIFICATION - GRADE 10

### Senior Lecturer in Biology EHT1040-0517

#### CRITERIA

Applicants should be able to provide evidence of their ability to meet the following criteria.

		Essential	Desirable
<b>Qualifications</b>			
1	A good relevant honours degree and PhD in a relevant area	*	
<b>Experience and Knowledge</b>			
2	Experience of successfully teaching Biology in Higher Education to undergraduates and postgraduates.	*	
3	Research experience evidenced by high quality publications eligible for REF.	*	
4	Experience of writing bids to external funding bodies		*
5	Experience of consultancy, knowledge transfer activity and/or innovation	*	
<b>Competencies</b>			
<b>Teaching, Learning and Assessment</b>			
6	Ability to lead curriculum development in areas of academic expertise and contribute to the assurance of academic quality and standard	*	
7	An effective communications style and interpersonal skills	*	
8	Ability to develop and use effective, flexible and innovative approaches to teaching, learning and assessment including Technology Enhanced Learning	*	
9	Ability to support the diverse academic and personal needs of individual students	*	
10	Experience of PhD supervision		*
<b>Scholarly Activity and Research</b>			
11	Evidence of engagement in innovation, knowledge construction, advanced scholarship and research	*	

<b>Management and Administration</b>			
12	Ability to support the general development of the department, the faculty and the institution and work effectively as a leading team member	*	
<b>Personal and Professional Development</b>			
13	Ability to reflect on own skills and knowledge, and to seek opportunities to develop and engage in academic and professional networking	*	