

**UNIVERSITY OF NOTTINGHAM**  
**RECRUITMENT ROLE PROFILE FORM**

<b>Job Title:</b>	Assistant Professor (Teaching Focus)
<b>School/Department:</b>	School of Health Sciences
<b>Job Family and Level:</b>	Research and Teaching Level 5
<b>Contract Status:</b>	Permanent
<b>Hours of Work:</b>	Full time
<b>Location:</b>	Nottingham. Although the position is based in Nottingham, the candidate may be required to travel to and deliver teaching in Surrey and Sussex throughout the year.
<b>Reporting to:</b>	Head of School of Health Sciences

**The School**

The School of Health Sciences at the University of Nottingham, one of the 4 Schools in the Faculty of Medicine and Health Sciences, provides a range of undergraduate and postgraduate courses in the field of nursing, midwifery, physiotherapy, sport rehabilitation and allied health professions.

The Schools mission is 'to provide excellent healthcare education and undertake outstanding research that inspires our students and staff to transform the health and wellbeing of individuals and communities and make an enlightened and valued contribution to society'.

An important part of that mission is to enable students to qualify in their chosen profession and help those already qualified to further develop their skills. One such area is that of non-medical prescribing. The school offers this course locally and has recently been awarded a contract by Health Education Kent Surrey and Sussex to also deliver the course to students in Surrey and Sussex. This exciting development represents national recognition of the quality and excellence of the course delivered by the University of Nottingham and provides the opportunity for a suitably qualified individual to join this nationally acclaimed team.

**The Purpose of the New Role:**

In line with this expansion of teaching provision the School of Health Sciences is seeking to appoint an assistant professor to contribute to both the delivery of post-registration non-medical prescribing programmes nationally and the inclusion of prescribing at pre-registration level.

The primary purpose of the role is to provide high quality pharmacology teaching and to contribute to the planning, design and development of objectives and materials as a member of the non-medical prescribing team. The post holder will have specific responsibility for identifying the learning needs of the students and ensure that the content, method of delivery and learning materials meet the defined learning objectives of the non-medical prescribing courses. The non-medical prescribing team prides itself on both the quality of its teaching and its educational and non-medical prescribing research and the successful candidate would be encouraged to be involved in all aspects of work in

this area. The post holder will make a significant contribution to the School of Health Sciences via leadership and/or administrative management and/or co-ordination of specific initiatives.

<b>Main Responsibilities</b>	
1.	To deliver teaching across a range of modules or within a subject area, providing curriculum leadership within own area of expertise.
2.	Be responsible for the design of the course modules and/or programmes of study in specialist area and for their quality. Where appropriate identify the need for developing the content or structure of existing modules and make proposals on how this should be achieved.
3.	To contribute generally to the development of innovative teaching and teaching methods and assessments in the academic unit including planning, designing and developing objectives and material, making appropriate use of new technologies co-ordinating with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
4.	To participate in the assessments for initial and higher degrees and diplomas of the University of Nottingham and act as invigilator for examinations as required.
5.	To supervise and examine post graduate, Masters and PhD students
6.	To coach and support tutorial groups, developing their knowledge and their learning skills, and to be responsible for the pastoral care of students within a specified area, dealing with sensitive issues.
7.	To engage in subject, professional and pedagogical research as required supporting teaching and developing activities and disseminating knowledge to wider academic community.
8.	Be responsible for and comply with the University of Nottingham Teaching Quality assurance standards and procedures. Ensure teaching quality assessment and assessment of progress and other information is maintained and supplied to the University as required.
9.	To participate in and develop external networks, nationally and internationally including collaborating in the development of original research with colleagues.
10.	To contribute to the accreditation of courses and quality control processes. Tackle issues affecting the quality of delivery within the scope of own level of responsibility, referring more serious matters to others, as appropriate.
11.	Be responsible for administrative duties in areas such as admissions, timetabling, examinations, student attendance, and represent the school on various committees and working groups in the wider University and outside of the University and managing or monitoring assets and budgets allocated as part of the role.
12.	To contribute to student recruitment and secure student placements and provide appropriate advice to others involved in this activity.
13.	Be responsible for the safe conduct of the work within work area and teaching responsibilities ensuring that the School's arrangements for compliance with the University Safety Policy are implemented.
14.	Be responsible for and supervise practical work, including projects, field trips or placements, where it is part of the course, and advise students on techniques.
15.	Act as a module leader and personal tutor and be responsible for the pastoral care of students within a specified area dealing with sensitive issues.
16.	Provide expert advice to other staff, students and external stakeholders within a defined area.
17.	Plan and review own teaching load and approach to learning.
18.	Communicate effectively to staff, students and key stakeholders using high level skills and a range of media.

For Lecturers with line management responsibilities	
	To provide curriculum leadership and act as Line manager to staff where appropriate.
	To coach and/or mentor colleagues in developing their research scholarship and teaching techniques. Acting as a mentor to colleagues with less experience and advice on personal development.
	To co-ordinate the work of colleagues to ensure modules are delivered to the required quality standards and there is equitable access to resources and facilities.

### Specific Requirements.

#### Knowledge, Skills, Qualifications & Experience

	Essential	Desirable
<b>Qualifications/ Education</b>	MSc or equivalent in a relevant subject area.	PhD or equivalent in relevant subject area.  Higher education teaching qualification or equivalent.  Independent and supplementary prescribing qualification.  Membership of an appropriate professional body.
<b>Skills/Training</b>	Excellent oral and written communication skills, including the ability to communicate with clarity on complex and conceptual ideas to those with limited knowledge and understanding as well as to peers, using high level skills and a range of media.  Ability to devise, advise on and manage learning and research programmes.  Ability to design and deliver high quality and up-to-date course materials.  Ability to use a range of delivery techniques and technologies to inspire and engage students.  High level analytical capability to facilitate conceptual thinking, innovation and creativity.  Skills in supporting students, pastoral care and motivating students.  Ability to manage resources and an understanding of management processes.	Emerging skills in managing, leading and motivating staff.

	<b>Essential</b>	<b>Desirable</b>
	<p>Ability to build relationships and collaborate with others, internally and externally.</p> <p>Ability to manager projects relating to own area of work and the organisation of external activities such as placements and field trips.</p>	
<b>Experience</b>	<p>Extensive experience within subject/discipline.</p> <p>Extensive experience and demonstrated success in developing methods and coaching colleagues.</p> <p>Experience and achievement in chosen field, reflected in growing and consistent national reputation.</p> <p>Experience and demonstrated success in delivering teaching within an agreed quality framework.</p>	<p>Track record in development and delivery of teaching units.</p> <p>Experience on devising, advising on and managing learning and research programmes.</p> <p>Experience of counselling, pastoral care and motivating students.</p> <p>Experience of new technologies such as podcasting and audience response technology within classroom settings.</p>
<b>Other</b>	<p>Willingness and ability to travel to and deliver teaching in Surrey and Sussex at various points throughout the year.</p>	



*The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.*