### Purpose of role
To develop and deliver teaching and assessment in Pharmaceutical and Medicinal Chemistry and related topics and transferable skills development on our undergraduate and taught postgraduate programmes.
To engage in scholarly activity relating to Pharmaceutical and Medicinal Chemistry and transferable skills development pedagogy including personal and professional development.

### Main responsibilities
(Primary accountabilities and responsibilities expected to fulfil the role)

<table>
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<tr>
<th>Main responsibilities</th>
<th>% time per year</th>
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<tr>
<td><strong>Teaching, learning and assessment</strong></td>
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<td>▪ Develop, plan, deliver and manage teaching, learning and assessment on undergraduate and taught postgraduate programmes, meeting quality assurance and accreditation requirements.</td>
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<td>▪ Create teaching, learning and assessment materials including identifying and obtaining learning resources, contributing to module handbooks and on-line resources, writing written, practical and on-line assessments.</td>
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<td>▪ Ensure that the content, methods of delivery and learning materials meet the defined learning objectives of the modules and programmes and engage students effectively in the subject.</td>
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<td>▪ First mark and moderate formative and summative assessments of student's performance, across a variety of assessment methods, and provide timely and useful feedback.</td>
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<td>▪ Work as part of the relevant teaching teams to review and develop the curriculum and to contribute to the design of new teaching activities and new programmes.</td>
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<td>▪ Support students by encouraging student engagement and responding promptly to queries.</td>
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<td>▪ Contribute to organising resources and effective decision making in support of teaching. Maintain records and materials in support of teaching and learning activities in compliance with Data Protection and information security advice.</td>
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<td><strong>Leadership and management</strong></td>
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<td>2</td>
<td>30 %</td>
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| 3 | **Scholarly development and continuing professional development**  
|   | ▪ Develop and continually update knowledge, skills and understanding of teaching, learning and assessment in the field.  
|   | ▪ Engage in scholarly activity such as participation in workshops, seminars and conferences and publishing pedagogical research.  
|   | ▪ Prepare proposals and applications for funding for teaching innovation, enhancement projects or for own teaching development activities.  
|   | ▪ Maintain an understanding of relevant policies such as Fitness to Practice, Data Protection, information security, Equality and Diversity etc. as directed, completing training as required.  
|   | ▪ Obtain and analyse student feedback, including participation in performance evaluations such as Student Evaluation of Teaching, Student Evaluation of Modules. Contribute to the School's reciprocal peer observation of teaching scheme. Reflect on performance, identify and implement improvements as required.  
|   | ▪ Participate in the Personal Development and Performance Review process, meeting School benchmarks and undertaking development work as required.  
|   | ▪ Completion of the PGCHE or recognition of teaching skills through the Nottingham Recognition Scheme if not already obtained.  

| 20 % |
Person specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills</strong></td>
<td>▪ Sufficient knowledge of Pharmaceutical and Medicinal Chemistry relevant to teach on the School’s undergraduate and taught postgraduate programmes.</td>
<td>▪ Skills in the use of technology to enhance teaching and learning.</td>
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<td>▪ Excellent oral and written communication skills, including the ability to communicate complex information with clarity.</td>
<td>▪ Skills in leading teams.</td>
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<td>▪ Excellent time-management and organisational skills with the ability to adhere to tight deadlines.</td>
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<td>▪ Ability to build relationships and collaborate with others, both internally and externally.</td>
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<td>▪ Ability to engage and retain the interest and enthusiasm of students to inspire them to learn.</td>
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<td>▪ Ability to design course materials, plan and organise the delivery and assessment of taught courses within agreed quality and accreditation frameworks.</td>
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<td>▪ Ability to reflect on own performance, developing and implementing improvements as required.</td>
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<td>▪ Skills in the use of technology to enhance teaching and learning.</td>
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<td>▪ Skills in leading teams.</td>
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<td><strong>Knowledge and experience</strong></td>
<td>▪ Experience of developing, planning, creating and delivering presentations, including teaching or assessment activities.</td>
<td>▪ Supervision of students in a laboratory environment.</td>
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<td>▪ Experience of marking formative and/or summative assessments of performance.</td>
<td>▪ Experience of using an online learning environment.</td>
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<td>▪ Experience of supporting students and/or colleagues by encouraging engagement and responding promptly to queries.</td>
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<tr>
<td><strong>Qualifications, certification and training (relevant to role)</strong></td>
<td>▪ PhD awarded, or submitted by September 2021, or equivalent in Pharmaceutical and Medicinal Chemistry or a related subject area.</td>
<td>▪ Higher Education teaching qualification</td>
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The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

The University is a signatory of the Declaration on Research Assessment (DORA). As such we commit to focus on the scientific content of publications (where requested or provided as part of the recruitment and selection process) as a basis for review of quality, and consideration of value and impact of research conducted, rather than any proxy measures such as Journal Impact Factor.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

**Valuing people**
Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

**Taking ownership**
Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

**Forward thinking**
Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

**Professional pride**
Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

**Always inclusive**
Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

- **Line manager**
  - Director of Teaching and Learning

- **Role holder**
  - Teaching Associate in Pharmaceutical & Medicinal Chemistry

- **Key stakeholder relationships**
  - Academic, Technical and Admin. Colleagues
  - Students incl. personal tutees