### Role profile

<table>
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<tr>
<th>Job title</th>
<th>Assistant Professor GEM course lead / Associate Professor GEM course lead</th>
<th>Job family and level</th>
<th>Research and Teaching Extended Level 5 (Teaching Focus) / Research and Teaching Level 6 (Teaching Focus)</th>
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<tbody>
<tr>
<td>School/Department</td>
<td>School of Medicine/Education Centre</td>
<td>Location</td>
<td>University of Nottingham Medical school at Derby (UN MSD)</td>
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**Purpose of role**

You will provide high quality teaching and to contribute to the planning, design and development of objectives and materials for innovative degree programmes around design of Graduate entry medicine (GEM) courses/programmes to maintain high teaching standards and contribute generally to the development of teaching, teaching methods and assessments in the Education Centre Academic Unit as well as contributing to the organisation and delivery of biomedical sciences teaching on undergraduate courses in the University of Nottingham Medical school at Derby (UN MSD).

You will develop new concepts and ideas and develop and win support for teaching development proposals. This role may also include individual or collaborative teaching development projects. You will principally be required to deliver teaching in the broad area of neuroscience / neurophysiology but will also need to have reasonable general knowledge and understanding of a range of biomedical sciences disciplines such as physiology, anatomy, pharmacology and cell biology to facilitate small amounts of contribution to other elements of the curricula. You will be required to offer and to supervise undergraduate student projects undertaken by BSc / MMedSci students.

You will make a significant contribution to your academic unit via leadership and/or administrative management and/or co-ordination of specific initiatives including the responsibility for the professional development of the GEM PBL team.

### Main responsibilities

(Primary accountabilities and responsibilities expected to fulfil the role)

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<th>% time per year</th>
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<th>Teaching Planning and Delivery:</th>
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<td>▪ Be responsible for the design of course modules and/or programmes of study in GEM and for the quality and the development of teaching and teaching methods and assessments in the academic unit to ensure student needs and expectations are met</td>
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<td>▪ To plan and deliver teaching, including coaching and supporting tutorial groups, across a range of modules or within a subject area; providing curriculum leadership within own area of expertise</td>
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<td>▪ Be responsible for and supervise practical work, including projects, field trips or placements, where it is part of the course, and advising</td>
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students on techniques, ensuring that the School's arrangements for compliance with the University Safety Policy are implemented

- Be responsible for and comply with The University of Nottingham Teaching Quality assurance standards and procedures

### Additional for appointment at Associate Professor

- To take responsibility for the quality of course delivery, ensuring compliance with the quality standards and regulations of the University, academic unit and, where appropriate, relevant professional body.
- To resolve problems affecting the quality of course delivery and student progress, referring more serious matters to others, as appropriate
- 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
- To apply and develop innovative and appropriate teaching techniques and material within GEM, which create interest, understanding and enthusiasm amongst students. Coach and advise others on teaching and learning methods.

### Assessment and Supervision

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<th>20 %</th>
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- 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
- To supervise and examine undergraduate, Postgraduate research and Masters students, when required, within area of expertise.
- Ensure teaching quality assessment and assessment of progress and other information is maintained and supplied to the University as required.
- Be responsible for the pastoral care of students within a specified area, dealing with sensitive issues
- Act as a personal tutor when required

### Engagement and Communication:

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<th>10 %</th>
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- To contribute to student recruitment and secure student placements and provide appropriate advice to others involved in this activity

### Additional for appointment at Associate Professor

- To provide academic and organisational leadership to those working within medical education (GEM) programme area(s), by for example co-ordinating resources, the work of others to ensure the effective delivery of courses and agree objectives and work plans with the team
- To lead and develop internal (e.g. by chairing/participating in University Committees) and external relationships (e.g. external examiners/assessors and/or active researchers) to foster future collaboration
- To act as an external examiner to Institutions and provide professional advice.
- 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
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<th>University and outside of the University and managing or monitoring assets and budgets allocated as part of the role</th>
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| 4 | **Line Management (if applicable):**  
|   | ▪ To act as a line manager to PBL facilitation team staff where appropriate, including performance review.  
|   | ▪ To coach and support colleagues in developing their research and teaching techniques.  
|   | ▪ Acting as a mentor to colleagues with less experience and providing 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. |
| 5 | **Research:**  
|   | ▪ You are expected to make a contribution to research that is in balance with wider contributions to teaching and other activities.  
|   | **Additional for appointment at Associate Professor**  
|   | ▪ To generate new research approaches and contribute generally to the development of thought and practice in the field of medical education pedagogy. Review and synthesise the outcomes of research projects in medical education and apply to research and teaching practice, where appropriate  
|   | ▪ To develop and sustain an on-going national reputation as a research leader in medical education, through original research work. Publish results of research through leading peer-reviewed national and international publications, and present or exhibit at national/international conferences and other similar events.  
|   | ▪ To investigate and develop new approaches, methodologies and techniques appropriate to medical education research area.  
|   | ▪ To develop research initiatives to foster collaboration and generate income.  
|   | ▪ To set up, allocate and manage resources for research activity in an area of recognised excellence for the University.  
|   | ▪ To apply research results in public policy or commerce where there is a demonstrable benefit to the University and School. |
| 6 | **Other:**  
|   | ▪ Any duties appropriate to the grade and level of the role.  
|   | ▪ We recognise the importance of continuous professional development and therefore the importance of providing opportunities, structured support and encouragement to engage in professional development each year |

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## Person specification

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<th>Essential</th>
<th>Desirable</th>
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| ▪ 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 counselling, pastoral care and motivating students.  
▪ Ability to manage resources and an understanding of management processes.  
▪ Ability to build relationships and collaborate with others, internally and externally.  
▪ Ability to manage projects relating to own area of work and the organisation of external activities. | ▪ Skills in managing, leading and motivating staff. |

### Skills

### Additional for appointment at Associate Professor

▪ Proven ability to provide effective leadership and management of groups and teaching activities.  
▪ Track record of published research, development and delivery of teaching units, successful consultancy activities and/or delivery of specialist services to external customers/clients.  
▪ Proven ability to plan and lead the delivery of teaching programmes and develop techniques.
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<th>Knowledge and experience</th>
<th>Additional for appointment at Associate Professor</th>
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| ▪ Extensive experience within subject/discipline.  
▪ Extensive experience and demonstrated success in developing methods and coaching colleagues.  
▪ Experience and achievement in chosen field, reflected in growing and consistent national reputation.  
▪ Experience and demonstrated success in delivering teaching within an agreed quality framework  
▪ Demonstrable substantial contribution to high quality publications, considered to be within Research Excellence Frameworks (REF) | ▪ International reputation in specialist field which continues to grow.  
▪ Track record in development and delivery of teaching units.  
▪ Experience on devising, advising on and managing learning and research programmes.  
▪ Experience of counselling, pastoral care and motivating students |

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<th>Qualifications, certification and training (relevant to role)</th>
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| ▪ PhD in neuroscience / neurophysiology or equivalent in relevant subject area. | ▪ Higher Education teaching qualification or equivalent.  
▪ Membership of an appropriate professional teaching body, where appropriate |
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**
Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.

**Taking ownership**
Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.

**Forward thinking**
Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition.

**Professional pride**
Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.

**Always inclusive**
Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

Key relationships with others

- **Line manager**
- **Role holder**
- **Key stakeholder relationships**
  - Colleagues
  - Students
  - Director UG studies
  - Associate Professor/Assistant Professor

Diagram showing the relationships:
- Line manager to Applicant
- Applicant to Role Holder
- Role Holder to Key Stakeholders (Colleagues and Students)
- Director UG studies to Associate Professor/Assistant Professor