

JOB DESCRIPTION

Vacancy reference:	SRF32160
Post Title:	Lecturer (Teaching Intensive) in Inorganic and Physical Chemistry
Grade:	7
School/Department:	SCFP Chemistry
Reports to:	Chemistry Head of Department
Responsible for:	n/a

Purpose

The Department of Chemistry is seeking to appoint a Lecturer (Teaching-Intensive) in Inorganic and Physical Chemistry. The postholder will contribute to the Department's core teaching activities in inorganic and physical chemistry across all years, including delivering lectures and laboratory classes, as well as supervising final year research projects.

The department is committed to the principles of the Athena SWAN charter, equality and diversity is valued and we welcome applications from a broad range of candidates with varying backgrounds and expertise. The Department is supportive of flexible working and requests for part-time working and job-sharing are welcome.

Main duties and responsibilities

- To develop and deliver excellent teaching in inorganic and physical chemistry, including lectures, practical classes and final year project supervision
- Develop and apply effective assessment techniques, recognising cultural, equality and diversity challenges
- Review and update module content and materials regularly, applying knowledge gained from relevant research and scholarship, and ensure that module design and delivery complies with quality standards and regulations.
- Plan and develop high quality independent, original contributions to teaching and learning policy and practice within the School
- Engage with educational and teaching development issues with relevant committees and working groups across the University
- To take on administrative roles relating to teaching and learning, such as Module Convenor, Admissions Tutor, etc., and provide academic leadership to colleagues within subject programme areas.
- Actively participate in, or co-ordinate, School and University promotion and recruitment initiatives, such as Open Days and Visit Days.
- Fulfil duties associated with the University's health and safety regulations, policies and procedures.

Supervision received

The post will report to the Head of Department and the post holder will be assigned a mentor to provide guidance during the initial part of their appointment.

Supervision given

n/a

Contact

Within the University, the successful candidate will come into contact with staff in the Centre for Quality Support and Development.

Terms and conditions

This post is full-time and permanent, subject to a probation period of three years. There are no specified hours of work but you will be required to work such hours as are necessary to carry out duties associated with the post. The role may require occasional weekend working to support recruitment activities. It is expected that the post-holder will travel abroad to support teaching and learning activities with our overseas partners.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed:

21/4/2020

PERSON SPECIFICATION

Job Title	School/Department
Lecturer (Teaching Intensive) in Inorganic and Physical Chemistry	SCFP/Chemistry

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Strong organisational skills • Excellent communication skills, both orally and in writing to wide variety of audiences • Ability to teach a range of topics in inorganic and physical chemistry across all year groups • Ability to plan, prioritise and organise own workload 	
Attainment	<ul style="list-style-type: none"> • Have obtained a doctorate in the area of inorganic chemistry or a related field • A good honours degree in relevant subject 	<ul style="list-style-type: none"> • Have obtained or expect to obtain Associate Fellowship or Fellowship of the Higher Education Academy
Knowledge	<ul style="list-style-type: none"> • Good knowledge of core undergraduate chemistry • Advanced knowledge of inorganic chemistry • Good knowledge of standard laboratory techniques, COSHH and health and safety requirements of laboratory work • Awareness of the UK higher education sector and its operations • An understanding of pedagogic principles as applied to inorganic and physical chemistry • Awareness of the challenges faced by specific cohorts of students, e.g. foundation students and overseas students 	<ul style="list-style-type: none"> • Advanced knowledge of areas of inorganic chemistry that are complementary to the current expertise within the department.
Relevant Experience	<ul style="list-style-type: none"> • Experience of designing and delivering lectures • Experience of running practical classes • Experience of supervising undergraduate projects 	<ul style="list-style-type: none"> • Experience of developing assessment methods and providing feedback. • Experience of setting, reviewing and marking summative assessments, including exam papers

		<ul style="list-style-type: none"> • Experience of university quality assurance practices, including the role of module convenor • Experience of administrative roles within the department, e.g. outreach, admissions, etc. • Experience of the Academic (Personal) Tutor role • Experience of reflective practice in evaluating and developing teaching activities
Disposition	<ul style="list-style-type: none"> • Excellent interpersonal skills • Ability to communicate well and hold an audience • Ability to use initiative, work independently, and complete tasks to deadlines • Flexibility and adaptability to deal with a range of circumstances and conditions • Supportive and positive nature • Commitment to continuing professional development 	
Other	<ul style="list-style-type: none"> • The post holder may be expected to support recruitment activities (e.g. Open Days) held on weekends • The post holder will be expected to travel overseas to support teaching and learning activities with our overseas partners. 	

Completed by: David Nutt	Date: 21/4/2020
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