

Appointment of a Lecturer in Leadership and Commissioning

The faculty

The Brighton and Sussex Medical School (BSMS) is an equal partnership between the Universities of Sussex and Brighton together with NHS staff throughout the South East Region. The school is fully committed to the principles of *Tomorrow's Doctors*; it endorses the value of medical education in a multi-professional context, and promotes the highest possible standards in its three pivotal components of teaching, clinical practice, and research (both fundamental and applied).

The school's first 128 students started the five-year Undergraduate Course in 2003. Students spend the first two years based at the universities' campuses at Falmer, but with significant clinical exposure throughout the period, particularly in primary care. Years 3 to 5 are spent obtaining further basic science training and gaining experience in key medical disciplines. Year 5 is based around regional attachments to provide experience in "shadowing" house officers.

The new Division of Medical Education was established in October 2012, and will provide the taught postgraduate programmes of BSMS. This Division is in a unique position with continuing close ties with the Graduate Programme in Health and Social Science (GPHSS). The close collaboration between the Faculty of Health and the BSMS means we are able to offer many opportunities for multi-professional learning between doctors and other health and social care professionals. In all of our subject areas a close working relationship has been developed between the academic community of the faculty and the settings in which health and social care are delivered.

The division

In 2000 the Postgraduate Medical School was created within the University of Brighton's Faculty of Health and Social Science with the aim of providing taught postgraduate programmes for doctors and other senior health professionals. At the start of 2006 the Postgraduate Medical School undertook an alliance with the Brighton and Sussex Medical School (BSMS) and became the Institute of Postgraduate Medicine (IPGM). In October 2012, IPGM became part of the fourth Division of BSMS, the Division of Medical Education.

The Division of Medical Education, headed by Professor Gordon Ferns, provides learning and teaching in a wide range of subjects relevant to health care. It has an established, extensive systematic programme of formal postgraduate academic awards relevant to the needs of doctors and medical professionals of all levels, in primary care, secondary care, mental health and public health. Areas of expertise include cardiology, psychiatry, public health and general practice. It also supports doctors and other health professionals in practice by responding to their educational and development needs through targeted continuing education in a programme of non-award bearing courses, conferences and seminars. By working closely with health professionals and basic scientists at the University of Brighton and the BSMS, postgraduate medical education has been established in a multi-professional and inter-disciplinary environment. This has

enhanced the development of shared values, knowledge and skills with an evident improvement in the treatment and care of patients.

Developments in medical education continue to result in a significant extension of the work of both universities in health and afford excellent opportunities for even closer working relationships with partner NHS trusts, the Health Authorities, and the Postgraduate Deanery of Kent, Surrey and Sussex.

Courses

The graduate programme in health and social sciences is highly successful as it provides a range of named awards or individual pathways designed to satisfy both professional and personal needs. Currently there are approximately 1000 students enrolled on named awards within the graduate programme and well over 100 taking single modules as part of professional development.

Partnerships

BSMS and the Faculty of Health have strong links with the National Health Service, Statutory Social Services, the independent and voluntary sector, service-user and carer organisations and agencies involved in health and welfare professions, along with partnerships with NHS Trusts and the Postgraduate Deanery of Kent, Surrey and Sussex. The Faculty of Health was a founding member of the Higher Education Forum for universities in the South East of England and maintains links with nearby universities. They have shared educational provision with several other universities, both in the UK and abroad and are currently developing an international strategy to capitalise on our existing partnerships.

Research

Both universities are committed to excellence in teaching and research. In the 2008 Research Assessment Exercise, over 90% of Sussex research activity was rated as world-leading, internationally excellent or internationally recognised. Twenty subjects ranked in the top 20 in the UK: American Studies, Anthropology, Art History, Education, Engineering, Geography, History, International Relations, Law, Media and Film, Philosophy, Physics, Politics, Preclinical and Human Biology (including Neuroscience, Biochemistry and the Genome Centre), Psychology, SPRU, Social Work and Sociology. The University of Brighton has one of the best research records among post-1992 universities and possesses a diverse and vibrant research community of over 400 research staff and 300 research students. Brighton is ranked as the leading modern university in terms of the quality of its research by Research Fortnight, and in the 2008 Research Assessment Exercise, 79% of the university's research output was classified as being of international standing. One of the university's distinctive strengths lies in research activity with a professional and applied focus.

Resources

BSMS has clinical teaching facilities in the University of Brighton, within the Audrey Emerton Building at the Royal Sussex County Hospital, and in the Postgraduate Centre at Princess Royal Hospital. In addition, four new teaching and research buildings have been created at the universities' adjacent sites at Falmer.

The majority of the teaching and administrative facilities of the University of Brighton are in Falmer and Eastbourne, in buildings that are either new or have recently been refurbished. In addition students undertake work-based and community-based placements across the whole of the South East of England and in some cases, beyond. There are a number of administrative staff supporting faculty wide activities such as web site and learning technologies, marketing, and the graduate programme.

The Faculty of Health and Social Science provides a rich multi disciplinary environment in which academic courses are closely related to community needs and where learning and service provision go hand in hand. Their continuing strategy is to develop as a centre of expertise for teaching, research and social and economic engagement in the health and social sciences.

Visit the BSMS website at : <http://www.bsms.ac.uk>

And the Faculty of health website at:

<http://www.brighton.ac.uk/hss/>

The Job

The range of duties of a university lecturer is extensive and diverse. The following summary indicates the nature of this range. Almost all academic staff will be expected to contribute to both the teaching and the research activity of their subject area.

Teaching and Scholarship

A Lecturer (AC2) is expected to possess, develop and utilise a range of teaching methods and ways of supporting student learning. These may include: lectures, seminars, tutorials, forms of e-learning, workshops, laboratory classes and individual supervision.

The role requires the ability to: identify the learning needs of students and to define appropriate learning objectives; ensure that the teaching content, methods of delivery and learning materials are appropriate; develop own teaching materials, under guidance; select appropriate types of formative assessment; seek ways of improving teaching performance by self-reflection and the gathering and analysis of student feedback, and teach as a member of a team within the framework of an established course. An understanding of equal opportunities issues with regard to academic content and teaching delivery is also expected.

Research and Scholarship

A Lecturer is expected to: continually update their disciplinary and/or professional knowledge and understanding; develop personal (and, where appropriate, collaborative) research objectives; write up

research work for publication; translate new subject knowledge into teaching content; and reflect on their own practice as a higher education teacher. Engagement in continuous professional development with regard to disciplinary/professional and pedagogic expertise is required.

Communication

A Lecturer should be able to: deal with routine communication using a range of media; communicate complex information orally, in writing and electronically and communicate material of a specialist or highly technical nature.

Liaison and Networking

A Lecturer is expected to: liaise effectively with colleagues and students; build internal contacts and participate in internal information exchange networks, and join external networks to share ideas.

Managing People

A Lecturer will be able to agree and largely self-manage teaching, research and administrative activities.

Teamwork

A Lecturer is expected to: collaborate with academic colleagues on course development, curriculum changes and the development of research; attend and contribute to subject group and similar meetings, and collaborate with colleagues across the university to identify and respond to students' needs.

Pastoral Care

A Lecturer will be expected to: act as a personal tutor; use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students, appreciate the needs of individual students and their circumstances, and to refer students as appropriate to the specialist services which can provide further help.

Initiative, Problem-solving and Decision Making

A Lecturer will be able to: develop and apply initiative, creativity and judgement in the conduct of teaching and research; respond effectively to pedagogical and practical challenges, and contribute to decision making on, and share responsibility for, the academic content, delivery and assessment of modules.

Planning and Managing Resources

A Lecturer will be able to plan and manage their own teaching and the use of teaching and research resources, including laboratories and workshops, as agreed with relevant senior colleagues. An awareness of risks in the work environment and their potential impact will be expected.

Knowledge and Qualifications

It is expected that the criteria below regarding knowledge and qualifications will be met by the successful candidate.

- A good (1 or 2:1) degree, in a relevant subject area, this is likely to be related to one of the allied health professions, social sciences, economics or business studies.
- Professional/managerial qualifications and/or experience in Leadership or Commissioning in health or social care; knowledge of leadership and/or commissioning in health and/or social care; knowledge of change initiatives in organisational contexts.
- experience of working in a UK health/social care setting in a leadership or commissioning environment.
- Up-to-date, sound knowledge of the subject including current professional/vocational developments and the range of generic skills required.
- Understanding of academic and award standards and the range and level of knowledge and skills, both subject-specific and generic, which the programme is intended to foster.
- Competent IT skills and effective use of IT for teaching and learning.

Desirable

- an MSc, PhD or equivalent.
- experience of postgraduate education.

Hours of work

The full time equivalent of this post is 0.5. The nature of teaching posts is such that staff are expected to work such hours as are reasonably necessary in order to fulfil their duties and responsibilities. It would therefore be inappropriate to define the total hours to be worked in any week. A reasonable norm for full-time staff, however, having regard to the contractual position of other senior staff in the institution, would be thirty-seven, although this should not be regarded as a minimum or maximum.

Direct teaching responsibility for full-time staff should not exceed eighteen hours in any week or a total of five hundred and fifty hours in the teaching year. This provision will not, however, apply in subject areas where the nature of the curriculum and teaching style make it inappropriate. In such cases, separate arrangements apply. The university has currently identified the following academic areas where teaching methods or modes of delivery make the 18 hour per week limit inappropriate at certain times of the year:

- art and design
- business/management
- health - clinically related subjects
- construction management

The 550 hour annual maximum will not, however, be exceeded except by mutually agreed overtime.

The salary

The salary will be in accordance with the Lecturer (AC2) grade, which ranges from £31,948 to £38,140 pro rata.

Salaries are paid monthly in arrears through the BACS System directly into the bank or building society account of each member of staff. The university must pay salaries through the BACS system. They cannot be paid by cheque. It will therefore be important to supply account details in order to ensure prompt payment.

Duration of the job

The appointment is for a fixed term of two years as it relates to a specific event, namely the ongoing integration of the Division into the Medical School.

Should it subsequently be decided to fill the post on a permanent basis, it would be the university's normal practice to readvertise the post.

Professional development

Four part-time courses are run within the university for staff new to the teaching role. They are:

The Postgraduate Certificate in Learning and Teaching in Higher Education (run by the Centre for Learning and Teaching, and designed for staff in all schools and faculties)

The Postgraduate Certificate in Health and Social Care Education (run by the School of Nursing and Midwifery, for staff within the school)

The Postgraduate Certificate in Clinical Education (run by the School of Health Professions, for staff within the school)

The Postgraduate Certificate in Medical Education (run by Medical Education Unit)

All new lecturers with little or no previous experience of teaching in higher education, who have not undertaken an equivalent course of study and training, are expected take one of these courses in their first or second year in post. The courses provide opportunities to explore a range of practical approaches to supporting students' learning, and to reflect upon the process of developing as a teacher. By negotiation with the relevant Head of School, teaching timetables are adjusted to enable the new lecturer to participate effectively in the course. The course is accredited by the Higher Education Academy, the national professional body for teachers in Higher Education, and successful completion normally leads to professional recognition as a Fellow of the Higher Education Academy.

The successful applicant will be provided with further information about these Postgraduate Certificate courses at the time of appointment.

In addition to these courses for staff new to the teaching role, the Centre for Learning and Teaching offers a wide range of courses, events and consultancy to experienced lecturers and to course teams

and academic schools across the university. Further information is available from the CLT's website: <http://www.brighton.ac.uk/clt/>

Holidays The annual leave entitlement is 35 working days, pro rata for proportional full-time staff. This is in addition to the statutory holidays applicable in England, local discretionary holidays and days when the university is closed in the interests of efficiency.

Terms & conditions In determining terms and conditions of employment, the university has regard to recommendations made through the appropriate national negotiating framework. These terms and conditions of service can be varied by local agreements reached through the university's local negotiating framework which comprises a Joint Negotiating Committee supported by two Common Interest Groups. These groups bring together representatives of the university and its recognised trade unions, which are:

- UCU – University and College Union
- UNISON

How to apply Please complete an application form or, if you prefer, send your CV along with a completed Equal Opportunities Monitoring/Personal Details form. These forms are available to download in both Word and .pdf formats from www.brighton.ac.uk/humanresources/howtoapply.html

Applicants are shortlisted on the extent to which they meet the selection criteria on the job description. Therefore, in your application form or CV, please ensure that you have clearly outlined how your skills and experience meet each of the selection criteria for this role, giving examples of particular relevant achievements.

Please send your application form/CV to Human Resources, University of Brighton, Mithras House, Lewes Road, Brighton, BN2 4AT. Fax: (01273) 642848. If you wish acknowledgement of receipt of your application, please send a stamped, self-addressed envelope.

Alternatively, you may also send your application via email to: humanresources@brighton.ac.uk. You should receive an acknowledgement via return email by 12.00 pm the next working day.

If you have not been contacted within three weeks of the closing date, you should assume that your application has been unsuccessful.

If you are shortlisted for interview, we will contact you via email (if you provided us with an email address). You may therefore wish to check your email regularly. If you do not have an email address, we will write to you.

Closing date The closing date for applications is **Tuesday 4 December 2012**.

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