



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Lecturer in Anatomy (Teaching, Scholarship and Professional Practice)				
DEPARTMENT	Medical School				
LOCATION	Brayford Pool Campus				
JOB NUMBER	COS600	GRADE	7	DATE	March 2021
REPORTS TO	Head of Anatomy				

CONTEXT

The University of Lincoln has embarked on an exciting project in partnership with the University of Nottingham, to offer Nottingham's undergraduate medical degrees in Lincolnshire. The Early Years and BMedSci element of the degrees is offered at the University of Lincoln's Brayford Pool campus, in purpose-built accommodation currently consisting of interim facilities in the Sarah Swift Building and the Isaac Newton Building. The new £22 million Lincoln Medical School building will be completed by 31st March 2021, in time for the admission of the third cohort of students, which will take the medical student population at Lincoln Medical School to approximately 280 students. Following the award of their BMedSci degree, students will then undergo clinical training in hospitals, GP practices and other community settings around Lincolnshire before graduating with a University of Nottingham BMBS degree and gaining provisional registration with the General Medical Council.

JOB PURPOSE

Overview

This is a developmental role for those entering their first full academic role. As such the duties described represent the range of activities that may be expected at this level and the actual range and depth of duties being undertaken will vary dependent upon the experience of the staff member.

Staff developing through this level are expected to gain the necessary experience and skills to demonstrate competency in the main areas of role as described before progressing to the next level.

General Duties

To work with colleagues on curriculum development and the advancement of relevant discipline areas within the university.

To deliver teaching over a range of modules within an established programme.

To undertake student tutoring and support.

To carry out a limited number of additional activities in support of the academic work of the School.

Specific to this post upon appointment

The appointee will deliver teaching in the area of Anatomy, Histology and Embryology in the Early Years and BMedSci curriculum, as guided by the Head of Anatomy. This will include liaison with other academic colleagues in both Lincoln and Nottingham to ensure that the case-led and integrated curriculum is equivalent to that offered in Nottingham. The appointee will also offer optional modules in years 1-3, supervision of BMedSci student projects, and be a personal tutor to a number of medical students.

The appointee will also be expected to take on responsibility for an important aspect of academic administration around the programmes, such as leading a curricular theme.

As a member of academic staff appointed on the TSPP track, the appointee will be required to meet the University's expectations with respect to scholarship and professional practice.

KEY RESPONSIBILITIES

The responsibilities of a Lecturer are wide ranging and may change over time according to the development needs of the department and the individual. In general a Lecturer can expect to undertake any of the following:

Teaching and Learning Support

- Working with the Head of Anatomy, organise, plan and deliver high quality teaching in the area of Anatomy (including an emphasis on the teaching of Histology and Embryology) to medical students enrolled on A18L and A10L. This may include lectures, practical classes, seminars and tutorials.
- Set and mark appropriate assessment items mapped to learning outcomes of taught sessions in the area of Anatomy, and provide feedback to students. This will include liaison with the lead for assessments and contribution to standard setting procedures for written examinations.
- Liaise with subject librarians, central timetabling and other services to ensure resources available are appropriately deployed.
- Be responsible for an important aspect of academic administration around the programmes.
- Offer and run one optional module in the academic year (whether to students in year 1, 2 or 3).
- Offer and supervise BMedSci projects in the area of Anatomy.
- Collaborate with colleagues in the continuous review and development of the School's programmes.
- Take responsibility for the co-ordination of modules when appropriate to do so and after gaining sufficient relevant experience.

Scholarly Activity and Professional Practice

- Engage in subject, professional and pedagogy research as required to support teaching activities and deliver improved outcomes for students.
- Conduct significant individual and /or collaborative scholarly and / or professional practice based projects that make a significant contribution to the School or College.
- Engage in pedagogical or subject-related inquiry leading to the production of one conference paper, or publication in a relevant professional journal, or producing part of an exhibition or engaging in journal editorial boards or peer reviewing activity, per academic year.
- Identify and secure funding and contribute to the process of securing funding for own scholarly activities.
- Extend, transform and apply knowledge acquired from scholarship and / or professional practice to teaching and appropriate external activities.
- Work in conjunction with others to apply subject knowledge to practice.
- Plan and deliver consultancy or similar programmes and ensure that resources are available.
- Sustain professional recognition as externally recognised scholar or teacher through activities such as significant contribution to debates on national and international issues.
- Work with Professional bodies or relevant industry contacts to develop student or educational contract opportunities for the School/Department.
- Work with more senior Scholars or Professional Practice leads in the School/Department to develop relevant activities to enhance the income and reputation of the School/Department and University.
- Ensure that outcomes of scholarly activity are appropriately disseminated.
- Engage in continuous professional development and scholarly activity in order to develop

own professional skills, including teaching and learning skills.

Liaison and Networking

- Establish contacts within the wider community; disseminate knowledge through public activities that enhance the reputation of the School or College.
- Maintain and develop links with relevant professional bodies and academic groups.
- Represent the School or College on appropriate external bodies.
- Develop involvement in academic activities with industry and other external partners.
- Take part in relevant internal committees and working groups.

Team Working

- Work collaboratively with academic and professional support colleagues at the University of Lincoln and the University of Nottingham to ensure an excellent student experience.
- Participate in peer observation of teaching as an observer and be observed.
- Begin to co-ordinate the work of others when appropriate through taking responsibility for module co-ordination.

Student Support

- Be a personal tutor to Nottingham medical students based in Lincoln.
- Provide appropriate supervision and support for students undertaking BMedSci projects in the area of Anatomy.

Citizenship

- Contribute, as required to the wider mission and reputation of the University with active involvement in activities contributing to general university life e.g. open days, student activities, alumni events and delivery of outreach activities e.g. school visits, local community activities.
- Where appropriate, active participation in committees/groups contributing to university life e.g. health and safety, customer service, equality diversity and inclusivity, sustainability and working groups.
- Engage in appropriate training programmes in the University, actively follow and promote University policies and participation in the staff appraisal scheme.
- Where appropriate help contribute towards the future development of the University and support the University's wider social, cultural and economic development of our region, our 'civic' mission with engagement and/or leadership of external partnerships contributing to the civic mission of the University. Participation in external activities such as volunteering, cultural activities, community activities.

Other

- As required, attend academic and internal committee meetings that deal with the organisation, running and quality management of the Early Years and BMedSci curriculum in Lincoln.
- Carry out specific departmental roles and functions as may reasonably be required – these being relatively limited in order to allow the role holder to take advantage of planned developmental and scholarship opportunities.
- Assist in student recruitment activities, including interviews, open days and external recruitment events.
- Engage in appropriate training programmes in the University.
- Actively follow and promote University policies.
- Participate in the staff appraisal scheme.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Key working relationships/networks	
Internal	External
<ul style="list-style-type: none">• Head of Anatomy• Associate Dean of Medicine• Director of Learning and Teaching• Curriculum theme leads (Lincoln)• Assessment lead (Lincoln)• Senior Tutor (Lincoln)	<ul style="list-style-type: none">• Academic staff in Anatomy in Nottingham• Curriculum theme leads in Nottingham

**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**



JOB TITLE	Lecturer in Anatomy (TSPP)	JOB NUMBER	COS600
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Honours degree (e.g. BSc) or equivalent in a relevant subject, or a primary medical qualification	E	A
Working to or having completed a PhD in relevant discipline or equivalent demonstrated research record (normally by publication but where appropriate through professional achievement)	E	A
Higher education teaching qualification (e.g. PGCHE or HEA fellowship) OR a commitment to complete one	E	A
Experience:		
Prior experience of teaching and assessing Anatomy in an undergraduate degree programme	E	A
Prior experience of organisation and delivery of a curricular theme in an undergraduate degree programme	D	A
Experience of teaching Histology and Embryology at undergraduate level	D	A
Skills and Knowledge:		
Good IT skills- email, Microsoft office tools and use of the internet	E	A/P
Good understanding of relevant educational principles and approaches	E	I
Ability to set own objectives, prioritise and plan own workload and meet set objectives	E	I
Excellent written and verbal communication skills	E	A/I/P
Excellent planning and organisational skills	E	I
Excellent interpersonal skills	E	I
Ability to teach a topic in Anatomy in a focused way, at an appropriate level for medical students in the early years of their study	E	P
Ability to support students in their study through academic counselling	E	A/I
Ability to contribute to curriculum development	E	A/I
Competencies and Personal Attributes:		
Demonstrated commitment to undergraduate medical education	E	I
Demonstrated ability to work in a team supporting colleagues and sharing expertise	E	A/I
Willingness to adopt the ethos and principles of the University of Lincoln to improve the student experience	E	I
Business Requirements:		
Able to travel to the University of Nottingham Medical School of curricular meetings – may require an earlier/later than normal start/finish to the working day	E	I

Able to participate, on a rotational basis, in admissions/marketing events outside of normal working days/hours such as open days, insight days, post-offer visit days, etc.
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E

I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	DM/SK	HRBP	SP
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