

## JOB DESCRIPTION

<b>Job Title:</b>	Hourly Paid Lecturer
<b>Department:</b>	Medway School of Pharmacy
<b>Role reports to:</b>	Programme Lead/Assistant Head Student Support
<b>Direct Reports:</b>	N/A
<p>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.</p>	

### **PURPOSE OF ROLE:**

As an Hourly Paid Lecturer at the Medway School of Pharmacy, you will provide high quality teaching in the Master of Pharmacy (MPharm) degree in the areas of the following fields:

- Biological and Pharmacological Sciences
- Clinical Skills and Professional Practice
- Chemistry
- Drug Delivery
- Maths and Pharmaceutical Calculation

You will be an excellent teacher and have a collegiate approach to working with both academic and professional services colleagues. You will be expected to participate in assessment delivery and marking or academic coursework and assessments.

### **KEY ACCOUNTABILITIES:**

#### **Team Specific:**

- Deliver high quality teaching on the MPharm programme within the Medway School of Pharmacy across the stages of the MPharm programme.
- Collaborate with colleagues in the Medway School of Pharmacy, taking on appropriate teaching and administrative responsibilities in the day-to-day running of the school.
- Contribute to the running and invigilation of the undergraduate and postgraduate assessment activities
- Routinely use the university's virtual learning environment (eg Moodle).

#### **Teaching and Learning Support**

- Support/deliver excellent and up to date teaching and assessment on the MPharm programme.
- Work independently and confidently delivering a range of teaching materials across the MPharm programmes (including preparatory year) and participating in patient centred assessment such as OSCEs.

- Contribute to the ongoing and periodic programme accreditation and evaluation activities within the Medway School of Pharmacy.
- Actively participate in student recruitment activities, such as Selection (interview) days.

**Managing Self:**

- Work to conflicting deadlines while identifying, communicating, and responding to priorities.
- Have a flexible approach to working.
- Self-motivated with the ability to work under pressure during peak periods.
- Develop and maintain positive relationships with a range of stakeholders.
- Responsible for maintaining own continuous development.
- Maintain confidentiality at all times in line with current GDPR regulations
- Promote a collegiate approach, act as a responsible team member and develop team spirit and team coherence.
- Foster inter-disciplinary team working.

**Core Requirements:**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

**Additional Requirements:**

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that The Medway School of Pharmacy delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

- Accuracy and quality of work
- Effective Administrative support, ensuring a positive staff and student experience.
- Timely production and delivery of work, meeting deadlines as required.
- Building effective relationships with key stakeholders.
- Contribution to the team ethos and effectiveness.
- Enquiries responded to in a timely manner.

**KEY RELATIONSHIPS (Internal & External):****Internal**

- Programme/module leads, academic staff, students, other administrative and technical staff colleagues.
- External stakeholders, collaborators, consultants, and examiners
- Academic and professional services staff, postgraduate students and undergraduate students within the Medway School of Pharmacy; and staff of the Universities of Kent and Greenwich

**External**

- External examiners
- Professional and statutory regulatory bodies
- Commissioning organisations,
- Local stakeholders, professional healthcare colleagues working in the NHS and other settings
- Prospective students.

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• PhD in areas such as Clinical Pharmacy, Pharmacy Practice or Pharmacology, Chemistry, Biology, Maths or professional postgraduate qualification in Pharmacy</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of teaching and assessment</li> <li>• Experience of student support and pastoral care</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent written and oral communication skills, with the ability to adapt communication style to the audience</li> <li>• Excellent interpersonal skills, with the ability to work confidently and diplomatically</li> <li>• Excellent organisational abilities</li> <li>• The ability to multitask, prioritise and manage own workload</li> <li>• High level of attention to detail</li> <li>• High degree of IT literacy</li> <li>• Microsoft Office skills including Word, Excel, PowerPoint, Outlook and Teams</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• First degree in Pharmacy</li> <li>• Registration with the General Pharmaceutical Council</li> <li>• Registration as an Independent Prescriber with the General Pharmaceutical Council</li> <li>• A recognised qualification in teaching and learning in higher education</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working in higher education administration or knowledge of higher education institutions</li> <li>• Experience of managing large and complex projects, with demonstrable outputs</li> <li>• Experience of module and programme design and development</li> <li>• Experience of working with other healthcare professionals</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to collaborate and to build effective relationships and partnerships</li> <li>• Ability to question, evaluate, review and develop processes as a result</li> <li>• Ability to be proactive in identifying and solving problems and identifying the next step</li> </ul>

<p><b>Personal attributes</b></p> <ul style="list-style-type: none"><li>• Willingness to work flexible hours as required to meet the demands of the role and project deadlines</li><li>• Ability to contribute to ideas and the development of the role</li><li>• We are looking for people who can help us deliver the <u>values</u> of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity</li></ul>	<p><b>Personal attributes</b></p> <ul style="list-style-type: none"><li>• N/A</li></ul>
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