

^{sc} **University of
Northampton**

Senior Lecturer in Operating Department Practice Job Description

UoN

Job Title: Senior Lecturer in Operating Department Practice

Grade: 8

Responsible to: Head of School of Health

Overall Purpose

To provide a full, proactive and flexible contribution to the Faculty and University through:

- Delivery of an outstanding student learning experience in line with the University's mission and strategic plan, and sector expectations of best practice
- Commitment to scholarship, for the development and implementation of innovative and effective teaching and learning methods
- A contribution to financially sustainable research, enterprise and strategic collaborative activities
- A commitment to the facilitation of positive social impact

Principal Duties and Responsibilities

Student Learning Experience

- Provide an outstanding research-informed, personalised student learning experience; demonstrating creativity and innovation in the effective development, planning, delivery and assessment of a wide variety of learning opportunities to enable high quality student outcomes
- Deliver excellence in active blended learning – integrating face-to-face (primarily) and on-line teaching and learning, for example seminars, workshops, tutorials, dissertation/project supervision, research degree supervision (where relevant); as appropriate for different learners
- Demonstrate thorough subject knowledge including significant and recent developments, as well as with professional practice where applicable
- Demonstrate excellence in the development and use of the Virtual Learning Environment (VLE) to enhance the learning experience in both face to face and off-campus delivery
- Deliver excellence in assessment, including developing a range of assessment items that demonstrates innovation and sector best practice, and undertaking assessment processes in line with University policy and practice
- Participate in emerging academic, and professional and research practices
- Provide high quality management of modules and/or small/partial programmes in line with University policy and practice, taking a proactive approach to the implementation of established quality assurance processes, contributing to the design and implementation of quality enhancement initiatives, and undertaking all necessary associated administration
- Communicate and collaborate effectively with colleagues in the development and delivery of programmes and modules
- Undertake personal tutorial support and provide a key academic point of contact for students

- Provide academic leadership for the development and delivery of programmes in line with the requirements of the University and external agencies, such as QAA, PSRB
- Provide high quality management of large and/or non-standard modules and programmes, including leadership of the programme level quality review; proactively implementing established quality assurance processes and leading the design and implementation of quality enhancement initiatives including the development of new modules and programmes delivered in single or multiple locations
- Ensure effective communication across a team of academics to achieve high quality student outcomes
- In liaison with the Head of School, undertake effective communication with external examiners and other external colleagues with respect to quality and standards

Research and Enterprise

- Develop and/or maintain a personal record of published research and scholarly outputs, for example pedagogic research or case studies, at national and preferably international level, and make a proactive contribution to securing external funding to support this activity
- Contribute to securing and delivering financially sustainable enterprise activities, examples of which may include: applied research, consultancy, corporate training/education, knowledge exchange
- Actively contribute to the Faculty's research community through, for example: participation in the Faculty's research groups and/or research centres, seeking opportunities for collaborative scholarship, providing support for less experienced researchers, delivering workshops on relevant research based programmes (for example PhD, MPhil, DBA), membership of Doctoral supervision teams
- Take a leadership role in securing and delivering financially sustainable research and/or enterprise activities. Examples may include: academic research, applied research, consultancy, corporate training/education, knowledge exchange, and/or other forms of income generation
- This can involve managing budgets and leading research teams
- Develop and maintain productive external relationships for the advancement of teaching excellence, examples of which may include: other HEIs, employers, professional bodies, corporate clients, and international partners

To be considered for a Teaching and Research contract, the university will require evidence of one 2* (internationally recognised) research output, with the potential to produce a minimum of two at 2* over three years once in post.

Generic Duties and Responsibilities

- Make a positive and proactive contribution to the general life of the School Group, Faculty and wider University, ensuring that effort and resources are utilised effectively and efficiently in pursuit of the University strategic plan

- Contribute to the development and implementation of Faculty promotional and student recruitment activities. Examples include but are not limited to: attendance at Open Days, development of promotional materials, conducting applicant interviews, visits to/from prospective clients and employers international partners and recruitment fairs, participation in Welcome Week activities
- Engage in staff development activities relating to teaching, learning and assessment
- Be proactive in pursuing Changemaker and other relevant activities which will deliver a social impact
- Facilitate and continue to develop own Personal Development Planning and engage in the University's Personal Development Review (PDR) process; be pro-active in taking responsibility for own professional development and training, for example, by completing mandatory training to deadlines, attending internal and external training opportunities relevant to stage of career and subject discipline
- Manage own time through electronic diary systems, and ensure appropriate communication is maintained at all times with students and colleagues
- Work flexibly and undertake other responsibilities and tasks appropriate to level, as reasonably requested
- Be responsible and accountable for ensuring all employment legislative requirements are adhered to, examples include equality and diversity, and health and safety issues
- Engagement with relevant committees, working groups, forums and assessment boards.
- Have a demonstrable understanding of University policies and procedures
- Provide effective mentoring, induction and other support for new staff and/or Associate Lecturers when required

The job description may be altered at any time in the future, in line with the level of the post, to meet changing institutional requirements and the growing dynamic environment of higher education. Any changes will be made in full consultation with the post holder.

Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

Criteria	Essential / Desirable	Assessment Methods
----------	-----------------------	--------------------

Qualifications

1	Degree qualification or equivalent in relevant subject of Operating Department Practice	Essential	Application
2	Master's degree in relevant subject	Desirable	Application
3	Doctorate in relevant subject, completed or within 12 months of completion	Desirable	Application
4	Registered with the Health and Care Professions Council (HCPC) and the College of Operating Department Practitioners (CODP)	Essential	Application
5	Professional Recognition as HEA Fellow (D2) or teaching qualification recognised by HESA, or willingness to obtain within an agreed timescale	Essential	Application

Subject Specialism

6	Evidence of a specialist knowledge of clinical practice relevant to UK higher education Operating Department Practice undergraduate curriculum.	Essential	Application Interview
7	Evidence of positive impact within higher education, showing leadership of others within roles or on projects that are broader than the course.	Desirable	Application Interview
8	Experience of successfully leading a course provision seen through student feedback, peer feedback and/or key faculty metrics/indicators.	Desirable	Application Interview
9	Evidence of having led upon initiatives that positively impact upon student success and/or staff satisfaction.	Essential	Application Interview
10	Able to demonstrate the attributes to lead by example in relation to professional, statutory and regulatory body requirements within Operating Department Practice higher education provision, as well as the university regulations and policy.	Essential	Application Interview Presentation
11	Ability to use evidence based and industry relevant contemporary teaching resources and approaches within higher education	Desirable	Application Interview

Student Experience

12	Evidence of ability to plan, design and deliver a high quality student learning experience in a creative and innovative way	Essential	Application Interview Presentation
13	Evidence of ability to lead modules	Essential	Application Interview
14	Evidence of ability to engage and motivate learners effectively	Essential	Application Interview Presentation
15	Ability to adopt, adapt and use digital devices, applications and services including the MS Office Suite	Essential	Presentation
16	Willingness to get involved in wider institutional activities including 'Changemaker' and other initiatives which will deliver a social impact	Essential	Interview Presentation
17	Ability to develop innovative online and blended learning materials, and to support learners effectively using a Virtual Learning Environment (VLE) and other media	Essential	Application Interview
18	Evidence of successful planning and delivery of learning opportunities and teaching within an inclusive and engaging environment through student and staff feedback.	Essential	Application Interview Presentation
19	Experience of providing high quality/successful doctoral supervision	Desirable	Application Interview

Research and Enterprise

20	A record of publications or other scholarly outputs of national or (ideally) international standing	Desirable	Application Interview
21	A record of successfully securing external research and/or enterprise funding	Desirable	Application Interview

Academic Leadership

22	Evidence of ability to effectively implement quality assurance processes	Essential	Application Interview
23	Ability to lead the design and implementation of initiatives to enhance the student experience	Essential	Application Interview
24	Ability to network effectively in order to positively contribute to the work of the University	Essential	Interview
25	Ability to effectively manage own professional reputation, especially online and in a virtual environment	Essential	Interview Presentation
26	Evidence of ability to lead on and develop programmes	Essential	Interview

27	Ability to delegate appropriately	Essential	Interview
28	Experience of mentoring colleagues effectively	Essential	Interview

Personal Qualities

29	Ability to communicate professionally and effectively with learners and colleagues, demonstrating cultural sensitivities	Essential	Interview
30	Ability to carry out difficult conversations with learners and colleagues	Essential	Interview
31	Adaptable to organisational change	Essential	Interview
32	Ability to work collegiately and flexibly as part of a team	Essential	Interview
33	Ability to work independently using initiative to manage multiple priorities and meet deadlines	Essential	Interview
34	A shared value in terms of our commitment to equality and inclusion in practice	Essential	Interview
35	A positive and proactive approach to supporting the general life of the School Group, Faculty and wider University, in pursuit of the University strategic plan	Essential	Interview
36	Integrity and professionalism, demonstrating a commitment to ethical standards, confidentiality, and the University's values of inclusivity, trust, sustainability and aspiration	Essential	Application Interview