



**St George's School of Health and Medical Sciences**

**City St George's, University of London**

**Institute of Medical, Biomedical & Allied Health Education/Centre for Biomedical Education**

**Lecturer/Senior Lecturer in Human Genetics & Genomics**

**Ref: 498-24**

**JOB DESCRIPTION**

<b>Post Title</b>	Lecturer/Senior Lecturer in Human Genetics & Genomics
<b>Grade</b>	Grade 7/8
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Head of Molecular Biology Section, Centre for Biomedical Education, IMBAE
<b>Accountable to</b>	Head of Centre for Biomedical Education, IMBAE
<b>Responsible for</b>	Delivery of teaching and relevant research/scholarship activity
<b>Liases with</b>	BSc/ iBSc/MSci Biomedical Science Programme Director, MSc Genomic Medicine Course Director Academic staff

**Overall purpose of job**

The post holder will be expected to contribute to academic excellence in teaching, assessment, research, scholarship and administration at City St George's, on the BSc/iBSc/MSci Biomedical Science and MSc Genomic Medicine programmes.

The post holder will be expected to deliver broad-based teaching across human genetics and genomics and to deliver high quality research projects for undergraduate and postgraduate students. Applicants with expertise in any relevant subject area will be considered. A working knowledge and experience of student assessment is essential.



We are seeking a post holder with a broad-based track record in biomedical or other related tertiary courses, and with demonstrable and up-to-date expertise in pedagogy, curriculum development, course design, development of effective teaching resources, and a current knowledge of assessment design.

Applicants should be currently or recently involved in carrying out grant-funded research/scholarship and demonstrate the potential to secure competitive funding and to develop active collaborations across City St George's.

The post holder will be expected to support the strategic aims of City St George's University of London, especially with respect to innovation, effective delivery, interdisciplinary working, excellence in biomedical research, and maximising the quality of the student experience, both within the named programmes and across the wider School.

## 1. Main Duties and Responsibilities

### Teaching

The post holder will be expected to:

- Contribute to curriculum delivery, planning and design, preparation, management, student support, and quality assurance activities.
- Support student learning across all curriculum areas for which they hold responsibility, by providing, or ensuring the provision of, accurate and timely information, and delivering high-quality lectures, small-group teaching, self-directed learning assignments and learning resources.
- Support module leads, by providing high-quality assessment items and marking in the curriculum areas for which they hold responsibility, and taking part in blueprinting, standard setting, item analysis and review.

In addition, it is expected that the post holder will assume organisational roles and that the range of their activities will change and expand according to the needs of the programmes. The post holder will be expected to hold a balanced portfolio of activities, drawn from the following:

- Leadership of relevant modules in Years 1-3 of the BSc Biomedical Science programme
- Leadership of relevant modules on the MSc Genomic Medicine programme.
- Delivery of teaching and be responsible for assessments on the above modules.
- Contributing to the design, production and maintenance of course materials and self-directed learning / revision resources.
- Acting as a Small Group Tutorial (SGT) tutor for Biomedical Science.
- Supervising Biomedical Science Independent Study Projects (ISP).
- Supervising research projects of BSc/iBSc/MSci Biomedical Science and MSc Genomic Medicine students and other relevant UG/PG programmes.
- Participating in student recruitment activities including admissions, clearing, open days and widening participation events.
- Participating in quality assurance, validation, and related processes.

Specialist training can be provided in various aspects of teaching and learning skills, and the post holder will be expected to participate as appropriate.



## Administration

The post holder will be expected to participate in, and contribute to, the general administration and safe running of the Institute. In particular, the post holder will be expected to:

- Adhere to St George's policies and procedures, and ensure that students, junior staff and visitors do likewise.
- Work with the Head of Institute and the Institute Management Team, to ensure successful implementation of strategic plans.
- Work with relevant Course Directors to achieve the strategic and operational aims of the Biomedical Science and Genomic Medicine programs.
- Undertake professional development in line with St. George's annual workload planning and personal review schemes.

Although this is a teaching-focused position, maintenance of research activity is encouraged and supported. Joint appointments with Research Institutes are possible for appointees with good publication records and potential for obtaining and sustaining research funding.

New Lecturers will normally be expected to take the PG Cert in Health and Biomedical Education and complete Module 1 to pass probation. Other academic staff without a teaching qualification should obtain Fellowship/Senior Fellowship of Advance HE (formerly Higher Education Academy) through the in-house framework (SHINE), or take the PG Cert.

It is expected that staff working with St George's School of Health and Medical Sciences, will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. City St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

St George's School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.

## 2. Nature and Scope of Job

The duties and responsibilities should not be viewed as an inflexible specification as they may be varied from time to time in the light of strategic and/or operational developments following discussion with the post holder. The post holder will be expected to work to agreed objectives which should facilitate achievement of the key responsibilities.

Applications are welcomed from individuals committed to:



- The delivery of programs that meet the needs of students and use multiple and diverse teaching and learning strategies effectively, which permit students to access a full range of resources and comprehensive assessment opportunities.
- Achieving successful outcomes for students that provide a wide range of benefits which result in qualifications, jobs and progression opportunities.
- Innovations in curriculum development, course design or the development of teaching materials.
- The use of a range of appropriate learner assessment techniques. Applicants should include evidence of their examination responsibilities.
- Evidence of successful research/scholarship, in the form of scientific publications and participation in grant-funded activities.
- Excellent interpersonal communication between students and staff at all levels.
- Effective time management and coordination/delivery of multiple tasks in a timely manner and to the expected standards.



### Person Specification

Criteria	Description	Essential (E) / Desirable (D)	How tested
<b>Qualifications</b>	PhD/DPhil in an appropriate discipline (human genetics or genomics or any other clearly relevant area)	E	PQ
<b>Experience</b>	Experience of teaching in human genetics or genomics or other closely related courses and of creating effective learning resources	E	AF, CV, INT, ST, <b>SS1</b>
	Experience as a supervisor of BSc and/or MSc research projects	E	AF, CV, INT, ST, <b>SS2</b>
	Experience as a tutor in small group teaching situations	E	AF, CV, INT, ST, <b>SS3</b>
	Experience of student assessment	E	AF, CV, INT, ST, <b>SS4</b>
	Formal training in teaching skills for HE	D	AF, CV, INT, ST
	Experience of design/management/evaluation of course modules in the Higher Education sector	D	AF, CV, INT, ST
<b>Knowledge/ Skills</b>	Experience of design/management/evaluation of student assessment in the Higher Education sector	D	AF, CV, INT, ST
	Experience as a facilitative tutor, for example in Scenario-Based Learning.	D	AF, CV, INT, ST
	Human genetics or genomics for 1 <sup>st</sup> -3 <sup>rd</sup> year students (UK levels 4-6) and MSc students (UK level 7)	E	AF, CV, INT, ST, <b>SS5</b>
	Excellent organisational skills and a methodical approach.	E	AF, CV, INT, ST
	Working knowledge of Microsoft Office packages, email and intranet systems and VLEs	E	AF, CV, INT, ST



	Principles of medical/biomedical education	D	AF, CV, INT, ST
	Working knowledge of current research approaches in human genetics/genomics	D	AF, CV, INT, ST
<b>Personal Attributes</b>	Strong interpersonal skills and an ability to build rapport	E	AF, CV, INT
	Highly motivated and enthusiastic	E	AF, CV, INT
	Ability to work on own initiative and meet deadlines	E	AF, CV, INT
	Excellent oral and written communication skills	E	AF, CV, INT
	Ability to work effectively in a team and collaborate with colleagues	E	AF, CV, INT
	Ability to enthuse students and staff	E	AF, CV, INT
	Helpful attitude and an ability to relate / empathise with students and colleagues	E	AF, CV, INT
	A willingness to take on a wide range of tasks and to work flexibly	E	AF, CV, INT

**Key:**

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae, SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

*Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.*

*Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.*

**3. Date**

13<sup>th</sup> August 2024



## About us

St George's School of Health and Medical Sciences is dedicated to medical, biomedical and allied health education, training and research. Sharing a clinical environment with a major London teaching hospital in southwest London, our innovative approach to education results in well-rounded and highly skilled clinicians, scientists, and health and social care professionals.

St George's has a long and illustrious history of training healthcare professionals, dating back more than 270 years. We are well known for our innovative approach to medical education, being the first UK institution to launch a Graduate Entry Medicine Programme, a four-year fast-track medical degree course open to graduates in any discipline. Now part of City St George's, University of London, St George's was the number one university in the UK for Graduate Prospects (on track), according to the Complete University Guide 2024 and second for Graduate Prospects in the 2024 Times UK University Rankings.

Our internationally recognised research delivers cutting-edge scientific discovery through four specialist Research Institutes, directly helping patients through our close links to the clinical frontline and London's diverse community. St George's was ranked joint 8th in the UK by the Times Higher Education in their Research Excellence Framework (REF) 2021 Impact Scores. 36% of St George's research was assessed as 'world-leading' and 100% of our impact cases were judged to be either 'world-leading' or 'internationally excellent.' Our Institutes focus on biomedical and scientific discovery, advancing the prevention and treatment of disease in the fields of population health, neuroscience, heart disease and infection - four of the greatest challenges to global health in the 21st century. Our values keep St George's striving to deliver its mission and demonstrate how we aspire to CARE for ourselves and others:

- Collaboration - We work as a community and engage external partners to deliver our mission.
- Ambition - We strive to achieve the best for ourselves and others, responding dynamically to new challenges.
- Respect - We are open-minded, listening to others and valuing different perspectives.
- Equity - We are inclusive, tackling inequity in all its forms.

The diversity of the people within our community at St George's is one of our strengths. We benefit hugely from the range of perspectives that come from the different backgrounds, opinions and beliefs of our staff and students and, in recognising that, we want to put our approach to diversity and inclusion firmly at our core.

More information about St George's School of Health and Medical Sciences can be found at [www.sgul.ac.uk](http://www.sgul.ac.uk).

City, University of London and St George's, University of London completed a merger on 1 August 2024, creating a powerful multi-faculty, multi-site, institution. The combined university will become one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students. If you have any questions, you can email [hrhelp@sgul.ac.uk](mailto:hrhelp@sgul.ac.uk) with enquiries.





St George's School of Health and Medical Sciences currently offers a range of employee benefits:

**Salary:** £49,794 pa, (pro-rated for part-time staff). The salary range for **Grade 7** is £49,794 – £59,421 and appointment is usually made at the minimum point.

£61,198 pa, (pro-rated for part-time staff). The salary range for **Grade 8** is £61,198 – £68,857 and appointment is usually made at the minimum point.

**Hours:** 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.

**Annual leave:** 30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.

**Pension:** Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

**Flexible working** Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.

**Travel** City St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).

**Gift Aid** If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.

**Sports and Leisure Facilities** Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George's, University of London staff.

Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive





corporate membership. For more information please contact [Tooting Leisure Centre](#).

**Shops and facilities** There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

### **Informal enquiries**

Informal enquiries may be made via email to: Paris Ataliotis ([pataliot@sgul.ac.uk](mailto:pataliot@sgul.ac.uk)) or Kate Everett ([keverett@sgul.ac.uk](mailto:keverett@sgul.ac.uk)).

### **Making an application**

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact [hrhelp@sgul.ac.uk](mailto:hrhelp@sgul.ac.uk)

Closing date: **21 October 2024**

**Interview date will be on 06 November 2024.** As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **498-24**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

