

Job title	University Lecturer
Grade	9
Salary range	£39,992 - £50,618
Staff Group	Academic Staff
Department / Institution	Department of Pharmacology

Role-specific information

Role Summary

The purpose of the role is to support and maintain the University's national and international reputation for excellence in teaching and research. Contribution to teaching within the department will include course development and innovation, lecturing, conducting seminars and supervising undergraduate and/or graduate students. University Teaching Officers are all expected to conduct small group teaching of undergraduates and/or taught postgraduate students (in relevant departments) and, where appropriate, to contribute to directing studies for programmes within their subject area. Contribution to excellence in research will be through publications and other mechanisms submitted for consideration in the most recent or next national Research Assessment Exercise. The role holder will participate in the overall contribution of the department, where appropriate.

Key Responsibilities

<p>Main Duties</p> <p>Teaching:</p> <ul style="list-style-type: none"> • writing lecture material and handouts and presenting information in lectures; • seminars and tutorials; • marking student papers; • may be member of departmental planning team to determine teaching programme for the academic year; • takes feedback from students to improve teaching methodologies and content within the department; for example, will make changes to course material; • changing and adapting course material following research; • providing guidance and advice to students e.g. career advice or pastoral care regarding personal issues.
<p>Research – publications:</p> <ul style="list-style-type: none"> • writing papers on topic relevant to specialist subject area. This will include journals, books and other material.
<p>Research – active:</p> <ul style="list-style-type: none"> • investigating new areas of research within specialist subject area; • identifying research topics; • determining appropriate research methodologies for research; • adapting research methodologies;

<ul style="list-style-type: none"> • applying appropriate research methodologies for research and analysing results to formulate new concepts and ideas; • writing reports to relevant bodies about progress of research; • actively investigating funding opportunities within the area of research and submitting research grant applications.
<p>Examinations:</p> <ul style="list-style-type: none"> • writing examination papers; • marking examination papers for graduate and undergraduate students; • writing examination reports for faculty/departmental review; • writing dissertation reports; • providing references for students.
<p>Administration:</p> <ul style="list-style-type: none"> • may be member of departmental subject group, determining teaching requirements; • actively investigating funding opportunities within area of research – this will include submitting research grant applications; • may participate in relevant committees within department; • may, on occasion, participate in school/University committees where appropriate and/or where invited.
<p>Postgraduate Students:</p> <ul style="list-style-type: none"> • mentoring and guiding the work and research of postgraduate students.
<p>External:</p> <ul style="list-style-type: none"> • attending conferences in specialist subject area to liaise and network with national/ international colleagues the role holder may, on occasion, be invited to give presentations and lectures in his/her specialism and/or organise sessions in conferences or workshops; • participating in external working groups – on occasions the role holder may be asked to participate in collaborative projects; • may provide references on behalf of academic colleagues; • may participate in peer review of publications.
<p>Other:</p> <ul style="list-style-type: none"> • undertake additional duties as appropriate.

Person Profile

This section details the knowledge, skills and experience we require for the role.

Education & qualifications	Educated to a PhD level, preferably in Pharmacology
Specialist knowledge & skills	<ul style="list-style-type: none"> • Developing a bibliography of research publications such as journal contributions, books etc; • Keeping up-to-date with the latest thinking in the specialist subject area by reading other academic material, attending conferences and active discussions with other academics in field – this may be internally at the University of Cambridge and/or with colleagues at other institutions; • Giving lectures and seminars to undergraduate students; • Developing teaching material for lectures and seminars; • Developing examination materials for appropriate courses.
Interpersonal & communication skills	A skilled communicator functioning equally well when presenting to large audiences or in face-to-face meetings. A reliable colleague with a positive 'can do' attitude.

Relevant experience	<ul style="list-style-type: none"> • A minimum of 3-years' teaching experience at a Higher Education institution; • Supervising graduate students; • Setting up a laboratory and recruiting its members; • Giving papers at conferences.
Additional requirements	Awareness of policy and procedural developments within the Higher Education sector.

Terms and Conditions

Location	The Department of Pharmacology, Tennis Court Road, Cambridge, CB2 1PD, UK
Working pattern / Hours of work	<p>This appointment is full-time.</p> <p>Residence in Cambridge during term-time is expected by the University.</p> <p>There are no other conditions relating to hours and times of work but you are expected to work such hours and days as are reasonably necessary for the proper performance of your duties. Your times of work should be agreed between you and your head of institution.</p>
Length of appointment	Permanent
Probation period	5 years
Annual leave	Subject to compliance with the Statutes and Ordinances relating to leave, full time officers are entitled in any holiday year to take a minimum of 5.6 weeks annual paid holiday. These periods are inclusive of public holidays that fall outside Full Term.
Pension eligibility	<p>Universities Superannuation Scheme (USS)</p> <p>Pension scheme details are available on our web pages at: http://www.admin.cam.ac.uk/offices/pensions/schemes.html. Information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013 is available at: http://www.admin.cam.ac.uk/offices/pensions/autoenrolment/.</p>
Retirement age	For established academic and academic-related staff, the University operates a retirement age which is at the end of the academical year in which the University officer reaches the age of 67.

Many University Lecturers also accept, on invitation by a college, a teaching appointment in a college for which they undertake typically 4-6 hours a week of small-group undergraduate teaching and directing studies and in which they are normally elected to a Fellowship. The additional remuneration for such a position is typically equivalent to about £5,000 per year.

Pre-employment Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

This role requires a basic disclosure (a criminal records check) and a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks; whether the outcome is satisfactory will be determined by the University. The nature of this role means that the successful candidate will also need to undergo a health assessment.

Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

Please ensure that in the Upload section of the online application you upload your Curriculum Vitae (CV), research publications list and a covering letter (no more than 2 pages outlining your professional, teaching and research experience and describing your future research plans). If you upload any additional documents which have not been requested, we will not be able to consider these as part of your application.

The closing date for applications is Thursday, 31 December 2017. Interviews will be held from middle of February.

Prospective candidates are invited to contact the Head of Department, Prof Michael Edwardson for informal enquires about the vacancy (Tel: +44 (0) 1223 334014, e-mail: jme1000@cam.ac.uk).

If you have any questions about the application process, please contact Ms Amparo Saez at pharsect@hermes.cam.ac.uk.

General Information

The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

The Department of Pharmacology

The Department of Pharmacology has 14 independent research groups, around 20 post-doctoral workers, 50 PhD students and around 20 technical and support staff. The over-arching theme of research in the Department is to discover the fundamental mechanisms which underlie important problems in Pharmacology. Major research areas of the Department include cellular neuroscience, cell signalling, ion and drug transport mechanisms, biomolecular imaging using atomic force microscopy and vascular biology. The main teaching commitments are to undergraduate students studying Natural Science, Medicine and Veterinary Medicine, and the broad areas of Pharmacology and Neuroscience.

The Department holds an Athena SWAN bronze award, demonstrating a commitment to provide equal opportunities and to advance the representation of women in science subjects.

The Department is centrally located on the Old Addenbrooke's Site. It is well placed for all of the Park and Ride bus routes and is within a 15-minute walk from the railway station. The Department prides itself on the excellence of its research and teaching whilst at the same time providing a friendly working environment. Further information about the Department can be found at: <http://www.phar.cam.ac.uk/>

What the University can offer you

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University Accommodation Service will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation. You may find the pages at www.internationalstaff.ac.uk helpful in planning a relocation.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central University induction event, local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

If you are relocating to Cambridge, you and your family will be welcome to attend the Newcomers and Visiting Scholars Group, which provides an opportunity to find out more about Cambridge and meet other people new to the area.

- **Extensive development opportunities** - The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
 - A wide-range of training courses and online learning packages.
 - The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
 - Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.
 - The CareerStart@Cam programme, which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
 - Reduced staff fees for University of Cambridge graduate courses.
 - The opportunity to attend lectures and seminars held by University departments and institutions.
 - Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at <http://www.admin.cam.ac.uk/offices/hr/staff/benefits/>. A range of information about living and working in Cambridge is also available to you within the University's web pages at <http://www.jobs.cam.ac.uk/> and <http://www.admin.cam.ac.uk/offices/hr/staff/>.

Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013 and we hold an Athena SWAN bronze award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

Information if you have a Disability

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact Departmental Administrator Mrs Julie Boucher, who is responsible for recruitment to this position, on 01223 334002 or by email on pphrasect@hermes.cam.ac.uk.