

Vacancy Pack

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Section 1 - Job Details

Job Title: Associate Lecturer: Adult Nursing (Secondment)

**School/
Directorate:** School of Healthcare Sciences

Duration: Secondment for 1 year – but may be extended

Salary Details: As per current employment, to be agreed with seconding organisation

Hours of work: This is a part time secondment of 1 or 2 day (s) per week.

Relocation Expenses Relocation expenses do not apply to this job.

Responsible to: Professional Head for Adult Nursing

Date of Appointment: This post is available from week commencing Monday, 6 August 2018 (start date negotiable)

Closing Date for Applications: 9am on Monday, 2 July 2018

**Rehabilitation of Offenders/
Disclosure and Barring Service (DBS)** This job is exempted from the Rehabilitation of Offenders Act 1974 and any applicant who is offered employment will be subject to a Disclosure and Barring Service (DBS) check. Please see Guidance Notes in Section 4 for further information.

Section 2 - Main Duties

Main Function of Post:

The Associate Lecturer role has been established for two main reasons. The first reason is to provide an opportunity for credible practitioners to contribute to undergraduate (both pre-registration and post registration education) and postgraduate education of midwives, nurses and allied health professionals.

The second reason is to provide applicants with an opportunity to experience working in higher education in a prestigious and world leading university. It is anticipated that applicants will have the opportunity to develop both personally and professionally during the secondment and the School of Healthcare Sciences will also enjoy closer links with clinical practice.

The School will have the opportunity to acquire first-hand knowledge of the impact of national and local health policy and changes in practice.

Job Description:

You will be required to perform duties which may include teaching, lecturing, participating in research and other forms of scholarly activity including publication, work associated with examinations, administration, participation in committee work, and the pastoral care of students of Cardiff University.

You may be asked to perform other duties occasionally which are not included above, but which will be consistent with the role.

Purpose of the role:

- To undertake learning, teaching and scholarly activities in Adult Nursing at Cardiff University, School of Healthcare Sciences.
- To work at any of the School sites and liaise with other Directors as required.
- To participate in planning, implementing and evaluating all clinical programmes and modules related to Healthcare Science education.
- To share the vision and priorities of the School.
- To develop understanding of how the School operates.
- To develop an understanding of quality assurance requirements and processes within the School.

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- To develop understanding of marketing activities in the School, recruitment, open days, admissions, placements, examinations and graduation by meeting with relevant staff and attendance at related activities.
- To participate in a range of other School activities which may include classroom teaching, personal tutor support (under supervision), online support, curriculum development, marking (under supervision), examination boards and programme management groups.
- To join the School seminar series and master classes and participate in relevant shared research activity.

Principal Responsibilities and Duties:

- Participate in learning and teaching activities dependent upon individual expertise and experience.
- Participate in relevant curriculum development, delivery and evaluation.
- Contribute to the process of managing practice and educational audits, reporting on action plans based on those audits (where relevant).
- Supervision and support of health/social care students within the School and in clinical areas as necessary.
- Maintaining student records, as appropriate.
- Liaison with the practice area on both student issues and implementation of the programme.
- Promoting research findings in teaching and clinical practice.
- Develop own area of subject expertise.
- Work within and according to the School and University quality assurance frameworks and processes.
- Provide advice and support to colleagues on professional development opportunities within the School.
- To develop a portfolio of activities during the secondment.
- To develop a programme of activities and evaluate experiences and development with the mentor/supervisor and the relevant Professional Head.
- Any other duties commensurate with the post.

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Additional Information

- Applicants should gain their line managers support prior to applying for the position.
- All Associate Lecturers will be provided with an induction pack on commencement of the secondment.
- All Associate Lecturers will be allocated a mentor.
- Associate Lecturers will agree objectives and learning outcomes with their allocated mentor.

Please note that the Associate Lecturer roles are part-time secondment opportunities and are not permanent posts.

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Section 3 - Person Specification

Essential Criteria	
<i>Expertise/Competence/Skills</i>	
1	Ability to work as part of a team
2	IT skills
3	Ability to prioritise workload and manage competing demands.
4	Ability to teach diploma/degree, pre and post registration students.
5	Well-developed interpersonal and communication skills
<i>Knowledge</i>	
6	An understanding of a range of current, evidence based approaches to learning and teaching.
7	An understanding of current policy issues in healthcare and higher education, locally and nationally.
8	An understanding of quality assurance mechanisms.
<i>Qualifications (IT/Academic/Vocational)</i>	
9	Current live professional registration – NMC
10	Degree level qualification is essential.
11	A Masters qualification or currently undertaking Masters studies.
<i>Experience</i>	
12	Relevant level of post registration experience as required by the role.
13	Mentorship of health care students.
Desirable Criteria	
<i>Qualifications (IT/Academic/Vocational)</i>	
14	A PGCE or equivalent.
<i>Experience</i>	
15	Experience and or relevant knowledge of research/quality improvement/audit in health/social practice.
<i>Specific Qualities (eg attitudes)</i>	
16	Professional conference presentations and or publications in health care science journals.
17	Ability to undertake/participate or support research studies.
18	Evidence of motivation to develop own practice or practice of others to enhance patient care.
19	Membership of regional, national professional forums.

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Section 4 - Guidance notes for completing Application Pack

Vacancy Information

We strongly advise that you carefully read all available information for this role before you start completing the form. The Vacancy Information includes a full job description and a person specification, which details the skills, qualifications and experience which are required for this job.

The Person Specification is split into 2 sections: essential and desirable. You should ensure that you meet all of the essential criteria for the job and that how you meet these criteria is communicated fully in your application.

The desirable section contains a list of skills, qualifications and experience which it would be beneficial for the jobholder to have.

All shortlisting decisions will be based initially on essential criteria, with desirable criteria being used to further select or deselect candidates as appropriate. We interview those candidates who are the closest match to the identified criteria.

Closing date

The closing date for the job is on both the advert and the Vacancy Information. Please ensure that your application reaches us by the specified time/date, as late applications will not normally be accepted.

Rehabilitation of Offenders/Disclosure and Barring Service (DBS) check

The School of Healthcare Sciences Associate Lecturer seconded appointments require the post holder to undergo checks by the Disclosure and Barring Service (DBS). Any information disclosed will be kept in strict confidence and used only in consideration of your suitability for the job for which you are applying. If you fail to disclose relevant information requested at any stage of the recruitment process, then your secondment could be subject to withdrawal of contract.

Vacancy No: 2018/03**Vacancy Number**

It is important that the vacancy number is quoted on all correspondence. This is the number on the top right hand corner of this document.

Application Form

Please complete **ALL** sections of the application form. If a section does not apply to you, please just write 'not applicable' in the box.

If you wish, you may attach a CV to the fully completed application pack.

Incomplete forms and CVs sent without an accompanying completed form will not be accepted and will be returned to you.

If you need to attach a continuation sheet to any section, please ensure that your initials, surname and Vacancy Number are included at the top of the page. NB: If you are planning to submit your application electronically, all documents, including any attachments, must be sent in Microsoft Word format. We regret at this time that we are unable to accept any documents, including the application form, in any other format. If this is an issue for you please contact us.

Higher Education and/or Professional Qualifications

Please give us details of all relevant qualifications, including those for which you are currently studying. You will be asked to provide proof of qualifications achieved if you are offered employment at the University.

Membership of Professional Organisations/Registration Details

You should detail information on any relevant professional affiliations and/or registrations. Again, proof of membership may be sought prior to employment.

Registration Details

Please complete this section with details of the relevant registration e.g. Nursing and Midwifery Council or Health Care Professions Council.

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Employment/Work Activities

Please give us details of your complete work history. This should include information on your current and past employers, job title, dates employed and salary, together with salary scheme and spinal point where applicable.

Publications

Please give us a full list of your publications with bibliographical details in chronological order. You may continue on a separate sheet if there is insufficient space. Where applicable, please also provide us with the web addresses of your publications.

Please do not send copies of your publications. Any received will be returned to you.

Statement in support of your application

In this section, you need to demonstrate clearly how your experience, knowledge, skills and abilities match those required in the job, as detailed in the Person

Specification.

Where possible you should give examples of when you have used specific skills and abilities or needed to develop competencies in the relevant areas. You can draw on elements from any aspect of your life, such as education, work, home or community life, as long as you focus on its relevance in comparison to the needs of this job.

If you do not demonstrate that you meet all of the **ESSENTIAL** criteria then you will not be invited to interview. You do not need to demonstrate that you meet all of the **DESIRABLE** criteria in order to be invited to interview, though you should give us information where possible.

Meeting all of the essential criteria does not guarantee you an interview, however, as there may be other applicants who have demonstrated that they meet some or all of the desirable criteria, or that they meet the criteria to a greater depth and/or relevance. Essential criteria may be tested at interview stage.

Vacancy No: 2018/03**References**

Please give details of 2 referees who can comment on your suitability to do this job. At least 1 reference MUST be from your current or latest employer. It is University policy to request references prior to interview but if you do not wish for your current or latest employer to be contacted before the interview, then please make this clear on the application form. The University reserves the right to contact your current or latest employer following the interview and prior to offering a contract of employment.

In providing the names of referees, you are agreeing that the University may ask their opinions on your character in relation to this application. These opinions, given in trust, will remain confidential.

General

Interviews will be held as soon as possible. Please note that if you do not receive an invitation to interview within six weeks of the closing date, then you may assume that your application has been unsuccessful.

Equal Opportunities Monitoring**Why do we ask for this information?**

Cardiff University is an equal opportunity employer. We are committed to ensuring that all job applicants are treated fairly. To ensure that this policy is working effectively, we need to collect information about people who apply for jobs in the University.

What will happen to this information if you are not seconded?

Your personal information will be archived in hard copy in line with current legislation, after which it will be destroyed using secure means. Part or all of your application may also be held in a computer database and used to provide information for administration and reporting purposes. You will not be identified via any information contained in reports.

What will happen to this information if you are seconded?

This information will be used as the basis for your confidential personal data record and will be used to provide compliance and statistical information throughout the

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course of your employment. Your data may be held in hard copy and/or electronically.

How will we keep your information secure?

Personal and Monitoring information is treated as strictly confidential and will be dealt with in accordance with the Data Protection Act (1998).

How is disability defined?

The Disability Discrimination Act (1995) defines a disability as a physical or mental condition which has a substantial and long-term (ie more than 12 months) adverse effect on a person's ability to carry out normal day-to-day activities. You may still be considered to be disabled under the terms of the Act if you are not currently adversely affected but it is deemed that the impairment is likely to recur. Conditions such as diabetes, depression and cancer are included.

Please note: the Associate Lecturer roles are part-time secondment opportunities and are not permanent posts: please discuss the opportunity with your line manager before you apply. Your employer's written approval of your application should be included with your application or can be accepted via email to: thomasL5@cardiff.ac.uk

Contact Information

If you would like an informal discussion about the role please contact:

Gareth Morgan

Email: morganG11@cardiff.ac.uk

(Associate Lecturer/Tutor Scheme Facilitator)

Anthony Pritchard

Email: pritchardam@cardiff.ac.uk

(Professional Head Adult Nursing)

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Please return the completed application pack to: thomasL5@cardiff.ac.uk

Mrs Linda Thomas, Human Resources Support Officer, Cardiff School Healthcare Sciences , Cardiff University, 7th Floor, Eastgate House, Newport Road, CF24 OAB
Email: ThomasL5@cardiff.ac.uk Telephone: 029 2091 7923

Please note that if you apply via email, you must complete both the signature tick-box and the signature section of the pack. By doing this, you are confirming that the information you have provided on all documentation is correct. Any incomplete or incorrectly completed forms will not be accepted and will be returned to you.

About the School

For information about the School please visit our website:

<http://www.cardiff.ac.uk/healthcare-sciences>