



UNIVERSITY of  
BRADFORD

# Lecturer (Paramedic)

Faculty of Health Studies

School of Midwifery and Reproductive Health



Job Description and Person  
Specification

Job Title:	<b>Lecturer</b>
Grade:	<b>9</b>
Vacancy reference:	<b>HR0019558</b>
Faculty/Directorate:	<b>Health Studies</b>
Service/Department:	<b>Midwifery and Reproductive Health</b>
Base:	<b>City Campus</b>
Reports to:	<b>Head of School</b>
Responsible for:	
Job Evaluation Reference:	

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### Main Purpose

The post holder will be expected lead on current undergraduate, continuing education programmes and participate in the research endeavours related to the portfolio of activities of the School.

### **Main Duties & Responsibilities**

1. To be responsible for; the leadership of modules and or module team; planning, administration, teaching and assessment in line with QA standards and the University Work Load Model.
2. To actively participate in the review, development and implementation of curricula as they relate to pre and post registration programmes at undergraduate and postgraduate levels within the Faculty of Health Studies.
3. Responsibility for advising on personal development and mentoring colleagues. Expected to supervise the work of others, including allocating and monitoring work to a team.
4. To provide professional and academic support to students, to be involved in all aspects of student assessment and to be responsible for relevant pastoral care to students.
5. To work closely with colleagues in the development, implementation and evaluation of education programmes delivered through the School/Faculty.
6. To undertake a teaching and research supervision and associated quality management of education within the University of Bradford policies.
7. To undertake link lecturing responsibilities and act as a personal academic tutor as required.
8. Participating in and developing internal and external networks related to student issues, generating income and building research and other relationships.
9. To conduct individual and/or collaborative research or scholarly projects and assisting in developing research objectives and proposals.
10. To undertake additional duties, as identified by the Head of School and being commensurate with the grade.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job or the level of responsibility entailed.

### **Values**

It is the responsibility of every employee to uphold the University values of:

- encouraging participation and openness;
- encouraging creativity and innovation;
- supporting academic freedom and respecting the right to express diverse points of view;
- providing equal opportunities for all staff and students to achieve their full potential;
- applying the best ethical standards in everything we do

### **Information Governance**

Employees have a responsibility for all records (including student, health, financial, personal and administrative) that are gathered or used as part of work undertaken with the University. The records may be paper, electronic, microfiche, audio or videotapes, or x-ray images. An employee must consult their manager if they have any doubt as to the correct management of the records with which they work.

Employees are required to uphold the confidentiality of these records held by the University, whether student records or corporate information. .

Employees are responsible for the quality of data entered by themselves, or on their behalf, on the university's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to appropriate data standards, in a timely manner to ensure high standards of data quality in accordance with University policies, the requirements of the Data Protection Act 1998 and any other relevant legislation.

To support these requirements all employees must maintain confidentiality and abide by the Data Protection Act 1998 at all times.

Additionally employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

All employees will be given the necessary training to enable them to adhere to these requirements.

### **Working with Vulnerable Groups.**

All employees of the University who have contact with children, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and policies and the Safeguarding Vulnerable Groups Act 2006.

Where appropriate employees will be given the necessary training to enable them to adhere to these requirements.

### **Health, Safety and Wellbeing**

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. It is also the responsibility of all employees, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

All employees have a duty to report any practice that you consider compromises standards of health & safety and risk. The Code of Practice on Public Interest Disclosure (Whistleblowing) details the process and advises on the protection from unfair treatment for an individual who raises such concerns.

Employees are required to co-operate with management to enable the University to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the university's undertakings.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students. As part of this you will need to ensure you are familiar with any relevant Health and Safety policies and procedures; seeking advice from the Central University Health and Safety team as appropriate.

### **University Policies**

The University operates a range of policies (available on the University intranet and Service Now). All employees must observe and adhere to the provisions outlined in these policies.

### **Equality and Diversity**

It is the responsibility of every employee to act in ways that support equality, diversity and inclusivity and to work within the spirit and detail of the law, including the Equality Act 2010 and the Human Rights Act 1998.

The University provides a range of services and employment opportunities for a diverse population. Employees will treat all students and colleagues with dignity and respect irrespective of their background.

Employees are responsible for ensuring the University develops a culture that promotes equality and values diversity. This responsibility includes services and functions the University provides and commissions, to students, colleagues, partners in other organisations, visitors and members of the public.

### **Training**

Employees must attend any training that is identified as mandatory to their role.

**POST SPECIFICATION**

Lecturer (Paramedic)

Faculty of Health Studies

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>A Registered Paramedic with a current HCPC registration.</p> <p>An MSc in a relevant area.</p> <p>Hold an HEA recognised teaching qualification or be working towards one</p>	<p>PhD or working towards</p> <p>Membership of Higher Education Academy</p>
<b>Experience, Skills and Knowledge</b>	<p>Experience of planning implementing, and assessing teaching and student learning in a clinical and or academic setting.</p> <p>Experience in delivery of evidence-based practice and engagement in clinical governance and other educational quality standards</p> <p>Experience in the provision of health services to diverse populations.</p> <p>Experience of contribution to audit and or research-based activities.</p>	<p>Experience of:</p> <ul style="list-style-type: none"> <li>• conducting research or projects</li> <li>• publication and or conference presentation</li> <li>• Supervision of students</li> <li>• Experience in use of using e-technologies for record keeping or assessment</li> </ul>
<b>Job Specific Requirements</b>	<p>Detailed knowledge of current issues in health and social care including the impact of government policies on paramedic service provision.</p> <p>Detailed knowledge and ability to demonstrate current expertise in relation to paramedic theory and practice</p> <p>Experience of course development and delivery within national quality frameworks.</p> <p>Knowledge of equal opportunities in work and ability to work as part of a multi-cultural and inter-professional</p>	<p>Knowledge of current trends in higher and professional education.</p> <p>Knowledge of quality management of teaching and learning.</p> <p>Use if different forms of technologies i.e. E-portfolio, simulation models, medical devices.</p>

	<p>team.</p> <p>Oral and written presentation of information.</p>	
<b>Personal Attributes</b>	<p>Evidence of continuing personal/professional development.</p> <p>High level of interpersonal and team working skills.</p> <p>Ability to meet deadlines.</p> <p>Understanding of the university's commitment to equality and diversity.</p> <p>Willingness to undergo a DBS check.</p>	<p>Demonstrate a willingness to contribute to excellence in research/scholarship.</p>
<b>Values</b>	<p>Encouraging participation and openness;</p> <p>Encouraging creativity and innovation;</p> <p>Supporting academic freedom and respecting the right to Express diverse points of view;</p> <p>Providing equal opportunities for all staff and students to achieve their full potential;</p> <p>Applying the best ethical standards in everything we do</p>	