



The  
University  
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About  
The  
Job.

## **School of Health and Related Research (ScHARR)**

### **Faculty of Medicine, Dentistry and Health**

### **Lecturer/Senior Lecturer in Public Health (Management and Leadership)**

#### **Overview**

##### **School of Health and Related Research (ScHARR)**

One of nine departments in the Faculty of Medicine, Dentistry and Health, ScHARR is based in modern accommodation, mainly in Regent Court. It brings together a wide range of health related skills in three academic sections and also houses the NIHR Research Design Service for Yorkshire & the Humber <http://www.rds-yh.nihr.ac.uk/> and the Clinical Trials Research Unit.

ScHARR employs over 200 multidisciplinary staff from disciplines such as Health Economics, Operational Research, Sociology, Medical Statistics, Nursing, Psychology and Information Science. There are also clinical skills in Public Health; Emergency and Vascular Medicine; Rehabilitation and Mental Health.

The School conducts applied and methodological health services research (HSR) and the 2008 Research Assessment Exercise (RAE) confirmed ScHARR as the UK's most powerful department for HSR, with the largest volume of activity assessed as either world-leading or internationally excellent among institutions returned. It earns over six million pounds per year in external research funding.

The department has recently become one of the 8 National Institutes for Health Research Schools for Public Health Research, and is currently building upon its existing portfolio of applied public health research to increase the evidence base for effective public health practice. The School will place an emphasis on what works practically, focusing on the needs of the public and using different research methodologies including evaluations to build an evidence base of what works. ScHARR has about 80 postgraduate research students, contributes to the training of medical students and delivers a very successful suite of Masters level programmes to graduate students from around the world. It received an excellent assessment in its 2010 Periodic Review of teaching.

For more information about ScHARR visit: <http://www.shef.ac.uk/scharr/>

##### **Health Economics and Decision Science (HEDS) Section**

For more information visit: <http://www.shef.ac.uk/scharr/sections/heds>

##### **Health Services Research (HSR) Section**

For more information visit: <http://www.shef.ac.uk/scharr/sections/hsr>

## Public Health Section

For more information visit: <http://www.shef.ac.uk/scharr/sections/ph>

You will contribute to developing the Public Health Management research and teaching activities within the Section of Public Health, ScHARR. You will make a high quality and major contribution to developing the research portfolio and teaching on the Master of Public Health (Management and Leadership; M&L) courses. You will be expected to contribute to one or more research themes in the Section or the School that are relevant to the M&L Programme. Some of the themes include knowledge management, quality improvement, human resources for health, health literacy, participatory health research, cross cultural leadership, health commissioning, evaluation of complex interventions, service evaluation, realist evaluation and synthesis, strengthening health systems, health policy, and building the evidence base for public health. The post-holder will be expected to contribute to international growth in developing cross-cultural teaching materials in Public Health Management & Leadership. The MPH M&L programme is in the process of expanding to offer cross-discipline courses to the international Executive MBA (Health Sciences) Programme and the Masters in Public Administration. We are also collaborating to develop distance learning courses in collaboration with international partners, and teaching exchanges with low and middle income countries.

Applicants should have a relevant higher degree in any of the social sciences or behavioural sciences (or equivalent experience) and experience of research in the public health sciences. Applicants seeking appointment at Senior Lecturer level would be expected to support the Course Director for the Master of Public Health (Management and Leadership) in developing and implementing existing plans for global expansion of the programme.

The University's expectations of the qualities and responsibilities of its academic staff are captured by the concept of the Sheffield Academic [www.sheffield.ac.uk/hr/sheffieldacademic/statement.html](http://www.sheffield.ac.uk/hr/sheffieldacademic/statement.html).

## Job Description

### Main Duties and Responsibilities - Lecturer (Grade 8)

- Contribute to the research and teaching activities within the Section of Public Health and make a high quality and major contribution to teaching on the Master of Public Health (Management and Leadership) courses. All teaching within the School is expected to have a comparative and international dimension.
- Design teaching programmes for new courses, which includes identifying learning objectives and selecting appropriate curricula, selecting teaching methods, resources and reading, and determining, designing and producing study material.
- Adapt existing courses to a format that can be used for blended and distance learning, with attention to tailoring approaches to the public health issues in low and middle income countries.
- Deliver teaching courses using a range of approaches such as enquiry-based learning, self directed learning, facilitated workshops and competency based approaches, with the aim of encouraging critical discourse and promoting development of practical skills.
- Coordinate team teaching, including liaison with other academic staff and/or postgraduate assistants, to ensure the course complements other courses taken by

students.

- Carry out assessment for courses, which includes designing assessment instruments and criteria; marking assessments, ensuring adequate moderation; providing written/oral feedback; judging whether student circumstances should be taken into consideration in the assessment; and collating and providing final assessments of students.
- Supervise undergraduate and/or postgraduate research students and/or research staff.
- Carry out course evaluation, including facilitating student feedback; reflecting on own teaching design and delivery; and implementing ideas for improving own performance.
- Carry out pastoral role for students such as acting as Personal Tutor to counsel students. If necessary refer them to the appropriate authority for guidance.
- Facilitate the development of study skills by leading student Action Learning Sets.
- Make a high quality contribution to the Teaching Directorate in the School through the development, delivery and leadership of course modules and their assessment, in collaboration with other staff in ScHARR and across the Faculty of Medicine, Dentistry and Health.
- Undertake other teaching and teaching development activities, such as coordinating and delivering short courses on the ScHARR Short Course Unit and Continuing Professional Development, as may be relevant to the post.
- Support research, learning and knowledge transfer in the local and regional NHS, where this is relevant to the aims of the School.
- Take an active role in developing one or more of the research themes in Public Health Management and Leadership, such as quality improvement, service evaluation or strengthening health systems. Make a high quality contribution to the School research enterprise, working collaboratively across other research themes in the School and with members of other University Departments. This includes identifying literature and updating own knowledge; assessing the validity of the relevant literature and its contribution to the development of own field; and writing up research work for publication and giving presentations at conferences.
- Make a contribution to consultancy activities within the Section of Public Health and the School as a whole.
- Participate in faculty/school/departmental committees and have a role such as member of Departmental Committee and, in some cases, member of Faculty Committee.
- Participate in professional activities such as refereeing papers, editing journals, refereeing research grants, external examining, organising conferences, committee membership and involvement with professional bodies on accreditation.
- Carry out one (or more) departmental administrative roles and meet the required objectives.
- Undertake any other duties within the scope of the post and appropriate to its grading.

### **Additional Main Duties and Responsibilities – Senior Lecturer (Grade 9)**

- Play a key role in supporting the Course Director for the Master of Public Health.
- Conduct personal research of a substantial external reputation. This includes maintaining a high output of publications of exceptional quality.
- Determine research direction for self and others and initiate and implement a

programme of research that may include managing time, materials, finance, equipment and people.

- Identify appropriate sources of funding, prepare research proposals and successfully attain funding from UK and/or International funding bodies.
- Act in senior roles at faculty/school/departmental committees in order to contribute to the development of teaching/learning policy locally. This could include having a significant role such as Chair of Departmental Committee, member of Faculty Committee and, in some cases, member of University Committees.
- Carry out a significant departmental administrative role to a high standard, showing evidence of creativity and innovation, to meet the required objectives.
- Show substantial external recognition through an extensive range of professional activities such as refereeing papers, editing journals, refereeing research grants, external examining, organising workshops or conferences, being elected to office in national or international societies, receiving academic honours, or holding key roles in national societies to maintain professional standing.

### **Planning and Organising**

- You will be expected to self-generate work through research and scholarly pursuits, as well as delegating and monitoring the work of Research students in the M&L Programme and other programmes where appropriate.
- Teaching-related and administrative work is allocated by the Head of Department and various Committees. Work is self-generated through research and scholarly pursuits plus innovation in teaching and administration.
- Plan and prioritise own daily work and forward plan for up to five years for some tasks. For teaching, plan up to one year ahead unless there are significant teaching programme changes or new courses, then plan for up to two years ahead of their introduction.
- Deal with reactive requests daily such as those relating to teaching, supervising research staff and students and administrative tasks.
- Delegate and monitor the work of Research Assistants and Research students weekly.

### **Resource Management Responsibilities**

- Manage or co-manage external research funding over period of grant(s).

## Person Specification

Applicants should demonstrate evidence of the following criteria in their applications. We will use a range of selection methods to measure candidates' abilities in these areas including reviewing your on-line application, seeking references, inviting short-listed candidates to interview and other forms of assessment action relevant to the post.

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and experience</b>			
1.	Experience in public health research.	X	
2.	Have a good, relevant higher degree in any of the social sciences or behavioural sciences (or equivalent experience).	X	
3.	Have a PhD in any of the social sciences or behavioural sciences (or equivalent experience).	X (SL)	X (L)
4.	Be working towards and near to completion of a PhD in a relevant subject area (or equivalent experience).	X (L)	
5.	Proven teaching experience and ability, ideally with a teaching qualification.	X	
6.	A record of quality research publications.	X	
7.	Experience in initiating research proposals for funding.	X	
8.	Experience in course module leadership.	X (SL)	X (L)
9.	Evidence of success in initiating, applying for and winning research awards.	X (SL)	X (L)
10.	Experience of academic supervision of students, preferably at postgraduate and postdoctoral level.	X (SL)	
11.	Evidence of international scholarship and experience of research grant and project management.	X (SL)	
12.	Significant research and development experience relating to the relevant subject area, with an established record of quality research publications and research grant capture.	X (SL)	
<b>Management Skills</b>			
13.	Experience of motivating a team of staff.	X (SL)	X (L)
<b>Team Working</b>			
14.	Ability and/or experience to work effectively on a collaborative basis in a variety of organisational settings.	X	
15.	Experience of building and developing a team.	X (SL)	X (L)
<b>Supporting Staff Performance</b>			
16.	Experience of reviewing individual and team progress and performance.	X (SL)	X (L)
17.	Ability to motivate high performance in others.	X	
<b>Communication skills</b>			
18.	Excellent communication skills, both written and verbal.	X	
19.	Excellent report writing skills.	X	
20.	Good presentation skills.	X	

	<b>Project Management</b>		
21.	Experience of successful project management.	X (SL)	X (L)
	<b>Organisational Skills</b>		
22.	Excellent organisational skills and the ability to undertake administrative duties.	X	
	<b>Personal Effectiveness</b>		
23.	Experience of developing and maintaining a network of contacts throughout own work area.	X	
24.	Proven ability to work to and meet deadlines	X	
25.	A good understanding of research methods relevant to public health research.	X	
26.	Interest in, and enthusiasm for, teaching and helping others to learn.	X	
27.	Excellent interpersonal skills	X	

## Further Information

This post is available from 1 March 2012

### This post is full-time

This role has been identified as a full-time post, but we are committed to exploring flexible working opportunities with our staff which benefit both the individual and the University. Therefore, we would consider flexible delivery of the role subject to meeting the business needs of the post. See [www.sheffield.ac.uk/hr/wellbeing/info/wlb.html](http://www.sheffield.ac.uk/hr/wellbeing/info/wlb.html) for more information.

**Terms and conditions of employment:** Will be those for Grade 8/9 staff covered by the University Statutes.

**Salary for grade 8:** £37,012 to £44,166 per annum.

**Salary for grade 9:** £46,846 to £52,706 per annum

More details on salaries, terms and conditions and our wide range of benefits for staff are available at <http://www.shef.ac.uk/hr/reward/structures>

**Closing date:** 7 February 2012

### Informal enquiries:

For all on-line application system queries and support, contact: [e-Recruitment@sheffield.ac.uk](mailto:e-Recruitment@sheffield.ac.uk) .  
For informal enquiries about this job and department, contact: Janet Harris, Course Director, MPH Management & Leadership on [janet.harris@sheffield.ac.uk](mailto:janet.harris@sheffield.ac.uk) or 0114 222 2980.

## Selection – Next Steps

Following the closing date, you will be informed by email whether or not you have been shortlisted to be invited to participate in the next stage of the selection process. Please note that due to the large number of applications that we receive, it may take up to two working weeks following the closing date before the recruiting department will be able to contact you.

It is anticipated that interviews and other selection action will be held on 14 February 2012. Full details will be provided to invited candidates.

### The University of Sheffield is committed to achieving excellence through inclusion

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[www.sheffield.ac.uk/hr/equality/support/twoticks/](http://www.sheffield.ac.uk/hr/equality/support/twoticks/)



The University has achieved the Athena SWAN award for Medicine

