Associate Lecturer
Department of Chemistry

Closing date: 8 November 2017
Interview date: 6 December 2017
Vacancy reference: 6077
INTRODUCTION

We seek to appoint an Associate Lecturer to provide expertise in Chemistry teaching in supporting our Chemistry, Biochemistry and Natural Sciences degree programmes.

The successful applicant will join a group of dedicated and talented Teaching and Scholarship staff in the Department and will teach across a wide range of chemistry topics, in different year groups. The position will have a significant association with the undergraduate teaching laboratory, and so the successful applicant will have particular competence as a senior demonstrator, contributing to the smooth and safe running of the practical chemistry courses, developing new experiments, assessing students' practical skills and marking laboratory scripts. In addition, the position will involve other teaching activities, including, but not limited to, the delivery of tutorials, college workshops, and the marking of examination papers, essays and project reports. The successful candidates will be strongly encouraged to develop new and innovative methods for the teaching of Chemistry. The candidates are expected to be able to teach across the broad range of core disciplines of chemistry to first and second year students, but their own background should be such that could offer specialist third- and fourth-year teaching in one or more of biological, inorganic and organic chemistry.

The Department of Chemistry is one of the UK’s leading Chemistry departments and we are renowned internationally for our research. This is combined with a commitment to teaching and outstanding student satisfaction, and we have been recognised consistently for our family-friendly policies and are proud of our Athena SWAN Gold Award.

As a Department we strive to provide a working environment which allows all staff and students to contribute fully, to flourish, and to excel. We aim to ensure that there is a supportive and egalitarian culture at all levels and across all staff groups. We promote good practice and a strong culture of equality in higher education. Further information can be found within this brief and on our website.
Main purpose of the role

- To lead and deliver high-quality undergraduate chemistry tutorials and workshops, with the possibility of some delivery of undergraduate lecture courses.
- To play an active role in the teaching, running and development of undergraduate practical chemistry courses; transferring knowledge in the form of practical skills, methods and techniques.
- To prepare high-quality undergraduate teaching material.
- To assess undergraduate course work including practical work; selecting the appropriate assessment instruments and criteria and provide constructive feedback to students.
- To undertake effectively a range of administrative responsibilities, including acting as an academic supervisor for undergraduates.
- To be given an opportunity to supervise final-year undergraduate research projects.

These tasks will provide support primarily for our Chemistry, Biochemistry and Natural Sciences programmes and, while there may be a particular focus on teaching one or more of biological, inorganic and organic chemistry, the ability to teach widely across the subject will be required.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

Teaching and Promotion of Learning

- To support the teaching objectives of the department by delivering teaching through practical classes, allocated tutorials and other forms of undergraduate teaching. Set and mark coursework and exams as required, providing constructive feedback to students.
- To communicate new and complex information effectively, both verbally and in writing, engaging interest and enthusiasm of the target audience.
- To develop where appropriate revisions to existing modules or courses in terms of design, content, structure, forms of delivery, method of assessment.
- To develop own teaching materials, methods and approaches, with guidance. Obtain and analyse feedback on own teaching design and delivery to facilitate this.
- To contribute to the development of new teaching approaches and course proposals and to the design of curricula which are academically excellent, coherent and intellectually challenging.
- To ensure that course design and delivery comply with the quality standards and regulations of the University and department.

Administrative and support responsibilities

- To provide – with mentoring - supervision to students, giving advice on study skills and helping with learning problems.
- To identify the learning needs of students and define learning objectives.
- To contribute to supervision of final-year research projects, field trips and, where appropriate, placements.
- To undertake various administrative responsibilities as requested by the Head of Department, the Chair of the Board of Studies and the Natural Sciences (Chemistry) Coordinator. This includes potential contributions as a practical course organiser, a module coordinator and a chemistry college Director of Studies (responsible for organising the small-group teaching programme of the college, and for pastoral care and advice to undergraduate students).
Involvement in scholarship and development

- To investigate innovative teaching, learning and assessment methods and techniques in the sector, and pedagogic research generally, bringing new insights to the department.
- To make presentations at conferences or exhibit work in other appropriate events
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A PhD or equivalent qualification in Chemistry or a closely related area</td>
<td>Essential</td>
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<td>Appropriate academic professional and teaching qualification or a willingness to complete the Postgraduate Certificate in Academic Practice</td>
<td>Essential</td>
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### Knowledge

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<th>Essential / Desirable</th>
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<tr>
<td>Broad knowledge in years 1-2 undergraduate Chemistry, sufficient to deliver teaching and provide relevant learning support to students across different levels of academic ability</td>
<td>Essential</td>
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<tr>
<td>Specific knowledge of one or more of biological, inorganic and organic chemistry sufficient to deliver teaching and provide relevant learning support to students across different levels of academic ability in undergraduate years 3-4.</td>
<td>Essential</td>
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### Skills, abilities and competencies

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<th>Essential / Desirable</th>
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<tr>
<td>Highly developed communication skills to engage effectively with a wide ranging audience, both orally and in writing, using a range of media</td>
<td>Essential</td>
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<td>Ability to design and deliver teaching material either across a range of modules or within a subject area</td>
<td>Essential</td>
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<td>Ability to supervise the work of students, provide advice on study skills and assist with learning problems</td>
<td>Essential</td>
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<td>Ability to contribute to the design of course material, content and new teaching approaches in the department</td>
<td>Essential</td>
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<td>Ability to manage and deliver own teaching</td>
<td>Essential</td>
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<td>Ability to plan, manage, organise and assess own teaching contributions</td>
<td>Essential</td>
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<td>Ability to undertake a variety of administrative tasks, sometimes to tight deadlines</td>
<td>Essential</td>
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<td>Excellent innovative teaching skills</td>
<td>Desirable</td>
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## PERSON SPECIFICATION

### Experience

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<th>Essential / Desirable</th>
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<tr>
<td>Experience in teaching and learning in HE at undergraduate and/ or postgraduate level or in an evidenced similar context</td>
<td>Essential</td>
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<td>Experience of using different delivery techniques to enthuse and engage students</td>
<td>Desirable</td>
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<td>Evidence of successful planning and designing teaching material</td>
<td>Desirable</td>
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<td>Experience of small-group teaching at undergraduate Chemistry level</td>
<td>Desirable</td>
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<td>Experience of undergraduate level practical Chemistry demonstrating</td>
<td>Essential</td>
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<td>Experience of supervising undergraduate students</td>
<td>Desirable</td>
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### Personal attributes

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<th>Essential / Desirable</th>
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<tr>
<td>Attention to detail and commitment to excellence in teaching, learning and assessment</td>
<td>Essential</td>
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<td>Creativity, initiative and judgement in applying appropriate approaches to teaching, learning support and scholarly activities</td>
<td>Essential</td>
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<td>Collaborative ethos</td>
<td>Essential</td>
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<td>Positive attitude to colleagues and students</td>
<td>Essential</td>
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<td>Willingness to work proactively with colleagues in other work areas</td>
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<td>Ability to plan and prioritise own work in order to meet deadlines</td>
<td>Essential</td>
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<td>Commitment to personal development and updating of knowledge and skills</td>
<td>Essential</td>
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<td>Understand equal opportunity issues</td>
<td>Essential</td>
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<td>Proactive, enthusiastic, flexible and calm approach</td>
<td>Desirable</td>
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The Department of Chemistry

The Department of Chemistry is one of the largest and most successful academic departments at York. The Department was placed in the top ten UK universities for Research Power by the 2014 Research Excellence Framework exercise (REF). Amongst our academic staff we have five Fellows of the Royal Society and many national and international prize winners, contributing to a dynamic and thriving department. The excellence of Chemistry at York was recognised in the 2018 Guardian League Table Guide and Complete University Guide where it achieved an outstanding 2nd and 4th place, respectively.

The Department has nearly 60 academic staff (including teaching-only staff), more than 600 undergraduate students, approximately 160 graduate students (mainly studying for PhDs) and over 80 research associates and fellows. The Department has a group of coherent laboratories, recently extended and modernised, which provide an excellent environment for both teaching and research; £35M has been spent on new buildings and equipment in the last seven years.

Staff in the Department of Chemistry undertake research in a wide range of fields and there are particular strengths in analytical and archaeological science, atmospheric chemistry, chemical and structural biology, green chemistry, materials chemistry, metalloproteins, organometallic and catalytic chemistry, synthetic organic chemistry and time-resolved spectroscopy.

We have nearly 30 administrative staff (including those funded externally), as well as over 50 technical staff who provide assistance in the teaching and research laboratories and maintain the workshops (mechanical, glass and electronics) supporting these activities.

The undergraduate programmes, which typically attract over 1200 applications for the ca 180 places, have a flexible, modular structure with opportunities for specialisation in environmental, industrial and medicinal chemistry. There are three-year (BSc) and four-year (MChem) courses with opportunities for students to spend a year at one of a number of overseas universities or in industry. Students rated the Department with an overall satisfaction rating of 97% in the National Student Survey 2016.

The degree programmes within the Department of Chemistry at the University of York are recognised nationally and internationally for the quality of their student experience, novel teaching methods and final outcomes. The undergraduate courses, which typically attract over 1200 applications for the ca 180 places, have a flexible modular structure with opportunities for specialisation in
environmental, industrial and medicinal chemistry. There are three-year (BSc) and four-year (MChem) courses with opportunities for students to spend a year at one of a number of overseas universities or in industry. Students rated the Department with an overall satisfaction rating of 95% in the National Student Survey 2017. Central to York’s teaching is the college system. All Chemistry students belong to one of the eight teaching colleges which contain a number of tutors from different disciplines, one of whom is also the student’s pastoral supervisor. The college system provides the majority of the Department’s learning support through either tutorials (5 students per session) or workshops (whole college group, maximum 25 students). The Core undergraduate Chemistry programme is delivered through lecture courses comprising between 5 and 9 lectures. Although some core modules are themed, they are intended to be interdisciplinary and are not delivered under traditional I,O,P,A lines. Student laboratory teaching laboratory work is undertaken in the recently built chemistry F-block. In Years 1 and 2, students typically spend one whole day a week in the laboratory. MChem students in Year 3 undertake three experiments in the Autumn Term and an open-ended group miniproject in the Spring Term, designed to act as preparation for final year research projects.

The Department offers a number of transferable skills course throughout the programme covering topics such as ethics, presentation skills, team working, quantitative skills and mathematics.

The Gold award from Athena SWAN for promoting women in science was won by the Department of Chemistry in 2007 and renewed in 2010 and 2015. This was the first Gold award made in this scheme. The Athena SWAN Charter recognises and celebrates good employment practice for women working in science, engineering and technology (SET) in higher education and research.

The case studies on our Equality and Diversity website illustrate the variety of working arrangements of staff which are supported by the Department.

The Department of Chemistry operates a set of family-friendly practices. Staff working patterns are flexible and a formal Flexitime system is also in operation. The Department has developed a maternity and paternity leave procedure to help provide support for staff and the University has a nursery and a Child Care voucher scheme.

The Department provides support for all categories of staff in their applications for promotion, role reviews, awards, prizes and rewarding excellence nominations. Staff are encouraged to attend training events and take up opportunities for professional development including those offered by the
THE DEPARTMENT

award-winning University Learning and Development Team: The Department strives to address diversity inequalities to ensure that there is a culture that supports equality and encourages better representation throughout the Department. Support for all staff at all stages of their career is recognised as being extremely important; individuals will be allocated a specific mentor to help support them in future career development. Social events are also held regularly for members of staff.

Opportunities for employment for partners exist across the University, Science City York or within the City of York. The Department recognises that employment for partners can be an issue for new employees and will be understanding if you raise this and will do its best to help.

The Department is committed to establishing a culture of environmental good practice and all staff are asked to go about their duties in a resource efficient way and minimise impacts to the environment wherever possible.

The University has recently invested heavily in Chemistry. The Dorothy Hodgkin Building was completed in two phases. The first, housing Analytical Science and Synthetic Chemistry, opened in 2005, while the second phase housing catalytic, materials and synthetic chemistry was completed in 2012. The departmental is exceptionally well equipped for NMR spectroscopy and departmental instruments are housed in a purpose-built building opened in 2006, while the Wellcome-Wolfson-funded Centre for Hyperpolarisation in Magnetic Resonance (ChYM) was completed in October 2012. The Wolfson Atmospheric Chemistry Laboratories were opened in 2013 and are currently being extended (2017), while most recently, a two-storey building housing new teaching and research laboratories (to house Green Chemistry) and offices was completed in March 2014. The department has recently secured funding from the Wellcome Trust, the Wolfson Foundation, a generous alumnus and the university to acquire a 200 kV cryo-electron microscope and a building in which to house it. Construction and installation are anticipated in 2018.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit [www.visityork.org](http://www.visityork.org) for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6077
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 8 November 2017

What will I need?

You will need to upload:

- your CV
- a letter describing how you meet the requirements of the job

You will also need details of 2 referees.

Help and assistance

Direct any informal queries to victor.chechik@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835