

Job title	Course Tutor (MSc Genomic Medicine)
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	NDM Operations – Academic Programmes Centre, located within the Building for Genomic Medicine, Old Road Campus, Headington, Oxford, OX3 7BN
Grade and salary	Grade 8: £45,585 - £54,395 with a discretionary range to £59,421 per annum
Hours	Full time
Contract type	Maternity leave cover for 15 months Funding is provided by the Department
Reporting to	Helen Lockstone, Co-Director (MSc Genomic Medicine)
Vacancy reference	169936

Hybrid working arrangements	The successful person will need to work on-site for a minimum of 3 days per week
Additional information	This role does not meet the eligibility requirements for a Skilled Worker Visa Certificate of Sponsorship under UK and Immigration legislation. Therefore, the Nuffield Department of Medicine will not be able to sponsor individuals who require right to work in the UK to carry out this role.
About us	<ul style="list-style-type: none"> University of Oxford - www.ox.ac.uk/about/organisation Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk
What we offer	https://hr.admin.ox.ac.uk/staff-benefits <ul style="list-style-type: none"> An excellent contributory pension scheme 38 days annual leave A comprehensive range of childcare services Family leave schemes Cycle loan scheme Discounted bus travel and Season Ticket travel loans Membership to a variety of social and sports clubs A welcoming and diverse community

The role

The Centre for Human Genetics (CHG) established a new MSc in Genomic Medicine at the University of Oxford, in October 2022. The programme focusses on current genomic techniques and their application in clinical, research, and industry settings. Teaching draws upon the breadth and depth of genomic expertise at the CHG and across the University of Oxford to create a unique learning experience.

This is an exciting opportunity for an experienced scientist with a background in postgraduate teaching to join the team leading the MSc in Genomic Medicine.

The course attracts a diverse cohort of high calibre students including recent graduates from biological and biomedical sciences, bioinformatics and other disciplines as well as medical doctors and healthcare or industry professionals who wish to expand their understanding of genomic medicine and its role in different sectors.

The MSc course consists of 4 Core modules and 6 Elective modules followed by a 12-14-week research project and dissertation.

Core modules	Elective modules
1. Fundamentals in Human Genetics and Genomics	A1. Molecular Pathology and Precision Medicine
2. Genomics of Common and Rare Inherited Diseases	A2. Advanced Quantitative Methods (Bioinformatics and Statistics)
3. Omic Technologies and their Application to Genomic Medicine	A3. Genome Engineering and Gene-based Therapeutics
4. Bioinformatics, Statistics and Data Interpretation in Genomic Analysis	A4. Single Cell Application of -Omic Approaches
	B1. Genomics in Clinical Practice
	B2. Application of Genomics for Therapeutics, Vaccinology and Industry

You will be responsible for the continuity of teaching and student support throughout the MSc programme. This will include a mixture of direct teaching and supporting module leads to deliver their teaching. You will prepare teaching material and deliver some lectures and small-group tutorials, particularly during the first term. You will manage the teaching timetabling and organisation, ensure course materials are complete and accessible, and that the course runs smoothly day-to-day in liaison with the Course Co-Director for Teaching and Operations and the Course Officer.

Wider responsibilities will include ensuring that high teaching quality is maintained, participating in the course organising committee's meetings and activities, and contributing to the future development of the course in liaison with the Course Directors.

You will work under the supervision of Helen Lockstone (Course Co-Director for Teaching and Operations) and the MSc leadership team headed by Professor Julian Knight (Academic Director). The post is supported by a dedicated course officer and administrative team in the Academic Programmes Centre.

Maternity (or other family) leave cover post

This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available for 15 months or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

Responsibilities

You will:

Academic Course Management

- Assist the Course Directors in the academic management and delivery of the course.
- Deliver the course and assist with the development and implementation of new content and processes.
- Plan and organise specific areas of the syllabus and contribute to curriculum development.
- Oversee the teaching timetable and collation of all course materials, adding these to Canvas and managing the Canvas site.
- Organise and host small-group student tutorials, with the support of the module leads and lecturers.
- Support invited lecturers in providing their content and assisting with the set-up, recording, editing of the lectures where applicable.
- Engage in summative assessments in conjunction with module leads
- Ensure formative assessments are set at an appropriate level and marked by appropriate staff and that student feedback is comprehensive and timely.
- Manage the student evaluations and co-write the annual course reports.
- Assist with recruitment, induction, and guidance of demonstrators/lecturers; allocate tasks and provide day-to-day supervision to demonstrators/teaching assistants working on the course.
- Manage the provision of student support including those in need of additional guidance. First contact for student matters relating to attendance, conduct, coursework, performance, and welfare (referring matters to appropriate others).
- Assist the Course Directors in ensuring that quality and standards are maintained in all aspects of course delivery.
- Assist the Course Directors in the implementation of recommendations from periodic Course Reviews.
- Participate in the development of strategy and policy, ensuring the course teaching adheres to the original vision of the course
- Participate in the student admissions process including scoring applications and interview panels.
- Participate as required in Departmental, Divisional and University reviews relevant to the Programme.
- Participate in relevant committee meetings, and on-going academic and discussions throughout the year, developing academic strategies and policies
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MSc Student Projects

- Support the Course Directors in their role of allocating supervisors to student projects.
- Identify topics and possible scenarios for development into a dissertation with the help of the students. These activities would be carried out in conjunction with the Course Directors.



- Support the supervisors and students and provide academic advice where needed.
- Monitor the project processes (academic and administrative) and update as required.
- Contribute to the marking of dissertations as required.
- Promote and implement Academic Good Practice in project reports.

Other

- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Selection criteria

Essential

- Hold a postgraduate qualification in a relevant field such as biological sciences, biomedical science, genetics or genomics-related subject, bioinformatics or computational biology applied to genomics
- Broad understanding of the current field of genomics and its applications, particularly as they relate to disease research and clinical practice to develop course content and delivery.
- Post-graduate teaching experience, including developing and delivering in person and online lectures.
- An aptitude for teaching and awareness of pedagogic methods
- Excellent written and oral communication skills.
- Proven organisational skills, including excellent time management skills and the ability to manage several tasks concurrently.
- Ability to work independently to achieve agreed goals
- Ability to work and support effective collaborations and as a team
- Proven skills in critical appraisal and problem solving

Desirable

- Experience in supervising MSc projects or equivalent.
- Experience in establishing and developing an online post-graduate course
- Experience of course management and management of teaching at post-graduate level.
- Experience using a virtual learning environment.
- Experience supervising staff and students.
- Experience in setting exams and/or assignments



Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>



How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

If you would like to apply, **click on the Apply Now button** on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now. You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

- http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/

All applications must be received by **midday** UK time on the closing date stated in the online advertisement

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>. Non-technical questions about this job should be addressed to the recruiting department directly recruitment@ndm.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email. Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement



The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

