

Job Description

Position:	Programmes Director (Postgraduate)
Faculty/Service:	School of Medicine
Ref:	MED-023/A
Grade:	Grade 9
Status:	Fixed-Term (2 years initially)
Hours:	Full-time
Reporting to:	COO/Registrar

Main Function of the Position:

- To be responsible for the development, implementation and management of an academically and financially sustainable portfolio of postgraduate medical courses across the School.
- To lead the programme validation process for the School's taught postgraduate provision ensuing the delivery of innovative and market-relevant programmes which are consistent with the strategic aims of the School and also wider University.
- Play a key role in the refinement and execution of the School's strategy including raising the School's profile, promotion and development of collaborative partnerships, and meeting agreed recruitment targets for postgraduate provision.
- To be responsible for leadership and delivery of teaching, assessment, curriculum development and associated enterprise initiatives.

Principal Duties and Responsibilities:

1. To take a key role in the design, development and planning of innovative high-quality medical and related programmes working with medical specialists.
2. Oversee compliance with the quality assurance frameworks (internal and General Medical Council) and relevant ongoing activities of the School which aim to enhance teaching quality and the student learning experience.
3. To provide effective management for academic leadership on School of Medicine and Health courses/programmes and the process of enrolment, induction, student choice, module scheduling and provision of any relevant student information.
4. To support the development of the TIRI culture and support SoM staff in the adoption of effective and innovative teaching and assessment practices – through staff development activities, mentoring, teaching observations and calibration activities.
5. To teach and assess across the School portfolio (leading as appropriate in dedicated areas) employing a variety of innovative and creative learning, teaching and assessment methods/materials to enhance the student experience.

6. Support the COO/ Registrar with the establishment and implementation of governance arrangements for the school, e.g. Academic Misconduct, Fitness to Practise, Student Complaints, etc.
7. Play a key role in the School through involvement in appropriate management committees/teams, e.g. assessment boards, misconduct hearings, fitness to practise hearings, etc.
8. The management and direction of academic/research team(s), students and learning resources as assigned by the School's Senior Leadership Team. To include associated academic administrative duties such as scheduling of programmes and courses / timetabling.
9. Be responsible for the on-going evaluation and continual improvement of relevant modules/programmes, ensuring that there is a coherent learning experience for students which meets agreed learning objectives and also that School objectives are met.
10. To work collaboratively with key stakeholders (both internal at the University and external such as the GMC, NHS Trusts and other HEI's) towards progressive and sustainable growth and expansion of the School of Medicine.
11. Take the initiative in encouraging and developing a collaborative, collegiate and inclusive culture within the School and across the University. This will include maximising the synergies with other Schools in the University.
12. Lead the School's activities to recruit for designated postgraduate programmes and act as a 'key ambassador' for the School at relevant promotional events and admissions activities.
13. To contribute and lead, where appropriate, to commercial income generation activity, and will undertake scholarly activity to contribute to the development of new areas in School of Medicine and medical specialisms.
14. Undertake research or other agreed scholarly activity in order to contribute to the development of Faculty/ School Practise.
15. To be flexible and adaptable in undertaking relevant academic, managerial and operational duties and ensure the continuous improvement, quality enhancement and customer service agendas are realised in the School.
16. Contribute to the School of Medicine and the University's reputation for academic and professional excellence by actively engaging in personal professional development to enhance one's own subject authority and credibility.
17. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
18. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
19. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the position holder.

Please note that this is an evolving role with a requirement to travel and attend events external to the University in support of business requirements.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position: Programmes Director		Ref: MED-023/A
School/Service: School of Medicine		Priority
Criteria		(1/2)
		Method of Assessment
1	Qualifications	
1 a)	Honours degree in a relevant subject area	1
1 b)	A relevant teaching qualification and fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time frame	1
1 c)	A postgraduate qualification in a relevant subject area (or outstanding achievements in the professional field)	1
1 d)*	PhD/Professional Doctorate, or equivalent level qualification or outstanding achievements in the professional field see note 3*	1
1 e)	Membership of a relevant professional body, e.g. GMC, NMC	2
2	Skills / Knowledge	
2 a)	Programme Leader Experience and excellent knowledge of University systems, processes and functions.	1
2 b)	Student focussed, excellent teaching skill, excellent communication.	1
2 c)	Able to successfully and effectively lead and manage academic/research programmes and teams	1
2 d)	Proven academic development, teaching and assessment skills	1
2 e)	Ability and experience in operating systems and processes to enhance quality and teaching and learning excellence	1
2 f)	Competent in the application of IT systems and capable of utilising IT with respect to the requirements of the role	1
2 g)	Able to liaise with colleagues and other stakeholders and to contribute to staff development	1
2 h)	Proven ability and commitment to undertake appropriate subject specific research and/or enterprise activity	1
2 i)	Aware of current academic/professional developments in research, teaching and learning excellence	1
2 j)	Knowledge and understanding of academic organisation and its processes as well as academic/research management and delivery	1
2 k)	Able to devise creative solutions that impact positively on teaching and learning	1
2 l)	Excellent written and oral communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience	1

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Criteria		(1/2)	Method of Assessment
3 Experience			
3 a)	Proven teaching and experience of programme delivery including the design, delivery, assessment and validation of modules/courses	1	Expression of Interest Interview
3 b)	Relevant experience in the supervision of the work of undergraduate and/or postgraduate students and providing appropriate pastoral support	1	Expression of Interest Interview
3 c)	Experience in contributing and implementing quality assurance improvements	1	Expression of Interest Interview
3 d)	Experience of preparing proposals/applications to external bodies to secure funding	1	Expression of Interest Interview
3 e)	Experienced and able to publish quality research	1	Expression of Interest Interview
3 f)	Experience in developing and delivering successful learning and teaching improvements	1	Expression of Interest Interview
3 g)	Experience in developing successful partnership arrangements with industrial and education providers	1	Expression of Interest Interview
4 Personal Qualities			
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Able to work individually and under own initiative and to lead and manage projects and motivate others to reach agreed objectives/deadlines.	1	Interview
4 c)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	1	Interview
4 d)	Able to critically reflect on all aspects of own contribution to the role	1	Interview
4 e)	Able to successfully network with local/national employers and organisations	1	Interview
4 f)	Commitment to continuous improvement and creative ways of working	1	Interview
5 Other			
5 a)	Willing to work flexibly in order to meet the needs of the service and to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of Health and Safety, Data Protection Act, Freedom of Information Act, UKVI, Prevent and the Bribery Act	1	Interview
5 c)	Current clean driving licence and car owner or able to travel independently to deliver at partner organisations, institution trusts as required	1	Interview
5 d)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 e)	Able to travel nationally and internationally in order to meet the requirements of the service	1	Interview

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. *The role-holder is required to hold a PhD/Professional Doctorate qualification. However, those without a PhD/Professional Doctorate but working towards or with equivalent level qualifications / outstanding achievements in the professional field may be considered.
4. It is the responsibility of the employee to ensure any professional registration/accreditation/membership remains current