



## Integrated Clinical Academic Training Office (ICATO) Manager

<b>Reference:</b>	EHA2561-0424
<b>Salary:</b>	£33,966 - £37,099 per annum Grade 7, Points 27-30
<b>Contract Type:</b>	Fixed Term for 2.5 years
<b>Hours</b>	Full Time (36.25 hours per week)
<b>Location</b>	Ormskirk
<b>Accountable to:</b>	Pro-Vice Chancellor and Dean of Faculty
<b>Reporting to:</b>	FHSCM Admin Manager



## About the Role

The faculty has been successful in securing National Institute for Health Research (NIHR) funding to set up an Integrated Clinical Academic Training Office (ICATO) which aims to support medical students as well as offer advice, best practice and information on academic careers, recruitment, training, and development for all health professionals across all stages of research training. The ICATO team will be based within the Faculty and will facilitate an integrated approach to clinical academic career development and provide a central, pan-professional hub offering guidance, career development and community building across the early career clinical academic pipeline at EHU and partner NHS Trusts. Trainees will benefit from the wider offering of support, networking opportunities with doctoral and postdoctoral peers, and experience brought by the extended clinical academic management team.

The ICATO team purpose is to facilitate and support leading clinical academic training, enabling health professionals to become clinical academics for the future and will support medical students and professionals as well as healthcare students that are interested in research by:

- providing high-quality teaching and research, e.g. Intercalated Degrees and Internships (IDI), research seminars and journal clubs, setting up a research society
- providing support for aspiring clinical academics.
- contributing to plans to grow the Integrated Academic Training Programme.

The ICATO manager will work closely with the ICATO academic team and the Faculty Administration Manager to establish a cohesive and integrated office, ensuring that responsibilities are implemented in a supportive and responsive manner, maximising staff skills, knowledge and expertise.

The ICATO Manager will also help to implement and handle the day-to-day administration of the Intercalated Degrees and Internship (IDI) Programme. This will include induction and coordination of the IDI and the Academic Clinical Fellow (ACF) research training programmes. The manager will develop an induction pack and a dedicated website to facilitate conference attendance and administer research costs. This will include details on placement, supervisory arrangements, mentoring support, and access to funding. The ICATO Office will administer: ACF funding for training courses and conferences; the oversight of the funding for the internships and intercalations; provide an administrative point of contact for students and ACFs; support students and staff to arrange internships/intercalations including application processes for the IDI programme; support the Research/Academic Society (RAS) including the arrangement of the annual event and seminar series; support the ICAT Committee and the RAS steering group; support the quality assurance and monitoring processes such as the biannual face-to-face feedback meetings and collecting and collating student and ACF feedback and outcomes; and report activity to NIHR.



This will be a varied, and interesting role, which requires excellent organisational skills, flexibility, attention to detail, and the ability to prioritise to meet deadlines to the required quality standards. It is expected that the post-holder will work flexibly according to the ongoing demands of the job and responsibilities at this level.

The Office will work closely with the Faculty Research team, the Medical School and the broader Faculty Schools such as Nursing and Midwifery, Allied Health Social Work and Wellbeing, as well as Departments across the other Faculties in the University.

The post will be based at our Ormskirk Campus, but occasional travel to other sites may be required.

## Duties and Responsibilities

### The ICATO Manager will:

- Work with the academic leads to set up a cohesive and supportive Integrated ICATO team;
- Line manage a Grade 4 ICATO administrator;
- Play a significant role in setting up and ensure the smooth running of the office and the processes within;
- Provide a high-quality management and administration service to ensure the office complies with the requirements of EHU, NIHR, and professional regulatory bodies;
- Be responsible for setting up a medical student intercalation/internship (IDI) programme involving all faculties across EHU with programmes in medicine, nursing, midwifery, paramedic science, operating and surgical care practice and social work;
- Support the Health Research Institute (HRI). The HRI facilitates interdisciplinary working with academics and health care practitioners to share research, knowledge, skills, and expertise and provides infrastructure for the Intercalated Degrees and Internships (IDI) Programme;
- Be responsible for the setup and running of a proposed Collaborative Research/Academic Society (RAS) in collaboration with UCLAN which will showcase current work. The RAS will be a vibrant research, teaching and learning space to host online seminars and face-to-face events on a variety of topics and research methodologies, as well as an open forum for medical students, specialist foundation programme trainees, ACFs, ICAT programme stakeholders. The RAS will also collaborate with and support engagement of other health professional, research students and fellows in other health



disciplines to foster interprofessional perspectives in research and academic careers.

- Will help set up and be part of an Integrated Clinical Academic Training (ICAT) Committee reporting to the HRI Management Group to oversee governance and quality assurance.
- Be responsible for the creation and update of IDI webpages, and an internal wiki in conjunction with the wider ICAT programme to actively highlight clinicians with academic/research profiles across medical career lifespans.
- Be responsible for implementing and running of a student internship scheme which help prepare students for a future intercalation or elective;
- Implement management processes to provide mechanisms to monitor capacity and gather feedback from medical students and stakeholders involved in IDI;
- Set up biannual face-to-face feedback meetings with IDI students as part of the overall quality assurance process with ACFs and academic supervisors to ensure the delivery of high-quality supervisory experiences. Part of this will be anonymous surveys of IDI participants, ACFs, educational, clinical, and academic supervisors, and provider organisations, with findings presented to the ICAT Committee;
- Undertake specific projects to improve the faculty student experience and contribute to the successful implementation of the Undergraduate Medicine MB ChB Programme.
- Undertake other duties commensurate with the post holder's role and grade as agreed with the line manager.

**In addition, all Faculty of Health, Social Care and Medicine Professional Support Service staff are required to:**

- Make a positive contribution to the work of the Faculty, assisting in providing a holistic, flexible service by working effectively with other teams and departments.
- Demonstrate excellent Customer Care in dealing with all customers of the Faculty.
- Be aware of the Faculty's security issues and compliance with local procedures.
- Participate in the marketing of the Faculty of Health, Social Care and Medicine provision, including assisting at Open Days and marketing events.
- Undertake any other duties as required by the Faculty Administration Manager.
- Participate in the induction programme within the Faculty of Health Social Care and Medicine.
- Assist and attend Graduation and Award ceremonies as required.





## In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers
- g) Proactively consider accessibility and ensure appropriate quality assurance of templates, documents and published outputs using software such as Microsoft Accessibility checker and Blackboard Ally

## Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

Internal staff wishing to apply for a fixed term role as a secondment opportunity must discuss this with their existing line manager before applying.





Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

*Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).*

		Essential	Desirable	Method of assessment (A/S/I/T/P)
<b>Qualifications</b>				
1.	Qualified to first degree with honours level (or equivalent) and/or appropriate professional qualification	*		A
2.	IT qualification/competence in MS Word, Advanced Data Analysis and Database Management Software packages	*		A/S/T
3.	Higher Degree		*	A
<b>Experience and Knowledge</b>				
4.	Successful experience of working or equivalent and understanding of the HE sector and/or the relevant area of NHS	*		A/S
5..	Track record of managing, analysing and reporting complex data. Experience of industry-standard management information tools and systems.	*		A/I/S
6.	Experience of the co-ordination and management of student/administrative functions relating to areas such as research, teaching, student experience.	*		A/I/S
7.	Demonstrable experience of line management with a dynamic approach to managing, engaging, and motivating, prioritising. High-level planning, organizing and prioritizing work activities with the ability to lead projects and programmes of work.	*		A/I/S
<b>Abilities and Skills</b>				
8.	Demonstrate high levels of accuracy and attention to detail	*		A/P/T
9.	Excellent personal organizational skills demonstrating the ability to manage a number of activities in parallel, meeting deadlines and working proactively.	*		A/I/S



		Essential	Desirable	Method of assessment (A/S/I/T/P)
10.	High level of oral and written communication and interpersonal skills, with the ability to communicate complex information effectively to a wide range of audiences and maintain confidentiality	*		A/I/P/S
11.	A flexible, positive and reliable approach to work allowing you to build relationships that enable you to effectively work as part of a team as well as independently	*		A/I/S
<b>Other</b>				
12.	Emotional resilience and self-awareness, with the ability to manage self, whilst supporting and managing others	*		A/I
13.	An inclusive, empowering and engaging management style that harnesses the creativity and talents of colleagues	*		S/I/P



## How to Apply

When you are ready to start the formal application process, please visit our [Current Vacancies page](#) and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information, and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11.59pm on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

***Application > Shortlisting > Interview > Outcome***

For informal enquiries about this vacancy, you may wish to contact: Alison Howard, Faculty Admin Manager at [howardal@edgehill.ac.uk](mailto:howardal@edgehill.ac.uk).

*At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.*

