It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job description for the post of:

Senior Lecturer in Medical Education
EHT0093-0118

Reporting to: Head of Department, Medical Education
Accountable to: PVC and Dean of Faculty of Health & Social Care

The Faculty of Health and Social Care at Edge Hill University has an extensive portfolio of postgraduate medical education programmes for which it has an excellent reputation. Housed within the Postgraduate Medical Institute these include well-established programmes relating to medical education and leadership for which major contracts from Health Education England are held. The Faculty works closely with the Royal College of Physicians. It delivers a suite of highly successful masters programmes in surgery and medicine (run since 2008) in partnership with Wrightington, Wigan and Leigh NHS Foundation Trust. Programmes have professional body accreditation. The programme team have strong international links and recruitment of excellent international students is growing. Edge Hill has a large faculty of Honorary Clinical appointees who make major contributions to the development and delivery of its medical programmes.

Building on these successes, Edge Hill is committed to developing an undergraduate medical programme with associated programmes to support access to medicine.

The Faculty has a growing research profile and continues to invest in academic staff who will increase this further. Thematic research is in the following areas:

- Improving Professional Practice and Service Delivery through Education and Leadership
- Children, Young People and Families
- Supporting Care
- Health and Wellbeing
All themes have successful research leaders who play a key role in supporting and developing academic staff to further develop their research profile.

EHU has recently been awarded TEF Gold in recognition of its outstanding teaching, learning and outcomes for students.

The Posts

Based largely on the success of its postgraduate educational programmes and of the continual development of postgraduate and undergraduate medical programmes the Faculty is seeking to make academic appointments in the Department of Medical Education. Successful applicants will join a dynamic and innovative team and will make a major contribution to the development, leadership, management and delivery of undergraduate and postgraduate taught programmes in medical education. We will consider applications from individuals from a wide range of backgrounds who can contribute to one or more programmes. Appointees will be expected to supervise student research projects and to develop their own research profile aligning with Faculty research themes. The posts provides an opportunity to join the Department of Medical Education at an exciting time in its development.

Duties and Responsibilities

Teaching

a) Use teaching and learning strategies, which encourage student involvement and advance their independent learning.

b) Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.

c) Support learning in practice, including placement/mentor preparation and practice audits.

d) Effectively oversee the welfare, progress, examination and assessment of the students as designated by the Head of Department.

Research

a) Align, and effectively contribute to one of the Faculty research themes.

b) Participate and lead, where appropriate, in a range of knowledge transfer agendas and projects as designated by the Head of Department/Line Manager.

c) Lead and develop research and/or enterprise projects including identification and achievement of funding to support the projects.

d) Publish and disseminate the results of research and/or scholarship in
peer-reviewed journals or other appropriate outlets of recognised academic quality.

e) Initiate, develop, lead, enhance and maintain links with cognate disciplines within the Faculty, Institution, Industry and the Community.

f) Identify and develop research and/or knowledge transfer initiatives and where possible foster collaboration with external agencies and generate income as appropriate

**Curriculum Development**

a) Develop, as required, appropriate documentation in accordance with the Institution’s Academic Regulations and Quality Management Handbook to support the processes of Edge Hill’s quality assurance and ethics (including materials relating to course validation, enhancement process, review and evaluation).

b) Lead, manage and administer the effective delivery of programmes and projects.

c) Ability to anticipate and lead curriculum development, and act as a catalyst for further advancement.

d) Participate fully and lead, where appropriate, in the curriculum development and research activities of the Department’s academic programmes.

**Leadership**

a) Accept responsibility for the overall development and effective and efficient operation of high quality academic programmes or projects in the subject area concerned in the context of the Institution’s agreed strategic plan, Academic Regulations and Quality Management Handbook.

b) Lead at Programme/Department/Faculty level in areas of academic expertise.

c) Ensure the integrity of designated programmes and projects, (academic, enterprise or research), by ensuring all staff contributing, are fully informed and prepared for effectively engaging in delivery and reporting responsibly, via appropriate channels, any cause for concern.

d) Co-ordinate and lead the team of staff who contribute to academic programmes or other programmes of work in order to maximise the impact of their individual and collective contributions.

e) Communicate a sense of common purpose and unity, make effective decisions and encourage individuals to contribute to a common goal.
f) Promote the work of the Institution and participate in the recruitment, selection and induction of students.

g) Take responsibility for overseeing the welfare, progression, examination and assessment of students and drawing to the attention of the Head of Department any issues as appropriate.

h) Allocate and undertake Personal Tutor responsibilities.

i) Seek to enhance the quality of education and provision by ensuring that high standards of teaching and learning are maintained on the relevant courses to which they contribute.

j) Act as a point of reference to others and strive to continuously develop and refine expertise in new or related areas.

k) Convey effective emotional intelligence in communicating with diverse groups.

**Organisation and Management**

a) Take responsibility for the effective academic administration of a designated programme, enterprise, research or innovation.

b) Lead, initiate, and develop, external networks to further the development and reputation of the University and the individual.

c) Actively seek and undertake role of external examiner in ensuring benchmarking re quality assurance and enhancement.

d) Significantly enhance the external profile of the faculty in appropriate networks and forums, identifying and building supportive and mutually beneficial partnerships. Fostering collaboration with external contacts, networks and partnerships including educational bodies, employers, researchers and professional bodies, as appropriate.

e) Receive, understand, convey and help others to understand straightforward and complex conceptual ideas or complex verbal and written information which requires careful explanation/interpretation, in a clear and accurate manner.

f) Organise and administer tasks in an efficient and effective manner.

g) Mentor and support academic staff as required.

h) Carry out any other duties as designated by the Head of Department/Line Manage.

**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 training and development 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

**Hours:** Full Time

**Salary:** Grade 10, points 41 -45
£44,992 - £50,618 per annum

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.
PERSON SPECIFICATION
Senior Lecturer in Medical Education
EHT0023-0118

CRITERIA Applicants should be able to provide evidence of their ability to meet the following criteria.

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
<th>Method of assessment (I/A/T/P)</th>
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<tbody>
<tr>
<td>1. A good relevant honours degree or equivalent qualification.</td>
<td>*</td>
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<td>A</td>
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<tr>
<td>2. Higher qualifications relevant to the post, such as a Postgraduate degree.</td>
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<td>3. PhD or engagement in research</td>
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<td>*</td>
<td>A/I</td>
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<tr>
<td>4. Recognised teaching qualification or teaching experience / training</td>
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<td>A</td>
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</tbody>
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Experience and Knowledge

| 5. Demonstrated successful relevant teaching experience in Higher Education    | *         |           | A/I                           |
| 6. Experience of one or more of: research, consultancy, evidence-based practice, publication, and innovation. |           | *         | A/I                           |
| 7. Substantial relevant subject expertise and knowledge as evidenced through teaching and/or research | *         |           | A/I                           |
| 8. Evidence of working in a team, with potential to fit with the existing team in terms of knowledge and experience | *         |           | A/I                           |
| 9. Confident and comprehensive Appreciation of the context within which their area of expertise sits with a clear vision of the academic potential of this. | *         |           | A/I                           |
| 10. Demonstrates knowledge and proficiency of academic leadership for example programme/project leadership. | *         |           | A/I                           |
| 11. Evidence of successful, comprehensive experience and knowledge of curriculum development | *         |           | A/I                           |

Competencies
Teaching, Learning and Assessment

| 12. An effective interpersonal communication style with sound emotional intelligence | *         |           | A/I/P                         |
| 13. Excellence in teaching demonstrated through history of effective, responsive and/ or innovation(s) in learning, teaching and assessment | *         |           | A/I/P                         |
| 14 | Demonstrates a comprehensive understanding of the student experience and its management for attaining excellence | * | A/I/P |
| 15 | Demonstrates full appreciation and successful history of maintaining academic quality and standards | * | A/I/P |
| 16 | Demonstrated ability to support the diverse academic and personal needs of individual students. | * | A/I/P |
| **Scholarly Activity and Research** | | | |
| 17 | Evidence of high levels of understanding of knowledge transfer agendas and their relevance to the applicant’s work | * | A/I |
| 18 | Demonstrates ability to engage in, and/or lead, internal and external academic and professional relationships and networking through active membership of associations, societies and professional bodies or external examining. | * | A/I |
| 19 | Evidence of existing sustained engagement and achievement in advanced scholarship and research. | * | A/I |
| 20 | Evidence of research publications in peer reviewed journals. | * | A/I |
| 21 | Demonstrated ability to contribute to the generation of external funding to support research projects | * | A/I |
| 22 | Demonstrated research interests and expertise which aligns to one of the Faculty research themes. | * | A/I |
| **Management and Administration** | | | |
| 23 | Demonstrate ability to influence, advise, guide and mentor others and confidently challenge thinking and foster debate, and encourage the development of intellectual reasoning and rigour. | * | A/I |
| 24 | Excellent time management and organisational skills | * | A/I/P |
| 25 | Skilled workload manager as evidenced through historical achievements and outputs and demonstrable ability to meet target deadlines | * | A/I |
| 26 | Demonstrate initiative and capability to plan, prioritise and organise the work or resources of self and others within an area of designated responsibility. | * | A/I |
| **Personal and Professional Development** | | | |
| 27 | Ability to reflect on own skills and knowledge, and to seek opportunities to develop. | * | A/I/P |
Please note that applications will be assessed against the Person Specification using this criteria.