

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.

Head of Simulation and Skills Education EHM0206-1218

Reporting to Associate Dean Student Experience/Director of Healthcare Professions

Accountable to PVC and Dean of Faculty of Health and Social Care

The Faculty of Health & Social Care provides a range of professional programmes across a broad spectrum of related fields of practice. These programmes embrace the postgraduate, undergraduate and apprenticeship provision within medicine, nursing, allied health professions and applied health & social care arenas. Our portfolio also addresses pre-registration and post-qualifying programmes to support advanced practice, masters level and specialist practice educational provision. All programmes utilise practice-based learning opportunities, requiring engagement with practice partners to ensure the currency of current and future provision.

The Faculty is rapidly developing a strong research profile, whereby scholarly endeavours focus upon key research themes which inform safe and effective practices. Typically, students on all our health and social care programmes gain an understanding of all aspects of health and ill health throughout the human life span, and in all social arenas. A key feature of all our programmes is the applied nature of study, which in turn supports the workforce needs in a wide range of health and social care environments.

The Post

The post holder will work in tandem with all Faculty Heads of Departments in leading the development of the simulated education portfolio, ensuring the contemporary nature of the provision across programmes. A key feature will be the facilitation of staff capability to deliver innovative and creative teaching, learning and assessment across the portfolio of education. The post holder will have line management responsibility for staff, whilst maintaining leadership for the simulation and skills aspects in all curricula.

A key aspect of the role will be to lead and manage the strategic development and management of a new Simulation and Skills Education Centre, and future simulated education provision.

Duties and responsibilities

The duties and responsibilities of this post are as follows. The post holder will carry out the following as and when required.

Corporate Responsibilities

The post holder will:

- a) Participate in Edge Hill University's decision-making process.
- b) Contribute to the fulfilment of Edge Hill University's Mission Statement and Strategic Plan by implementing agreed Edge Hill policy.
- c) Encourage, promote and actively engage in the generation of income including the provision of research and consultancy.
- d) Promote and implement Edge Hill University's equal opportunities policies.
- e) Participate in and accept responsibility for the management and development of Edge Hill University.
- f) Promote and facilitate cross-institutional and interdisciplinary developments.
- g) Support Edge Hill University's further development and respond to the needs of a diverse student body.

Specific duties and responsibilities

The post-holder will be required to:

- a) Take responsibility for the academic leadership and operational direction within your sphere of responsibility.
- b) Lead and manage the strategic development of the multi-professional Simulation and Skills Education Centre.
- c) Engage fully as a member of the Department's Management Team, contributing collaboratively to the strategic and operational management of the Department ensuring alignment of the Departmental Action Plans to those of the Faculty and wider University strategies.
- d) Consult with, and represent the views of, staff within the Department and communicate Simulation and Skills Education strategy and policy to relevant staff across all departments, ensuring informed compliance.
- e) Undertake responsibilities as designated by the Head of Department, including the line management, performance review, probation and development of designated staff.
- f) Maintain effective overview of the day-to-day management of the Multi-professional Simulation and Skills Education Centre, and other allocated work-streams.
- g) Manage the provision of skills training and education, and simulation resources within the Faculty, including line management of relevant staff.
- h) Seek to enhance the quality of education and provision by ensuring that all QA processes and quality indicators are met.

- i) Lead, develop and manage a Faculty Simulation and Skills Education Strategy for staff, and other service users, involved in the preparation and delivery of curriculum and core skills. This includes the planning and support for new staff induction, mandatory training requirements and continuing professional development opportunities for the professional development of Faculty staff.
- j) Manage the resource requirements for effective delivery of simulation and skills education curriculum across the Faculty, including staffing resources, making recommendations for future planning requirements.
- k) Lead and contribute to the development of research and knowledge transfer activity within own area of subject expertise and in communication with external stakeholders where appropriate
- l) Effectively engage with the teaching and learning experience of students on modules/programmes to which they contribute, including preparation of own teaching and learning materials, as required.
- m) Promote the work of the Simulation and Skills Education Centre through the active participation in the recruitment, selection and induction of students.
- n) Take shared responsibility for the effective management of all aspects of student discipline, fitness to/for practice and safeguarding issues.
- o) Contribute to the development and delivery of taught programmes, research and knowledge transfer activity within own area of subject expertise and in communication with external stakeholders where appropriate.
- p) Develop and lead a simulation and skills education strategy for external income generation and promotion of the Simulation and Skills Education Centre to external organisations.
- q) Responsible for the development and implementation of effective policies and procedures to ensure full compliance with all Health & Safety, COSHH, and RIDDOR legislation, in liaison with the Faculty and University Health & Safety Leads.
- r) Lead and develop strategies for facilitation of learning networks between all Faculty staff and partner organisations, such as NHS trusts.

In addition to the above duties, all staff are required to:

- a) Participate in Edge Hill University's Performance Review scheme.
- b) Respect confidentiality and ensure that information is kept confidential and not released to unauthorised persons.
- c) Comply with legislation, adhere to Edge Hill University's policies and procedures, and attend appropriate training as required, including Health and Safety.
- d) Manage and enhance their own personal performance.
- e) Participate in work-related training and staff development.

- f) Adhere to Edge Hill University's environment policy and guidelines and undertake tasks in a sustainable manner.
- g) Other duties which may be assigned by the Head of Nurse Education from time to time and which are consistent with the grading and knowledge base of the post.

Salary: Management Grade up to £59,841

Hours: Full Time

Candidates should note that they would be short-listed based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification form attached.

It is important to note that the successful applicant will be required to undertake *an enhanced disclosure for you from the Disclosure and Barring Service* and that this will form part of the conditions of offer of employment.

PERSON SPECIFICATION

Head of Simulation and Skills Education

CRITERIA

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

		Essential	Desirable	*Method of assessment (I/A/T/P)
Qualifications				
1	A good relevant honours degree or equivalent service related experience in a closely related field	*		A
2	Higher qualifications relevant to the post, a professional qualification, <u>or</u> evidence of satisfactory progress towards or willingness to complete qualification	*		A
3	PhD or other research training (e.g. Masters level education)	*		A
Experience and Knowledge				
4	Successful experience of teaching, student support and guidance, and quality enhancement in a relevant simulated education environment	*		I/A
5	Ability to lead and innovate effectively through effective consultation, communication and delegation of responsibilities	*		I/A/P
6	Awareness of current policy and drivers relevant to health & social care education in the simulated education field.	*		I/P
Teaching, Learning and Assessment				
7	An effective communications style and strong interpersonal skills in both individual and team settings	*		I/A/P
8	Ability to develop, use and disseminate effective, flexible and innovative approaches to teaching, learning & assessment in simulation and skills education	*		I/A/P
9	Ability to support the diverse academic and personal needs of students and staff, and to ensure the Faculty and Departmental standards are met and enhanced	*		I/A
Scholarly Activity and Research				
10	Ability to engage in innovation, knowledge construction, research and knowledge dissemination, and motivate staff to likewise achieve objectives in this area	*		I/A

		Essential	Desirable	*Method of assessment (I/A/T/P)
Management and Administration				
11	Ability to manage staff and to undertake individual performance reviews, and other departmental responsibilities	*		I/A
12	Ability to support the HoD in the effective strategic and operational management of the Department and to advise on resource needs and deployment	*		I/A
13	Experience of managing resources and quality improvement strategies	*		I/A
14	Successful experience of innovative approaches to developing the field of simulation and skills education	*		I/A/P
Personal and Professional Development				
15	Ability to reflect on own skills and knowledge, and to seek opportunities to develop in the role	*		I/A

Method of Assessment (I-Interview, A-Application, T-Test, P-Presentation)

Please note that applications will be assessed against the Person Specification using these criteria.