



Edge Hill  
University

THE  TIMES  
THE SUNDAY TIMES

GOOD  
UNIVERSITY  
GUIDE  
2022

MODERN  
UNIVERSITY  
OF THE YEAR



Associate Head of Postgraduate Medical/ Clinical Education and CPD

*Medical School*

*Faculty of Health, Social Care and Medicine*

*EHM0224-0923*

Management Grade. Point 03.  
Salary for this grade: £61,171 per annum

Contract: Permanent  
Hours: Full Time (37 hours per week)



## About the Faculty

The Faculty of Health, Social Care and Medicine is a major provider of health, social care and medical education. It is a dynamic and responsive Faculty with a wide range of programmes and a growing research profile. The faculty is made up of three schools: The school of Allied Health, Social Work & Wellbeing, The Medical School and The School of Nursing & Midwifery. The Faculty has a strong and inclusive culture of research. Cross-Faculty research aligns with the following areas:

- Children, Young People and Families
- Prevention and Management of Conditions in Adults
- Clinical Education

Further developing research capacity and capability remains a key focus for the Faculty and this is of prime importance in the Medical School.

The Faculty has facilities in Ormskirk, Manchester and on a number of local NHS sites. It has recently benefited from a multi-million-pound investment in a state-of-the-art Clinical Skills and Simulation Centre.

To find out more visit <https://www.edgehill.ac.uk/health/>

## About the Role

This is an exciting opportunity for an experienced, skilled, and ambitious academic leader to join the Department of Postgraduate Medical Education in the Medical School at Edge Hill University. The Department has a diverse portfolio of multiprofessional postgraduate modules, programmes, enterprise and non-credit bearing CPD provision.

The Medical School comprises both postgraduate and undergraduate departments and the Department of Postgraduate Medical Education (PGME) has a long-established, successful track record of delivery of postgraduate programmes and modules, initially in the field of medical leadership and medical education. These areas have attracted significant external funding streams over many years. Over the past 4 years, the Department of PGME has diversified its portfolio to include clinical degrees, for example MSc Advanced Clinical Practice (direct entry and apprenticeship routes) and MSc Surgical Care Practice. We also offer both Master of Surgery and Master of Medicine degrees as well as a variety of PGC/PGD/MSc awards in Health Profession Education, Medical Leadership and Leadership and Management as well as non-medical prescribing. We also have a growing number of both credit bearing modules for CPD purposes and a growing enterprise and non-credit bearing portfolio.



Additionally, in April 2022, we were awarded the North West Imaging Academy Training Hub and Radiology Academy by Health Education England (now NSHE), attracting significant funding, which, working with NHSE provides strategic leadership for developing the imaging workforce and for the delivery of medical/clinical imaging education and training.

Our undergraduate portfolio includes the MBChB (5 years), MBChB with Foundation Year (6 years) and Physician Associate and nutrition programmes.

As an Associate Head, the appointee will work collaboratively with the Head of PG Medical Education to ensure high quality delivery of all our provision focusing on providing an excellent student experience. The appointee will provide day-to-day leadership and management of the Department of PGME. Team leadership and staff management are included in the role. The appointee must have experience with working collaboratively with Medical/Clinical Professional Statutory Regulatory Bodies and will be involved in teaching in their subject expertise.

Working with the Head of Department, the post-holder will ensure that our portfolio maintains and enhances its excellent reputation and position as a leading provider of high-quality health care education and will provide leadership with a strong focus on the further enhancing the student experience for all our portfolio having oversight of all aspects of the student experience, teaching, learning, assessment and research.

A flavour of the duties involved are: - academic planning, curriculum design, delivery and enhancement, student satisfaction, quality assurance, strategic development, staff support and management, enterprise/external funding and budgeting in accordance with university strategy, policy, and procedures. The post holder will also contribute to the North West Imaging Academy as required.

Furthermore, the appointee will act as an ambassador for the Medical School, promoting our wider services and support to stakeholders, specifically representing the University/Faculty/School at both internal and external meetings and events.

By providing visionary leadership and with well-honed emotional intelligence, the post holder will assist in the further development of a culture of high performance, providing leadership, vision, effective management and direction to staff within the Department.

The appointee will be required to undertake other duties commensurate with the post holder's role and grade as agreed with the line manager.

**The post holder will report to – Professor Julie M Bridson, Head of Postgraduate Medical Education and Academic Clinical Director of the North West Imaging Academy Training Hub @ EHU Medical School.**

For informal enquiries about this vacancy, you may wish to contact: Professor Julie M Bridson, ([bridsonj@edgehill.ac.uk](mailto:bridsonj@edgehill.ac.uk)).





## About You

You will be an inspirational individual with an academic and clinical background in postgraduate medical/clinical education with a talent to lead and manage a diverse range of staff from different disciplines, and have extensive experience of operational, strategic, professional management and leadership for the further development and growth of our postgraduate/CPD portfolio and enterprise activities.

You will contribute to the further development of a high-performance culture through staff engagement and providing leadership to staff within the department and be involved in staff management/support.

You will be willing to engage in research activity, enterprise, influencing the delivery of contemporary and cutting-edge practice.

To succeed in the role, you will further enrich our student's experience through your academic leadership, expertise, and subject knowledge as evidenced through your qualifications and professional experience. In return, you will join a forward thinking and dynamic Senior Academic Management Team within the Department that pushes the boundaries of postgraduate medical education/CPD/enterprise to enhance the healthcare workforce of the future.

### Experience and Knowledge

1. Successful, sustained experience of high-quality teaching, learning, assessment, student support/guidance and quality enhancement in a relevant HE academic environment or equivalent in postgraduate medical/clinical education programmes, modules and non-credit bearing course delivery across a diverse range of subject areas.
2. Effective leadership and management of diverse academic teams and effective team performance through effective consultation, communication, negotiation and delegation of responsibilities.
3. Ability to develop, use and disseminate effective, flexible and innovative approaches to teaching, learning and assessment underpinned by robust pedagogy to deliver a sustained and agile high-quality student experience in a rapidly evolving healthcare environment.
4. Ability to lead and innovate in the assurance and enhancement of academic quality and standards for new and existing provision.
5. Ability to support the diverse academic and personal needs of individual students and to ensure that the University, Faculty and Medical School standards are met and enhanced for the requisite student groups.





# Edge Hill University

6. Ability to engage in innovation, research and knowledge exchange/transfer agenda in line with the University, Faculty Research and Innovation strategy, and with the ability to lead and motivate staff to likewise achieve objectives in these areas.
7. Ability to support the Head of Postgraduate Medical Education in the effective strategic and operational management of the Department and to advise on resource needs and deployment.
8. Ability to reflect on own skills and knowledge, and to seek opportunities to develop in the role.

## Reward & Benefits

We want you to feel happy when you come to work and proud when you go home.

From the moment you join us you have the opportunity to enhance your skills. We offer various routes for progression, a range of specialist development sessions and academic development opportunities along with an award winning and comprehensive staff health & wellbeing programme (HR Excellence Awards 2017). This means you will receive a full academic induction, be enrolled if appropriate on our PGCTHE, benefit from the Edge Hill University CPD scheme (UKPSF) and our annual University Learning and Teaching day all to support your professional development.

This is just a taste of what we are able to offer you at Edge Hill University.







## About Us

Edge Hill University is an ambitious institution, based on an attractive, award-winning 160-acre campus in Lancashire, close to Liverpool and Manchester. The University aspires to combine excellent research of reach and significance with a world-class student experience.

Edge Hill University was named Modern University of the Year in the Times and Sunday Times Good University Guide 2022 and shortlisted for the overall UK University of the Year award. With this award the University was called 'one of the shining stars of the modern university sector.' The award has come closely after Edge Hill was awarded University of the Year in the Educate North Awards 2020/21.

Edge Hill University appears in the Times Higher Global Rankings (801-1000) and has previously held the coveted UK University of the Year title, awarded by Times Higher Education in 2014/2015.

Other recent successes include a Global Teaching Excellence Spotlight Award (2018) from Advance HE in association with Times Higher Education, being ranked in the top 10 for teaching by the Times/Sunday Times Good University Guide 2017, top in the North West for student experience (Time Higher Education 2017), and top in the UK for student accommodation in the 2017 WhatUni Awards.

Edge Hill University has achieved both Athena Swan bronze and the European Commission's 'HR Excellence in Research Award' (first awarded 2018 and re-awarded 2021), which acknowledges alignment with the principles of the European Charter for Researchers and Code of Conduct for researcher recruitment. The process incorporates both the QAA Code of Practice for Research Degree Programmes and the Concordat to Support the Career Development of Researchers.



## Duties and Responsibilities

Effective, collegiate operational leadership and management of the strategic and operational delivery of the department including:

- Development and delivery of curricula commensurate with organisational strategic plans and priorities.
- Lead on student feedback processes to maximise returns and influence student experience.
- Leadership relating to Professional Statutory and Regulatory Body visits and related documentation.
- Leading teams in adherence to university quality assurance processes such as teaching and learning audits, programme/module reviews, recognition of prior learning, academic malpractice etc.
- Planning resource allocation to effect high quality learning, teaching, assessment and student feedback commensurate with institutional policy.
- Lead on collating internal and external quality monitoring reports and External Examiner reports and identifying and responding to key issues that need addressing to further enhance the student experience.
- Chair subcommittees and panels as appropriate.
- Lead on the organisation of peer observation of teaching systems within the department and collate key areas for development to enhance the student experience and support the positive development of staff.
- Lead on open day organisation and non-credit bearing events.
- Develop and monitor processes for responding to external opportunities for funding to contribute to the expansion of the department's portfolio.
- Leading on the research, enterprise and knowledge exchange/transfer activities of the department.
- Disseminating outputs through appropriate media to enhance the internal and external profiles of the department.



## Person Specification

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) & Presentation (P).*

|                               |   | Essential | Desirable | Method of Assessment (A,S,I,P) |
|-------------------------------|---|-----------|-----------|--------------------------------|
| <b>Qualifications</b>         |   |           |           |                                |
| 1                             | A good relevant honours degree  | Essential |           | A                              |
| 2                             | PhD (or equivalent) in relevant discipline or professional experience relevant to the post  | Essential |           | A                              |
| 3                             | Membership of Professional Statutory Regulatory Body  |           | Desirable | A                              |
| <b>Knowledge &amp; Skills</b> |   |           |           |                                |
| 4                             | Ability to lead in the development, delivery, quality assurance and enhancement of academic quality and standards in relation to the delivery of PG programmes, modules and non-credit bearing course delivery across a diverse range of subject areas. | Essential |           | S/I                            |
| 5                             | Successful experience of high-quality teaching, student support and guidance and quality enhancement in a relevant HE or related academic environment.  | Essential |           | S/I                            |
| 6                             | Lead on innovations in learning, teaching and assessment, underpinned by robust pedagogy that will enhance the student experience.  | Essential |           | S/P                            |







|    |  | <b>Essential</b> | <b>Desirable</b> | <b>Method of Assessment (A,S,I,P)</b> |
|----|--|------------------|------------------|---------------------------------------|
| 7  | Demonstrate effective leadership skills (such as influencing, communication and engaging others) and the ability to manage a diverse academic team.  | Essential        |                  | S/P                                   |
| 8  | Support academic staff to achieve optimum potential through performance review and career planning.  | Essential        |                  | S/I                                   |
| 9  | Lead and influence the agenda for innovation, enterprise and knowledge exchange/transfer within the Department.  | Essential        |                  | S/I/P                                 |
| 10 | Evidence a sustained track record in project management and leadership.  | Essential        |                  | S/I                                   |
| 11 | Ability to lead and engage in research in line with the Faculty Research and Innovation strategy, and with the ability to lead and motivate staff to likewise achieve objectives in this area. | Essential        |                  | S/I/P                                 |
| 12 | Ability to support the Head of Department - Postgraduate Medical Education in effective strategic and operational management and to advise on resource needs and deployment.                   | Essential        |                  | S/I                                   |





|                                |  | Essential | Desirable | Method of Assessment (A,S,I,P) |
|--------------------------------|--|-----------|-----------|--------------------------------|
| <b>Skills &amp; Attributes</b> |  |           |           |                                |
| 13                             | Ability to reflect critically on own skills and knowledge, and to seek opportunities to develop in the role.   | Essential |           | S/I/P                          |
| 14                             | Established track record of output of research/scholarly publications or credible engagement with relevant knowledge-based data, research, scholarship and/or professional practice. | Desirable |           | S                              |
| 15                             | Ability to engage in the leadership of marketing, quality assurance, enhancement and reporting of PG Medicine activities.  | Essential |           | S/I                            |
| 16                             | Ability to effectively lead projects and Chair working/groups and panels as appropriate.   | Essential |           | S/I                            |
| 17                             | The aptitude to engage with PSRBs in relation to medical/clinical imaging and wider aspects of medical/clinical education.   | Essential |           | S/I                            |
| 18                             | Proven excellence in learning, teaching, assessment and delivering a high-quality student experience.  | Essential |           | S/I                            |
| 19                             | Evidence of ability to secure external funding and bid writing.  | Desirable |           | S/I                            |



## Candidate Guidance

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: Professor Julie Bridson, Head of Department – Postgraduate Medical Education and Academic Clinical Director of the North West Imaging Academy Training Hub at [bridsonj@edgehill.ac.uk](mailto:bridsonj@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.*

