



# Job Description and Person Specification

## Summary

<b>Job title:</b>	Head of Postgraduate Medicine
<b>Faculty:</b>	Faculty of Health, Social Care & Medicine
<b>Reference:</b>	EHM0199-0724
<b>Grade and Salary:</b>	Competitive
<b>Contract Type:</b>	Permanent academic or clinical academic
<b>Hours:</b>	Full Time (for clinical academic contracts 10PA job plan with the potential to negotiate additional PA's on an individual basis for the successful candidate)



Edge Hill  
University

Academic activity in job plan  
(for clinical academic  
appointments)

Approximately 60%\*

*\*subject to the ability to arrange a funded joint clinical academic contract  
and agree an integrated job plan with the successful applicants clinical  
employer*

Location:

Ormskirk

Edge Hill University wishes to appoint an exceptional individual to the post of Head of Postgraduate Medicine within the Edge Hill University Medical School. The postholder will be responsible for all current postgraduate programmes within Edge Hill University Medical School and will drive forward further development of postgraduate provision. This is a key strategic leadership role within the Edge Hill University Medical School.

A Professorial title will be awarded for appropriately qualified candidates.

### **About the Faculty of Health, Social Care and Medicine**

The Faculty of Health, Social Care and Medicine is a major provider of health, social care and medical education comprising three schools: The School of Nursing, Midwifery & Allied Health, The School of Applied Health, Social Work and Wellbeing, and The Medical School. We are an innovative Faculty with a strong reputation for collaborative teaching, research and knowledge exchange sensitive to local population needs. We work with local health and social care providers across a broad portfolio of undergraduate and postgraduate programmes, including those leading to dual professional registrations.

Our teaching profile is supported by a thriving multi-disciplinary research environment that is influencing and shaping health and social care practice locally, nationally and internationally, focused on the following research centres and groups.

- The Cardio-Respiratory Research Centre
- The Edge Hill Primary and Integrated Care Research Centre
- The International Centre for Applied Research with Children, Young People, Pregnant Women and Families
- The Research Centre for Arts and Wellbeing



- The Clinical Education Research Group

Our research is supported by the Health Research Institute which offers a university-wide health research platform enabling multi-agency inter-disciplinary external collaboration. In the 2021 Research Excellence Framework 71% of our research was rated as internationally excellent or world-leading and we have continued to drive forward research growth as we work towards our ambition of increasing the scale, quality, reach and influence of our impact. Consequently, further developing research capacity and capability remains a key strategic focus.

## About the Department of Postgraduate Medical Education

The Medical School sits within the Faculty of Health, Social Care & Medicine and supports cross-Faculty collaboration and inter-professional education. It includes both postgraduate and undergraduate programmes. The School is led by the Director and supported by Heads of the two departments: The Department of Undergraduate Medicine and The Department of Postgraduate Medical Education. It is expected there will be close collaboration between the Heads of these departments as they support the Director in delivering the School's strategy and vision.

The Medical School and Department has an extensive portfolio of postgraduate health professional programmes spanning medical education, leadership, medicine, surgery, advanced practice for which it has an excellent reputation. All our programmes are supported by expert educators with strong international networks which facilitate the delivery of a diverse range of programmes for healthcare professionals. This includes significant recruitment of excellent international students. The department works closely with the Royal Colleges of Physicians and Surgeons in terms of co-delivery and accreditation of programmes. It has partnerships with a wide range of major NHS Trusts and health and social care organizations in the region with a large faculty of Honorary Clinical appointees who make major contributions to the development and delivery of its medical programmes.

The undergraduate department oversees the MBChB, Physician Associate and Nutrition Programmes. Over 75% of the medical student cohort meet widening participation criteria with our first cohort graduating in 2025. All three programmes are expanding as we meet the NHS Long Term workforce plan and international demand (Nutrition).

Research is a key priority for the Edge Hill Medical School, and we have a strong reputation in health professions education research. This provides a strong evidence base for the development of curricula which promote preparedness for practice and transfer of learning into the clinical environment.



## **About the Role**

The Head of Postgraduate Medicine will be responsible for all current postgraduate programmes which sit within Edge Hill Medical School. They will drive forward further development of postgraduate provision. They will be responsible for all aspects of the development, delivery, and quality assurance of these programmes. They will also be expected to support the Director of the Medical School to achieve strategic aims, support staff and grow provision across the school, this includes collaborating with and contributing to undergraduate programmes within the Medical School. Liaison with professional bodies and external organisations will be a key part of the role. The post holder will promote, develop, and support research and ensure research informed teaching and curriculum design.

We will consider applications for a purely academic appointment from candidates with extensive relevant experience and an outstanding track record of strategic leadership in medical education. For clinical academic appointments, this will be a joint appointment, in tandem with clinical duties, between the University and a clinical employer. In line with Follett principles or another similar model, it is anticipated that clinical and academic PAs will be combined as part of a jointly agreed job description / annualised job plan. In such circumstances, any offer of appointment will be dependent on the ability to arrange an appropriate joint clinical academic contract.

The post provides an exciting opportunity to make a major contribution to the Edge Hill University Medical School at an exciting time in its development.

## **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. You may also benefit from joining one of our free evening foreign language classes.

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 reawarded 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.



## **Job Description**

### **Duties and Responsibilities**

- Lead, develop and manage all existing programmes in the Edge Hill University Medical School Postgraduate Medicine department/area of responsibility ensuring high quality and innovative learning and teaching is provided to all students.
- Lead on the strategic development and operational planning of these programmes.
- Lead the development and delivery of new and innovative programmes which produces graduates which are equipped with the knowledge, skills and values to practice compassionate and person-centred medicine in a rapidly changing health and social care environment.
- Liaise with the GMC and other professional bodies to ensure appropriate approvals and accreditation for programmes within area of responsibility.
- Ensure that all education programmes produce graduates that are competent practitioners with the practice skills and knowledge recognised and valued by employers.
- Develop systems to ensure excellent student support, guidance, and communication.
- Represent the Faculty and University on appropriate external committees and boards to ensure appropriate representation of views as requested by the Director of School.
- Develop excellent relationships with external stakeholders to ensure appropriate high-quality teaching and learning including placement opportunities for students.
- Provide inspirational leadership and ensure staff experience highly effective management practices. Develop and sustain a culture of outstanding performance through an empowering leadership style which delivers high levels of staff engagement.
- Undertake responsibility for line management, performance review, personal and career development of academic staff within area of responsibility.
- Make a major contribution to the strategic identification and recruitment of appropriate staff for the delivery programmes within the Medical School. Ensure, as appropriate, that staff retain currency and clinical credibility.

- Ensure highly effective operational delivery of educational provision ensuring that the student experience is at the heart of all delivery.
- Contribute to, and lead as appropriate, School strategic planning, curriculum development and ongoing quality review related to relevant educational programmes within the School.
- Lead and support staff colleagues in raising the regional, national, and international profile of the University through scholarly activity, publication, conference presentation and consultancy.
- Engage in continuing professional development to ensure adequate skills and knowledge to carry out the role.
- Undertake such specific roles and management functions within the School and Faculty as may be required by the line manager or such other person to whom responsibility may have been delegated.
- Attend and lead meetings and participate in other committees and working groups within the School, Faculty, the University and external to it as is appropriate to the role.
- Develop and manage resources in support of major research and teaching activities.
- Ensure compliance with health and safety requirements in all aspects of work.
- Carry out any other duties associated with the area to be included by the Director, or designated representative.

## **Clinical Duties and Responsibilities**

For joint clinical appointments, the clinical duties and responsibilities will be discussed and agreed with the clinical employer and Director of The Medical School/PVC/Dean of Faculty in advance of any position being accepted, so that consideration can be given to the job plan.

## **Corporate responsibilities**

- Participate in Edge Hill University's decision-making process.
- Contribute to and serve as appropriate on internal committees, working and advisory groups.
- Contribute to the fulfilment of Edge Hill University's Mission Statement, Research Vision 2015, and Strategic Plan by implementing agreed Edge Hill Policy



- Encourage and promote the generation of income including the provision of research and consultancy.
- Promote and implement the Universities equal opportunities policies.





## 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. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

### Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
A high level of academic achievement as evidenced by a good first degree and a postgraduate degree (Masters/Doctorate level) in a relevant field	Essential	Application
For clinical academic posts: an MBChB or equivalent and full GMC registration	Essential	Application
Relevant professional background and standing	Essential	Application, Supporting Statements & Interview
An established national or international reputation as a scholar in an area relevant to the post	Essential	Application, Supporting Statements & Interview

### Knowledge and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Exceptional leadership and management skills	Essential	Application, Supporting Statements & Interview
Demonstrated ability for strategic thinking and for successful operational delivery	Essential	Interview & Presentation
Relevant experience of leading, developing and managing academic medical programmes	Essential	Application, Supporting Statements, Interview & Presentation
Experience of liaising with professional bodies and a full understanding of the requirements of these for medical education programmes	Essential	Application, Supporting Statements & Interview
An excellent track record of building and sustaining successful partnerships with external partners	Essential	Application, Supporting Statements & Interview

### Experience

<b>Criteria</b>	<b>Essential or Desirable Criteria</b>	<b>Method of Assessment</b>
Evidence of high levels of understanding of current issues relating to healthcare and the ability to respond to these	Essential	Interview & Presentation
Experience of successfully leading and managing and motivating a large team of academic staff in a University environment.	Essential	Interview
Ability to lead the development of innovative curricula	Essential	Application & Interview
Ability to take responsibility for academic quality and standards	Essential	Application & Interview
Appropriate financial and resource management skills	Essential	Interview
Effective communications style with the ability to engage and influence a wide range of audiences.	Essential	Interview
Excellent interpersonal skills and proven track record of networking	Essential	Interview
Ability to reflect on own skills and knowledge, and to seek opportunities for professional and personal development	Essential	Interview
Willingness to participate in the Performance Review & Development Scheme	Essential	Interview
Demonstrated ability to provide academic leadership in research	Desirable	Application & Interview
For joint clinical academic appointments: The ability to undertake clinical work at consultant or senior GP level within an appropriate clinical area as agreed with the clinical employer	Essential	Interview
For joint clinical academic appointments: The ability to fulfil the requirements of continuing professional development, engage in joint (University and Clinical) job planning and appraisal annually, and the requirements for revalidation	Essential	Interview

## Candidate Guidance and How to Apply

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.

For informal enquiries about this vacancy, you may wish to contact: Minal Singh, Director of the Medical School at [Minal.Singh@edgehill.ac.uk](mailto:Minal.Singh@edgehill.ac.uk).

When you are ready to start the formal application process, please [visit our Current Vacancies website](#), search for the role you wish to apply for, and select the 'Apply Online' button at the bottom of the job advert. 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 you can move backwards and forwards between individual form sections at any time prior to application 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.

As part of your application, you will be asked to provide details of two referees. Please see our application form for guidance on how to nominate your referees.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11:59pm on this date. Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

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.

If you are offered the post, the offer will be subject to pre-employment clearance. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity and evidence of your qualifications and professional memberships as referenced as essential or desirable in the person specification for this role. You will also be asked to complete onboarding forms including a pre-employment health questionnaire to support the University make appropriate adjustments to support you in the role. The University will also contact the referees you have nominated. Please note that you may be asked for alternative or additional referees as we seek references that cover your previous three years of employment history. Following successful completion of pre-employment clearances (including an Enhanced Disclosure and Barring Service check, as relevant, please see job advert) a start date will then be arranged with you.