



Job Description and Person Specification

Summary

Job title:	Head of Undergraduate Medicine
Faculty:	Faculty of Health, Social Care and Medicine
Reference:	EHP0047-1024
Grade and Salary:	Competitive
Contract Type:	Permanent (campus based). Full Time.

This opportunity is open to be a clinical or non-clinical academic appointment. In such circumstances, any offer of appointment will be dependent on the ability to arrange an appropriate joint clinical academic contract.

Location:	Ormskirk
Reporting to:	Director of the Medical School
Accountable to:	PVC and Dean, Faculty of Health, Social Care and Medicine

The Edge Hill University Medical School

The Edge Hill University Medical School was established in 2019 with its first cohort of medical students now in the final year of their studies. The School is committed to widening access to medicine supported by a Foundation Year for Medicine for eligible students from Northwest England. More than 50% of our medical students are from a widening participation background. The MBChB has a spiral curriculum offering clinical experiences from the 1st year, with a greater emphasis on primary and community health care. The MBChB is housed within the Department of Undergraduate Medicine which also includes the MSc in Physician Associate Studies as well as undergraduate and postgraduate programmes in nutrition and public health.

The Medical School also includes the Department of Postgraduate Medical Education. This houses well-established programmes relating to medical education and leadership, medicine and surgery as well as multi-professional programmes and CPD. The School has a growing research portfolio with strong partnerships with local health and social care providers and a large faculty of Honorary Clinical appointees who make major contributions to the development and delivery of all its medical programmes.

About the Faculty

The Medical School is part of the Faculty of Health, Social Care and Medicine which is a major provider of health, social care and medical education. The Faculty is made up of three schools:

- The School of Nursing and Midwifery
- The School of Allied Health, Social Work and Wellbeing
- 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 and those which align to new roles. We are a close Faculty with close collaboration across the Schools and growing inter-professional education.

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.

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. The Faculty houses the Health Research Institute with particular strengths in research aligning to primary and integrated care, applied research with children, young people and families, arts and wellbeing and clinical education. 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 Role

The Head of Undergraduate Medicine is a key position with responsibility for all provision within the Department. This includes the MBChB, MBChB with Foundation year, the MSc Physician Associate Studies as well as programmes in nutrition and public health. You will be responsible for all aspects of the development, delivery, and quality assurance of these programmes and will drive forward further development of provision within the department.

Liaison with professional bodies and external organisations will be a key part of the role, ensuring the relevant provision meets the requirements of the GMC. You will be expected to develop strong external partnerships and to represent the University externally. You will work closely with senior research leaders to help promote, develop, and support research and ensure research informed teaching and curriculum design.

The Head of Undergraduate Medicine is supported by Associate Heads of Undergraduate Medicine aligned to different areas of the School's portfolio and by Senior Academic Leads for Admissions and Selection, Teaching and Learning, Clinical Education, Assessment, Professionalism and Conduct, Support and Wellbeing.

You will work closely with the Director of the Medical School and the Head of Postgraduate Medical Education to drive forward strategy, support staff and grow provision across the school. You will be expected to work closely with leaders across the Faculty to maximize opportunities for interprofessional learning and development.

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.

A Professorial title will be awarded for appropriately qualified candidates.

About You

You will be an inspirational leader with a background in undergraduate medical education, demonstrating the talent to lead forward the Department, with extensive experience of operational, strategic, and professional management and leadership. You will have demonstrated the ability to successfully lead change in a complex environment, with extensive knowledge of undergraduate medical education and of the external drivers and considerations. The successful applicant is expected to have a national profile.

You will be highly collaborative with enhanced negotiation skills required to manage complex issues. The role will require you to have excellent strategic leadership skills, including highly effective communication and people skills with excellent emotional intelligence.

We will consider applications from both medically and non-medically qualified individuals who have held significant leadership roles in other medical schools. 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.

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.

Main Duties and Responsibilities

- Lead, develop and manage all existing programmes in the Edge Hill University Medical School Department of Undergraduate Medicine 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-centered 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.
- Working with other senior colleagues, lead the development of research across the Department increasing research capacity, research support, research income, publication and impact.
- 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.

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 fulfillment 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

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 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 or British Sign 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.

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 and Achievements

Criteria	Essential or Desirable Criteria	Method of Assessment
Relevant qualification in areas relating to medicine/healthcare/medical science	Essential	Application & Interview
Fellow, Senior or Principal Fellow of Advance HE or a willingness to participate and to seek membership	Essential	Application & Interview
Membership of appropriate professional bodies	Desirable	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Sustained experience in leading, developing and managing undergraduate medical education, with knowledge of Higher Education curricula	Essential	Application, Supporting Statement, Interview & Presentation
An established national or international reputation as a scholar in an area relevant to the post	Essential	Application, Supporting Statement, Interview & Presentation
Demonstrated ability for strategic thinking and for successful operational delivery	Essential	Supporting Statement, Interview & Presentation
Evidence of high levels of understanding of current issues relating to medicine and healthcare and the ability to respond to these	Essential	Supporting statement. Interview & Presentation
Experience of liaising with professional bodies and a full understanding of the requirements of these for medical education programmes to ensure compliance	Essential	Supporting Statement, Interview & Presentation
An excellent track record of building and sustaining successful partnerships with external partners	Essential	Supporting statement. Interview & Presentation
Experience of successfully leading and managing and motivating a large team of academic staff in a University environment	Essential	Supporting statement. Interview & Presentation

Criteria	Essential or Desirable Criteria	Method of Assessment
Significant experience of leading curriculum planning and, in the development, and successful validation of new programmes.	Essential	Supporting statement. Interview, & Presentation
Ability to take responsibility for academic quality and standards	Essential	Supporting statement. Interview, & Presentation
Appropriate financial and resource management skills	Essential	Supporting statement. Interview, Presentation
Research expertise and a track record of success	Desirable	Application, Supporting statement, Interview
Ability to lead research projects	Desirable	Supporting statement & Interview

Personal Qualities

Criteria	Essential or Desirable Criteria	Method of Assessment
A strong commitment to the University Mission, Vision, and Values	Essential	Interview
Adaptable with the ability to operate flexibly in a structured yet complex, changing and challenging environment	Essential	Interview
Self-motivated and proactive approach to identifying new opportunities and developing realistic yet creative and innovative solutions	Essential	Interview
Commitment to continuous improvement	Essential	Interview

Competencies and Personal Attributes

Criteria	Essential or Desirable Criteria	Method of Assessment
Effective communications style with the ability to engage and influence a wide range of audiences	Essential	Application & Interview
Excellent interpersonal skills and proven track record of networking	Essential	Application & Interview
Ability to reflect on own skills and knowledge, and to seek opportunities for professional and personal development	Essential	Application & Interview
Willingness to participate in the Performance Review & Development Scheme	Essential	Application & Interview

Clinical Requirements (for Joint Appointments)

Criteria	Essential or Desirable Criteria	Method of Assessment
The ability to undertake clinical work at consultant or senior GP level within an appropriate clinical area as agreed with the clinical employer	Essential	Application & Interview
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	Application & Interview

Candidate Guidance and How to Apply

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

Have any questions?

For informal enquiries about this vacancy, please contact Professor Mini Singh, Director of the Medical School Minal.Singh@edgehill.ac.uk.

Ready To apply:

1. Go to our jobsite - <https://jobs.edgehill.ac.uk/Vacancies.aspx>
2. Find the role you wish to apply for.
3. Click the "**Apply Online**" button on the job advert and follow the easy steps to prepare and submit your application.

Key points:

- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.
- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.
- **Shortlisting:** Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person specification.

We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).

- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support Edge Hill University make appropriate adjustments to support you in the role.
- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment clearances.
- **Disclosure and Barring Service check:** You may be required to undertake an enhanced disclosure for this role. This will form part of the conditions of offer of employment.
- **Start date:** A start date will be arranged after pre-employment checks are completed.