



# Job Description and Person Specification

## Summary

<b>Job title:</b>	Head of Postgraduate Medical Education
<b>Faculty:</b>	Faculty of Health, Social Care & Medicine
<b>Reference:</b>	EHT1182-0525
<b>Grade and Salary:</b>	Competitive
<b>Contract Type:</b>	Permanent
<b>Hours:</b>	Full Time (37 hours per week)
<b>Location:</b>	Ormskirk

## About the Faculty

The Faculty 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.

The Faculty has facilities in Ormskirk, Manchester and on a number of local NHS sites. Facilities include 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, focused on the following research centres and groups including:

- 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
- Health and Social Care Workforce Sustainability and Development 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.

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.

## **The Medical School**

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: undergraduate and postgraduate medicine. 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 has an extensive portfolio of postgraduate health professional programmes 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 organisations 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 70% 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 workforce and international demand.

## **About the Role**

Edge Hill University wishes to appoint an exceptional individual to the post of Head of Postgraduate Medicine within the Edge Hill University Medical School. You 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.

You will be responsible for all current postgraduate programmes which sit within Edge Hill Medical School, driving forward further development of provision. You will be responsible for overseeing all aspects of the development, delivery, and quality assurance of these programmes and 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. You will promote, develop, and support research and ensure research informed teaching and curriculum design.

## **About You**

You will be an enthusiastic and friendly, with excellent communication and interpersonal skills coupled with a commitment to providing an excellent student experience.

To be successful you will further enrich our students' experience through your expertise and subject knowledge as evidenced through your qualifications and extensive experience of professional practice. In return, you will join a forward thinking and dynamic team that pushes the boundaries of curriculum 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. You must have significant leadership experience within higher education institutions and clinical programmes and a national profile. Contracts will be discussed in detail with the successful candidate, however, appointment to a fractional post will be considered to allow continuation of clinical practice for those with medical qualifications. We will also consider application from non-medically qualified academics who have held significant leadership roles in other medical schools. The post holder is expected to work and be present onsite for this 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. 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**

The Head of Postgraduate Medicine will:

1. Lead, develop and manage all existing programmes in the Edge Hill University Medical School Department of Postgraduate Medicine ensuring high quality and innovative learning and teaching is provided to all students.
2. Lead on the strategic development and operational planning of these programmes.
3. Work with our partner organisations to ensure our provision meets the needs of the healthcare workforce of today and tomorrow
4. Lead the development and delivery of new and innovative programmes which produce Health Care Professionals who are equipped with the knowledge, skills and values to practice compassionate and person-centred medicine in a rapidly changing health and social care environment.
5. Liaise with the GMC and other professional bodies to ensure appropriate approvals and accreditation for programmes within your area of responsibility.
6. Ensure that all education programmes produce individuals who are recognised and valued by employers.
7. Develop systems to ensure excellent student support, guidance, and communication.
8. Represent the Faculty and University on appropriate external committees and boards to ensure appropriate representation of views as requested by the Director of School.
9. Develop excellent relationships with external stakeholders to ensure appropriate high-quality teaching and learning including placement opportunities for students.
10. 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.
11. Undertake responsibility for line management, performance review, personal and career development of academic staff within your area of responsibility.
12. 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.

13. Ensure highly effective operational delivery of educational provision ensuring that the student experience is at the heart of all delivery.
14. Contribute to, and lead as appropriate, School strategic planning, curriculum development and ongoing quality review related to relevant educational programmes within the School.
15. Lead and support staff colleagues in raising the regional, national, and international profile of the University through scholarly activity, publication, conference presentation and consultancy.
16. Engage in continuing professional development to ensure adequate skills and knowledge to carry out the role.
17. 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.
18. 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.
19. Develop and manage resources in support of major research and teaching activities.
20. Ensure compliance with health and safety requirements in all aspects of work.
21. Carry out any other duties associated with the area to be included by the Director, or designated representative.

### **Corporate Responsibilities**

The Head of Undergraduate Medicine will:

- 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
Primary medical qualification or equivalent or Doctoral level qualification in a relevant academic discipline	Essential	Application, Interview
Full GMC registration with a license to practice and on the Specialist Register for the relevant clinical specialty or General Practice Register	Desirable	Application

### Knowledge, Skills and Experience

Criteria	Essential or Desirable Criteria	Method of Assessment
An established national or international reputation as a scholar in an area relevant to the post	Essential	Application, Supporting statement, Interview
Sustained experience in leading, developing and managing medical education, with knowledge of Higher Education curricula.	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 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	Essential	Supporting statement. Interview, Presentation
An excellent track record of building and sustaining successful partnerships with external partners	Essential	Supporting statement. Interview, Presentation



<b>Criteria</b>	<b>Essential or Desirable Criteria</b>	<b>Method of Assessment</b>
Experience of successfully leading and managing and motivating a large team of academic staff in a University environment	Essential	Supporting statement. Interview, Presentation
Ability to lead the development of innovative curricula	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**

<b>Criteria</b>	<b>Essential or Desirable Criteria</b>	<b>Method of Assessment</b>
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 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

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: Professor Mini Singh, Director, Edge Hill University medical School. [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 upload a CV to the application form to supplement your application and supporting statements.

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.