



Job Description and Person Specification

Summary

Job title:	Senior Lecturer / Senior Clinical Lecturer (Admissions Lead)
Faculty:	Faculty of Health Social Care and Medicine
Reference:	EHT0780-0726
Grade and Salary:	Grade 10 £53,301 - £59,966 per annum. Points for grade: 41-45. or Consultant Clinical Academic Payscale.
Contract Type:	Permanent
Hours:	<i>This post is open for applicants for Full Time (37 hours per week) Senior Lecturer level, Or as : Clinical Academic appointment, with 0.6FTE/6PA attributed to EHU duties</i>
Location:	Ormskirk

About the Faculty

The Faculty of Health, Social Care and Medicine comprises three schools: the Medical School, the School of Nursing and Midwifery, and the School of Allied Health, Social Work and Wellbeing. Facilities are in Ormskirk, Manchester, and NHS sites supporting both academic and clinical learning environments. The faculty includes a state-of-the-art Clinical Skills and Simulation Centre and houses the University's Health Research Institute, which focuses on: Children, Young People and Families; Prevention and Management of Conditions in Adults; and Improving Professional Practice.

About the Medical School

Edge Hill University Medical School was established after a competitive bidding process as part of the government's expansion of undergraduate medical training places in 2019. At that time, it was the only new undergraduate medical school funded by the Department of Health in Northwest England. The Medical School is currently comprised of two departments: Department of Postgraduate Medicine and Department of Undergraduate Medicine. These are overseen by the Director of the Medical School who is supported by Heads of the respective departments. This post will sit in the Department of Undergraduate Medicine.

The Department of Undergraduate Medicine

The Department of Undergraduate Medicine includes the MBChB (5 years), MBChB with Foundation Year (6 years), the MSc Physician Associate Studies as well as programmes in Nutrition and Public Health. Our Foundation Year for Medicine takes students from the Northwest who meet certain widening participation criteria and guarantees entrance to the MB ChB if all assessments are passed. The MB ChB has a spiral curriculum offering clinical experiences from the 1st year with a greater emphasis on primary and community health care. Our first cohort of students graduated with their primary medical qualification in 2025 following approval from the General Medical Council.

About the Role

The Senior Academic Lead for Admissions provides strategic leadership and operational oversight of admissions across the MB ChB and Physician Associate programmes. The postholder will lead the development, implementation and continuous improvement of admissions strategy, including selection methodologies, widening participation activity, evaluation processes, and contributions to programme validation and enhancement.

The role includes leadership of the Multiple Mini Interview (MMI) process, ensuring it is fair, robust, evidence-based and aligned with institutional and professional requirements. The postholder will work closely with academic colleagues and professional services teams to ensure effective delivery of admissions processes across undergraduate and postgraduate programmes.

As a senior academic leader within the medical school, the postholder will contribute to programme governance and form part of the MB ChB programme leadership structure. The role ensures admissions processes are compliant with relevant regulatory, statutory and institutional frameworks, including GMC requirements, Office for Students expectations, Athena Swan principles, and University policies.

The postholder will work in partnership with the central University admissions service and report to the Head of Undergraduate Medicine and the Director of the Medical School.

Where appointed as a non-clinical academic, the postholder will also contribute to teaching, assessment, curriculum delivery and student engagement activities within the MB ChB and Physician Associate programmes, in line with expertise and role allocation.

About You

You will be an enthusiastic and collaborative professional with excellent communication and interpersonal skills, and a strong commitment to delivering an outstanding student experience. You will have substantial experience of undergraduate admissions processes within a PSRB-regulated medicine programme, health professions education programme, or equivalent higher education setting.

You will be an academic or clinical academic with relevant experience in higher education, medical education, health professions education, admissions, assessment, policy development or related fields. Applicants may come from either clinical or non-clinical backgrounds, provided they can demonstrate appropriate expertise in admissions leadership, selection processes and/or educational management.

You will have a developing or established profile in admissions practice, educational leadership, scholarship, evaluation, policy development or a related field relevant to higher education. Experience of teaching, curriculum development or assessment in medical or health professions education would be an advantage.

For clinical applicants, you will normally hold full professional registration with the GMC (or equivalent), with appropriate postgraduate qualifications and experience of clinical practice relevant to your discipline where applicable.

For non-clinical applicants, you will be able to demonstrate equivalent expertise and credibility through significant experience in higher education admissions, educational leadership, assessment design, policy development or related academic practice.

To be successful, you will bring expertise in admissions strategy, selection methodologies, quality assurance and/or widening participation, and will contribute to the enhancement of student experience through evidence-based practice and professional insight drawn from your academic or professional background.

In return, you will join a forward-thinking and collaborative team that continues to develop innovative approaches to student selection, admissions strategy and educational enhancement within medical and health professions education.

Reward & Benefits

- A minimum of 48 days annual leave per annum, pro rata (inclusive of bank holiday and University closure days).
- Access to a range of CPD to support your career development, with three defined pathways for progression.
- Employee assistance programme with access to free confidential counselling sessions, legal & financial advice, and health & wellbeing resources.
- Automatic enrolment into the Teacher's Pension Scheme with our employer contribution of 23.68%
- Discounted membership to our onsite state-of-the-art sport and leisure facilities
- Beautiful award-winning on-campus working environment.
- Staff benefits scheme, which provides you with discounts across the high street, supermarket shopping, cinema tickets, dining out and more.

About Us

"A great success story... an institution that improves and impresses year after year" – Times Higher Education.

Founded in 1885 and gaining University Title in 2006, Edge Hill University is a multi-award-winning University based on a 160-acre campus in Ormskirk, Lancashire. An educational community, providing high quality teaching, support, and transformational opportunities; it's a place where students discover ideas, attain subject knowledge, and achieve their full potential.

The University has over 14,000 students studying at both undergraduate and postgraduate level and employs more than 2,000 staff.

Edge Hill's significant success in achieving its mission is recognised by a range of awards. It is one of the select few to have held the coveted Modern University of the

Year title (2022), awarded by the Times and Sunday Times and is the Daily Mail's University of the Year for Student Experience, 2026.

It was ranked in the UK Top 35 universities (Guardian University Guide 2024), 5th in the UK (Uni Compare 2026) and is a Top 4 North West Institution (Complete University Guide 2025). It is also the safest campus in the North West according to the same guide. In 2024, it was the first University to achieve Ofsted Outstanding for all phases of its Initial Teacher Training provision under the new Inspection Framework.

The University has invested £350m in the campus over the last two decades. Construction has recently finished on a new £17.4m Life Sciences Building alongside a £35m investment in brand new accommodation and a Students' Union building which opened at the beginning of October 2024.

The University's researchers are addressing some of society's most pressing problems today and providing expertise to develop solutions and enact change. And there is a strong commitment to sharing that new knowledge through Knowledge Exchange and partnership working and through a significant number of Knowledge Transfer Partnerships.

From promoting inclusive societies and encouraging wellbeing for all, nurturing creativity and innovation, to tackling some of the world's biggest challenges to secure a sustainable future, Edge Hill's research builds new partnerships, enhances understanding and enriches lives. 62% of the University's research was classed as 'world-leading' or 'internationally excellent' in the 2021 Research Excellence Framework.

Job Description for Senior Lecturer / Senior Clinical Lecturer (Admissions Lead) – Grade 10

Duties and Responsibilities

The responsibilities of the Senior Lecturer / Senior Clinical Lecturer (Admissions Lead) are focused on the leadership, governance and delivery of admissions strategy and operations for the MB ChB and Physician Associate programmes. The postholder will contribute to the ongoing development of admissions processes in response to institutional, regulatory and sector requirements.

Teaching, Learning & Scholarship

1. Deliver training and oversight for admissions selection processes, including Multiple Mini Interviews (MMIs), ensuring interviewer training, calibration and consistency. Provide presentations and engagement sessions for prospective students, applicants and supporters at recruitment and outreach events.
2. Lead admissions strategy, policy and operational delivery for undergraduate and postgraduate programmes, ensuring processes are fair, transparent, evidence-based and compliant with institutional and external requirements.
3. Develop and maintain documentation supporting admissions processes in line with institutional regulations and quality assurance frameworks, including selection criteria, evaluation processes, validation activity and review of admissions methodologies.
4. Collaborate with marketing, outreach and student recruitment teams to support widening participation activity, engagement events and applicant communications.
5. Lead the review and evaluation of admissions processes, including analysis of admissions data, selection outcomes, and equality, diversity and inclusion metrics to support continuous improvement.
6. Contribute to academic planning and curriculum development within the School, where relevant to role allocation and institutional priorities.
7. Where appropriate, contribute to student engagement, teaching or assessment activity within programme structures.

8. Contribute to the development of evidence-based admissions practice and scholarship in selection methodologies.

Student Support

9. Oversee student welfare, progression, examination and assessment processes as appropriate to governance structures, escalating issues where required.
10. Act as Personal Tutor for a small number of students where designated, providing academic guidance, development planning and references, and signposting to appropriate support services.
11. Act as postgraduate taught supervisor where appropriate to expertise and allocation.
12. Contribute to student recruitment, selection and induction activity.

Research

Where Significant Responsibility for Research (SRR) is assigned:

13. Contribute to research activity in a relevant field, producing high-quality outputs, securing external funding, supervising postgraduate research students and contributing to academic networks.
14. Develop and support strategies for research or enterprise impact, including funding applications and external collaboration.

Leadership, Service & Externality

15. Ensure admissions processes comply with institutional, regulatory and professional requirements. Contribute to internal and external review processes, including regulatory engagement where required.
16. Provide leadership for admissions governance structures, including contribution to relevant committees and working groups as designated.
17. Oversee operational admissions processes, including applicant communications, data management, complaints and appeals, ensuring fairness, transparency and compliance with policy.

18. Liaise with professional services teams, including admissions and enquiries teams, to ensure consistency of admissions delivery and communications.
19. Contribute to widening participation and outreach activity in collaboration with institutional teams.
20. Ensure appropriate management of applicant support needs in line with equality, diversity and inclusion frameworks and institutional policy.
21. Contribute to external engagement activities and relevant national networks relating to admissions practice and policy.
22. Develop and maintain effective relationships with internal and external stakeholders including schools, colleges, professional bodies and healthcare organisations.
23. Contribute to quality enhancement, interviewer training and evaluation of admissions processes.
24. Maintain engagement with continuing professional development in admissions practice, governance, equality and institutional systems.
25. Undertake programme, project or academic leadership roles as appropriate.
26. Undertake other duties consistent with the level and nature of the post.

Person Specification for Senior Lecturer / Senior Clinical Lecturer (Admissions Lead) – Grade 10

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 degree or equivalent qualification in a relevant discipline, with substantial experience in higher education admissions, medical education, health professions education or related academic or professional field.	Essential	Application
For clinical applicants: Full professional registration with the GMC (or equivalent) and current licence to practise where applicable.	Essential	Application and Interview
For clinical applicants: Experience of clinical practice relevant to discipline.	Essential	Application and Interview
HE teaching qualification or commitment to achieve within 2 years	Essential	Application
Advance HE Fellowship or working towards recognition.	Desirable	Application
Masters or PhD in Medical Education, Higher Education, Health Professions Education or related field.	Desirable	Application

Knowledge and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Experience of admissions strategy, selection design, implementation or evaluation in higher education or equivalent context.	Essential	Supporting Statement and Interview

Strong understanding of fair selection principles, equality, diversity and inclusion, and widening participation.	Essential	Supporting Statement and Interview
Ability to lead, influence and engage multidisciplinary teams and stakeholders.	Essential	Supporting Statement and Interview
Strong analytical skills with ability to interpret admissions data and evaluation metrics.	Essential	Supporting Statement and Interview
Ability to communicate effectively with applicants, students, staff and external stakeholders.	Essential	Supporting Statement and Interview

Experience

Criteria	Essential or Desirable Criteria	Method of Assessment
Experience of leadership within admissions, selection, assessment design or related higher education processes.	Essential	Supporting Statement and Interview
Substantial experience of leading or contributing to admissions strategy, selection methodologies, or evaluation of admissions processes within higher education or equivalent regulated environments.	Essential	Supporting Statement and Interview
Evidence of leading teams, internally and externally, demonstrating effective interpersonal skills and emotional intelligence in complex stakeholder environments.	Essential	Supporting Statement and Interview
Experience of academic or professional leadership within higher education or healthcare education settings, including contributing to strategic decision-making, service development or governance activity.	Essential	Supporting Statement and Interview
Experience of line management, staff supervision, or formal responsibility for coordinating or overseeing the work of others within an academic, clinical or professional services environment.	Essential	Supporting Statement and Interview
Experience of contributing to professionalism-related processes or governance structures (e.g. fitness to practise, professional behaviour oversight, or equivalent frameworks), including work in collaboration with senior academic leads or deputy roles where applicable.	Essential	Supporting Statement and Interview

Experience of developing, implementing or evaluating admissions processes, selection tools or assessment frameworks in higher education or related professional settings.	Essential	Supporting Statement and Interview
Experience of working with external stakeholders, including schools, colleges, professional bodies or sector organisations, in relation to admissions, widening participation or student recruitment.	Essential	Supporting Statement and Interview
Experience of contributing to scholarship, evaluation or research activity in education, admissions or related fields (where applicable to role profile).	Desirable	Supporting Statement and Interview
Evidence of securing or contributing to externally funded projects or enterprise activity (where relevant to applicant's career pathway and role allocation).	Desirable	Supporting Statement and Interview
Proven ability to support the diverse academic and personal needs of individuals in educational contexts and to contribute to dissemination of good practice in teaching, admissions or student support.	Essential	Supporting Statement and Interview
Evidence of publication, dissemination or scholarly activity in peer-reviewed journals or equivalent outputs (where applicable to role).	Desirable	Supporting Statement and Interview
Evidence of developing and sustaining effective networks with colleagues, students and external stakeholders to support institutional priorities such as widening participation, recruitment or employability.	Essential	Supporting Statement and Interview

Competencies and Personal Attributes

Criteria	Essential or Desirable Criteria	Method of Assessment
Enthusiasm	Essential	Interview
Commitment	Essential	Interview
Team working	Essential	Interview
Good interpersonal skills	Essential	Interview
Flexibility and adaptability	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: Dr Diane Hudman Head of Undergraduate Medicine diane.hudman@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.

You are able to 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.