



<b>Job title</b>	Associate Professor and Director of Undergraduate Studies	<b>Job family and level</b>	Research and Teaching Level 6 (Teaching Focus)
<b>School/ Department</b>	School of Medicine Division of Medical Sciences & Graduate Entry Medicine	<b>Location</b>	Medical School Building, Royal Derby Hospital, University Hospital of Derby & Burton NHS Foundation Trust.

## Purpose of role

You will provide significant leadership impact to the community of teaching staff and students within the Division and will have operational responsibility for the day-to-day running of the first 18-months of the Graduate Entry Medicine course, the BSc in Medical Physiology and Therapeutics, and the Foundation Year Medicine programme. You will also have responsibility for quality assurance, assessment, pastoral support and academic progress, and will provide direct delivery of teaching, within your own speciality, and convene several modules. In collaboration with the Head of Division you will provide strategic leadership on educational matters and deputise, on education matters, for the Head of Division when required.

The appointment of the Director of Undergraduate Studies is for an initial period of four years, reviewed on a four yearly basis. The post holds an underlying permanent Associate Professor appointment.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Operational Leadership and management</b> Provide leadership, co-ordination and day-to-day management for staff and students in the first 18 months of the Graduate Entry Medicine programme, the BSc in Medical Physiology &amp; Therapeutics, and the Foundation Programme. Work closely with the Programme Leads to ensure delivery of teaching</p> <ul style="list-style-type: none"> <li>▪ Plan timetabling and ensure it is fit for purpose</li> <li>▪ Line-manage Programme Leads, Specialty Leads and other key staff</li> <li>▪ Prepare documentation for new and replacement posts, staff appraisals and development</li> <li>▪ Liaise with Divisional, School, Student Services and Estates staff to ensure curricula are kept up-to-date, relevant and deliverable</li> <li>▪ Chair and/or attend several Committees and Groups relating to Education within the Division</li> <li>▪ Deputize for the Head of Division on educational matters if required</li> <li>▪ Oversee staff engagement activities relating to teaching and learning staff, ensuring equality, diversity and inclusion</li> </ul>	20 %

	<ul style="list-style-type: none"> <li>▪ Work closely with the Head of Division and Operations Manager with regards to setting undergraduate teaching budgets and ensuring spend to budget.</li> </ul>	
2	<p><b>Strategic Leadership</b> In collaboration with the Dean for Medical Education and the Head of Division, provide strategic leadership for the programmes of study delivered in Derby</p> <ul style="list-style-type: none"> <li>▪ Continuously review the structure and content of programmes of study</li> <li>▪ Lead major curriculum reviews when required</li> <li>▪ Ensure staffing and resource plans are in place to ensure both business continuity and growth</li> <li>▪ Prepare strategic plans (including the Divisional Education Strategy), business cases and option-appraisals</li> </ul>	20 %
3	<p><b>Direct Delivery of Teaching</b> The postholder will maintain credibility by having a visible, strong presence in the delivery of teaching within the Division</p> <ul style="list-style-type: none"> <li>▪ Delivering lectures, seminars, workshops or small group teaching</li> <li>▪ Convening modules</li> <li>▪ PBL facilitation</li> <li>▪ Setting and marking both formative and summative assessments</li> <li>▪ Interviewing prospective students</li> </ul>	30 %
4	<p><b>Quality Assurance</b> Responsibility for educational Quality Assurance systems within the Division, in collaboration with named Quality Assurance leads</p> <ul style="list-style-type: none"> <li>▪ Liaison with External and Internal Examiners</li> <li>▪ Ensure robust systems are in place to seek and to act on feedback from students and staff</li> <li>▪ Provide assurance that the Division is meeting all its obligations as outlined in the University Quality Manual</li> <li>▪ Deal with complaints and grievances in a timely manner</li> </ul>	10 %
5	<p><b>School-Wide Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Membership and attendance of School-wide teaching and learning committees, e.g. Teaching Executive Committee. These may be held at sites other than Derby, typically in Nottingham</li> </ul>	10%
6	<p><b>Research</b></p> <ul style="list-style-type: none"> <li>▪ Identify important research questions relevant to education and provide leadership in developing methodologies and research projects to inform future changes in the curricula, assessment, student support or quality improvement</li> <li>▪ You are expected to make a contribution to research that is in balance with wider contributions to teaching and other activities</li> </ul>	10%
7	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Any other duties appropriate to the grade and level of the role</li> </ul>	n/a

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Strong leadership skills; capable of leading &amp; managing change.</li> <li>▪ Excellent oral and written communications skills.</li> <li>▪ Excellent time-management, organisational and decision-making skills.</li> <li>▪ IT skills using a range of software (Word, Excel, PowerPoint)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Management training, including financial and HR dimensions relevant to University system</li> <li>▪ People-management skills in a multidisciplinary team</li> <li>▪ Student support and counselling</li> <li>▪ Facilitating and development problem-based learning</li> <li>▪ Research methodologies, critical thinking and writing, and publication outputs</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Substantial experience at a senior level in undergraduate and/or postgraduate medical education</li> <li>▪ Leading and implementing innovation in student teaching, course development and curriculum content</li> <li>▪ Participation (ideally chairing) of relevant committees</li> <li>▪ Experience of fostering co-operation, teamwork and integration of staff and subject matter in the biomedical sciences, personal and professional development and clinical skills</li> <li>▪ Inter-professional education: experience of the opportunities and logistical constraints</li> <li>▪ Familiarity with national organisations and policies that shape and influence medical education, e.g.: GMC, QAA</li> </ul>	<ul style="list-style-type: none"> <li>▪ Specialist teaching experience in a subject area relevant to GEM</li> <li>▪ Experience of setting, co-ordinating, marking and evaluating student examinations and assessments</li> <li>▪ Experience of developing, using and assessing portfolios as evidence of learning</li> <li>▪ Clinical experience (medical or allied healthcare practice) in the NHS</li> <li>▪ Experience of blueprinting standard setting and psychometric in assessments</li> <li>▪ Familiarity with outcome for graduates and experience of accreditation visits</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Doctoral Degree (PhD) or equivalent</li> <li>▪ Postgraduate teaching certificate in Medical or Higher Education</li> <li>▪ Evidence of Postgraduate Scholarship in the Higher Education or NHS sectors.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Relevant postgraduate and/or professional qualifications in Healthcare, Education, or Management</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Willingness to adopt the Ethos and Principles of the School of Medicine</li> </ul>	



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

The School of Medicine holds a Silver Athena SWAN award in recognition of our achievements in promoting and advancing these principles. Please see <http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx>

## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.
- Taking ownership** Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.
- Forward thinking** Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition
- Professional pride** Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.
- Always inclusive** Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

## Key relationships with others



