

Candidate Information

Position:	Centre Director, Centre for Medical Education
School/Department:	School of Medicine, Dentistry and Biomedical Sciences
Reference:	19/107144
Closing Date:	Thursday 28 February 2019
Anticipated Interview Date:	April 2019

Job Purpose

The Director of the Centre for Medical Education is responsible for leading, managing and developing the Centre to achieve international excellence in teaching, learning and scholarly activity. This includes working in partnership with key stakeholders both internally and externally, including the Centres for Dentistry and Biomedical Sciences Education, the Sub-Deaneries in the Health & Social Care (HSC) Trusts and Primary Care partners throughout Northern Ireland and with the General Medical Council (GMC). The Centre plays an important role in fostering greater links with the HSC Trusts and General Practice/Primary Care and with NIMDTA with regard to preparation for post-qualification clinical training.

In addition to the strategic development of the Centre, the Director is responsible and accountable to the Head of School, through the devolved accountability model, for the management of all financial, physical and human resources as well as for corporate governance.

Main Duties and Responsibilities

Major responsibilities will include:

Teaching/Education

- Develop and oversee the implementation of a strategy for education which takes account of University strategies and policies and contributes to the aims and objectives of the Centre, School and the University; contribute to the setting and monitoring of targets for the School and benchmarking the portfolio against our comparator Universities.
- Establish mechanisms which will ensure that all quality assurance matters and matters relating to professional body (GMC) requirements and standards are addressed efficiently and effectively; deputise for the Head of School at relevant Professional Body meetings, eg Medical Schools Council; work in partnership with Sub-Deans and other senior staff in HSC Trusts, General Practice/Primary Care and NIMDTA.
- Ensure internationalisation of the Centre in terms of student recruitment and curriculum development; establish partnerships or other collaborations nationally and/or internationally.
- In addition, the Director will:
 - i. ensure that curriculum development is informed by best practice;
 - ii. liaise with relevant staff in the Faculty of Medicine, Health & Life Sciences and the Marketing, Recruitment, Communications and Internationalisation Directorate to develop an international profile and a strategy to meet international student recruitment targets;
 - iii. advise the School, Faculty and University of needs, opportunities or other matters which would enhance the education portfolio and ensure the dissemination of good practice across the School and, as appropriate, across the Faculty and University;
 - iv. develop opportunities for synergy across the School, Faculty and University as appropriate;
 - v. ensure that mechanisms are in place to provide effective student recruitment in the light of University policy and strategy and to support student attainment.

Research/Scholarship

- Promote and develop a strategy for scholarly activity which fits with the aims and objectives of the Centre, the School, the Faculty and the University. This will include interdisciplinary collaborations internally and externally at national and international level.

Administration/Contribution to the Community

- As the accountable manager for all academic and support staff in the Centre, provide leadership through appropriate management structures; be responsible for all aspects of human resource management, including recruitment and retention, in consultation as appropriate with the Head of School/; mentor staff, manage probation, performance, appraisal, staff development and recommendations for promotion.
- Manage the workload of academic staff in the Centre to ensure that all staff can deliver, in the most effective way, the required contribution to the education and other objectives of the Centre and the School. This will include working with Research Centre Directors/Postgraduate Leads and in ensuring staff deliver appropriately to undergraduate and/or postgraduate programmes and other activities across the School.
- Contribute to the Centre and/or strategic impact on the University through leading and/or contributing to broader processes, committees and project management activities and strategic initiatives.
- Be a member of relevant Committees and Boards, including the School Management Board, chair relevant Centre/School Committees/Boards and represent the Centre/School at other relevant internal and external committees.

Planning and Organisation

- Develop a long-term, comprehensive strategic academic plan for the Centre in line with the School's/Institute's strategy and University's institutional strategy.
- Develop and maintain strategic alliances with leaders in the sector as well as relevant national and international research organisations.
- Plan and deliver teaching, research/scholarship and outreach programmes and ensure that resources are available.
- Manage and monitor the progress of the Centre against agreed objectives and targets and be responsible for the annual auditing and reporting of research activity of the Centre.

Resource Management Responsibilities

- Be fully responsible and accountable for all operations within the Centre, ensuring the effective management of all aspects devolved to Centres by the Head of School, including human, physical and financial resource management; health and safety, and risk management and business continuity planning.
- Ensure that the most efficient use is made of existing available resources and maximise opportunities for income generation, both internally and externally.
- Have overall responsibility for negotiating the Centre's recurrent budget and resources.

Internal/External Relations

- Lead on the branding, profiling, communication and PR aspects for the Centre and oversee the communication of the Centre nationally and internationally, including to the general public; liaise appropriately with the relevant University corporate affairs and communications professionals in this regard.
- Ensure effective communication internally within the Centre and the wider School (to all levels of staff) and externally.
- Represent the Centre in its dealings with HSC organisations, relevant partners, funding bodies, government and other national and international agencies.
- Lead and develop internal networks, for example by chairing and participating in institutional committees.
- Lead and develop links with external networks relevant to the Centre's programme and foster collaborations.

Clinical

- The successful applicant will have clinical sessions appropriate to the candidate's specialism and as agreed on appointment and in the integrated annual job plan.

ESSENTIAL CRITERIA

- Primary Medical qualification
- Master's Degree in a relevant area
- Registered with or eligible for Full Registration with the GMC within six months of the interview date.
- Inclusion on the Specialist Register in the relevant specialism or GP Register or eligible for inclusion within six months of the interview date.
- Post registration qualification (Membership of relevant Royal College or equivalent by examination).
- Demonstrable academic leadership gained over a sustained period in the development, delivery, evaluation and enhancement of undergraduate medical curricula and in relevant scholarly activity and/or clinical research.

- Experience in teaching at undergraduate and/or postgraduate level, including contributing significant innovation in teaching and assessment.
- Evidence of leading in inter-disciplinary education.
- Experience of quality assurance in a leadership role.
- Evidence of supervising postgraduate students.
- National profile in medical education commensurate with stage of career
- Commitment and enthusiasm for the development of scholarly activity in the area of medical/health sciences education.
- Ability to lead and facilitate the research of others.
- Successful track record in the management of staff and resources with evidence of successfully developing productive staff and teams.
- Evidence of setting and managing performance against corporate targets.
- Administrative, organisational and management skills and proven success in delivering results to demanding deadlines.
- Demonstrated ability to provide leadership, to motivate and develop high performing teams and to forge team spirit and coherence in order to achieve the Centre's objectives.
- Must have excellent interpersonal and strong leadership skills with the ability to set strategic direction, influence policy and strategy and deliver change.
- Ability to establish successful relationships and work in partnership with stakeholders in order to enhance the quality of provision of teaching and scholarly activity.
- Have outstanding communication skills in order to successfully present and negotiate at institutional, national and international levels and influence senior policy makers.
- Ability to establish successful relationships and work in partnership with stakeholders from a range of sectors.
- Must display the commitment and enthusiasm for creating a world class Centre for Medical Education in the context of the overall vision of the School.
- A strong commitment to excellence in education, scholarly activity, and enhancing the student experience.
- The post holder will need to be able and willing to work irregular hours and travel extensively both nationally and internationally. By applying, the University assumes that the post holder is willing and able to fulfil this requirement.

DESIRABLE CRITERIA

- PhD or MD or equivalent in Medical Education.
- HEA membership or equivalent (or in the process of attaining membership)
- Experience in leading on innovative postgraduate curricula which align with research strategy.
- Successful track record in obtaining grant funding from peer-reviewed agencies.
- Direct experience of managing or assisting in the management of a similar research unit or centre
- Demonstrated ability to work with a variety of disciplines and organisations.