

## Candidate Information

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| <b>Position:</b>                   | Curriculum Project Manager in the Centre for Medical Education |
| <b>School/Department:</b>          | Centre for Medical Education                                   |
| <b>Reference:</b>                  | 21/109269  |
| <b>Closing Date:</b>               | Monday 1 November 2021   |
| <b>Salary:</b>                     | £42,149 - £51,799 per annum                                    |
| <b>Anticipated Interview Date:</b> | Tuesday 16 November 2021                                       |
| <b>Duration:</b>                   | Fixed term contract until 31/10/2023                           |

### JOB PURPOSE:

To provide specialist project management to the Curriculum Review Executive Group (CREG) and Curriculum Review Operational Group for the development and implementation of the new 5-year undergraduate medical curriculum.

The postholder will manage multiple project streams and will work closely with key internal and external stakeholders including key personnel in the relevant Health Trusts and other external bodies.

Launched in September 2020, the new curriculum (C25) is being rolled out for students. The post holder will be responsible for developing detailed plans and communication to ensure that all milestones are met, that relevant course materials and information is available for students and staff and that students and clinicians are supported through the changes to the curriculum, with a particular focus on the development of years 4 and 5 of the course.

### MAJOR DUTIES:

1. Provide specialist project management expertise to ensure the successful development and implementation of the new undergraduate medical curriculum.
2. Develop and implement appropriately detailed project and business plans for the new curriculum which fully encompass the scope of the 5 year curriculum, identifying key milestones, dependencies and resources required to ensure successful delivery of multiple workstreams.
3. Coordinate, monitor and drive progress against the curriculum review project plan milestones to ensure delivery of key targets and objectives on time, within budget and of the standard/quality required.
4. Work alongside the School e-learning team to coordinate the integration of information technology developments, integral to C25, including e-logbooks.
5. Identify and, where appropriate, escalate emerging risks associated with the curriculum review project and develop and implement strategies to manage these. Assess and manage the impact of change requests or modifications to agreed project deliverables.
6. Manage any sub-project/workstream activities and dependent sub-groups to ensure that the project deliverables are successfully realised, also ensuring effective reporting between sub-groups and to/from the CREG.
7. Inform students, staff and external stakeholders of changes to existing modules and introduction of new modules in a timely way.
8. Prepare and present appropriately detailed reports in relation to relevant workstreams and with regard to overall project performance and progress. Deliver briefings for internal and external stakeholders.
9. Develop and maintain strong relationships with students, senior staff in the Centre for Medical Education, internal contributors and external partners in primary and secondary care to ensure effective communication and progress between meetings and clinical site visits.
10. Manage and coordinate relevant internal and curriculum review project communication including production of reports and management information for the Centre Senior Management Team and relevant committees.

11. Manage the communications strategies to support the new curriculum, working closely with colleagues within the Centre, School, Faculty and Strategic Marketing and Communications department.
12. Undertake budget management responsibilities in relation to the project (as directed by Centre Director and Centre Manager), including drafting budgets related to additional resources required to deliver the new curriculum. Provide relevant financial reports to Centre SMT.
13. Undertake any other duties appropriate to the role and the objectives of the Centre/School as required by the Director of Medical Education.

**Planning and Organising:**

1. Prepare and manage appropriately detailed short, medium and long term project plans, in line with the objectives of the CREG.
2. Anticipate and respond to changing circumstances and requirements and recommend and implement strategies to manage risks.
3. In conjunction with the CREG define objectives and key tasks to ensure timely delivery of the new curriculum.
4. Plan and organise the activities and outputs of relevant contributors to the curriculum to achieve the agreed requirements.

**Resource Management Responsibilities:**

1. Manage and deploy resources to ensure maximum value is delivered and performance targets are met.
2. Draft and manage relevant budgets related to the curriculum review and provide regular reports as necessary.

**Internal and External Relationships:**

1. Member of Curriculum Review Executive Group and Operational Group.
2. Work closely with the Associate Director of Curriculum in Centre of Medical Education, the Centre Manager, and Curriculum Manager of CME to maintain effective delivery of the existing curriculum and ensure a smooth transition into the new one.
3. Build and maintain effective communication and collaboration with colleagues from both Queen's and clinical stakeholders, and ensure buy-in to achieve the required contribution and commitment required by all stakeholders.
4. Work with professional support colleagues within Queen's (including marketing, communications, public engagement) colleagues.
5. Work closely with Sub-Deans in the relevant Trusts. Communicate with staff in Trusts and primary care regarding Case-Based Learning (CBL); plan training for CBL facilitation; feedback to CREG on any implementation difficulties.

**ESSENTIAL CRITERIA:**

1. \*A University Degree or equivalent OR \*At least 5 years relevant Project Management experience and a professional project management qualification at practitioner level.
2. \*At least three years' relevant experience in a Project or Programme Manager/Coordinator role within the higher education sector to include:
  - Planning and delivering projects on time and within budget.
  - Stakeholder/partner management and programme reporting.
  - Leading multi-disciplinary teams and managing people.
  - Using formal project management techniques to deliver successful projects.
3. \*Evidence of managing budgets and resources and an understanding of financial management procedures.
4. \*Evidence of committee management and/or progressing and delegating work through Committees/Working Groups.
5. \*Advanced use of Microsoft Office and/or other appropriate project manager software tools.
6. Relevant knowledge and understanding of the Higher Education sector and the delivery of education in the workplace.
7. Evidence of positive negotiation and influencing skills.
8. Planning and analytical skills.
9. Team leadership skills, with the ability to communicate goals, and engage, motivate colleagues and achieve buy-in to deliver common objectives.
10. Good oral and written communication skills, including the production of high quality reports and documentation for senior management and external stakeholders.
11. Ability to organise and direct others.
12. Ability to communicate effectively with internal and external stakeholders.
13. Ability to bring a positive, creative and flexible approach to resolving problems.
14. Ability to understand and present complex information to a range of audiences.
15. Willing to work flexibly to meet the requirements of the post including travel within Northern Ireland and the United Kingdom if required.

**DESIRABLE CRITERIA:**

1. \*A science, education or healthcare qualification.
2. \*A professional project/programme management qualification at Practitioner level.
3. \*Experience in the effective use of project management software such as ProjectManager™ or similar.
4. \*Evidence of being able to utilise databases/bespoke systems.
5. Relevant knowledge and understanding of the delivery of Clinical Healthcare Education.
6. Understanding and knowledge of the specific challenges in delivering projects with multiple partners.