

Deputy Strategic Lead for Work-Based Learning - School of Medicine & Dentistry - Grade H

Job Description

Purpose

To work with the Strategic Lead for Work-based Learning on all aspects of work-based learning including capacity planning, recruitment, and quality assurance for placements within the School of Medicine and Dentistry. Source, develop and maintain key relationships with the relevant stakeholders both internally and externally to support work-based learning, to optimise the impact of the University across the health economy and to ensure compliance with the requirements of external regulatory bodies.

Provide interface with the Placement Team and provide input into systems and processes to ensure an effective and efficient operation.

Duties

1. Alongside the Strategic Lead, create, develop, implement and quality assure the strategic plan for workplace-based learning within the School of Medicine and Dentistry; including capacity planning to address the growing placement requirements.
2. Engage with internal (University) and external stakeholders (e.g., NHS providers, other medical schools, Health Education England, industry partners) to ensure a collaborative approach to placement provision and capacity across the region and foster key relationships.
3. Undertake quality assurance and management of all work-based learning aspects of School of Medicine and Dentistry programmes, ensuring compliance with regulatory body requirements.
4. Identify and recruit new clinical and third sector placement providers through to the completion and signing of placement agreements.
5. Have oversight and ensure smooth operation of the clinical placements within the programmes of the School of Medicine and Dentistry including student pre-allocation and allocation processes.
6. Lead and closely monitor the medical educator standards of work-based staff delivering programmes for the School of Medicine and Dentistry, working closely with primary care placement providers and LEP Leads to source and/or provide the necessary training for the delivery of the programme.
7. Deputise for the Work-Based Learning Group within the School's Quality Management Framework as required.
8. Update placement agreements with work-based learning providers and the Contracts Team in University Legal Services. This will include annual updating of Contract Schedules to reflect changes in funding and expected activity.
9. Develop and maintain effective operating processes for capacity mapping, allocations, finance, and quality assurance; identify and procure any necessary resources to support this.
10. Work with Placement Team to confirm aspects of placement finance.
11. Assist with co-ordinating the work-based learning academic schedule and lead the annual placement schedules working with the Course Leads and relevant sub-teams.

12. To collate, analyse and interpret placement data from multiple sources and produce insightful reports and information to measure KPI's and inform the ongoing QA process for placement providers.
13. Liaise with the appropriate professional bodies and maintain familiarity with the standards and policies of the General Medical Council, the Care Quality Commission, and other regulatory bodies.
14. Assess and manage risk appropriately with respect to placements and work-based learning including overseas electives.
15. Participate in assessment, recruitment, and selection activities as required.
16. Undertake any other duties commensurate with the role and grade as directed by the Head of School/Executive Dean

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Knowledge and understanding of work-based learning in UK undergraduate education in the health-care sector (Application/Interview).
- An excellent track record of building and sustaining internal and external relationships (Application/Interview).
- Experience of resource management including working with regulatory processes and governance systems relevant to areas such as quality, finance, and human resources (Application/Interview).
- An undergraduate degree (Application).
- Excellent networking skills (Application/Interview).
- Excellent communication skills both verbal and written (Application/Interview).
- Excellent IT Skills, particularly Microsoft Office (Application/Interview).
- Experience of undertaking Quantitative and Qualitative data analysis using a range of software (e.g. NVIVO, SPSS, etc.) (Application/Interview).
- Ability to work as part of a team and autonomously (Application/Interview).
- Ability to show initiative (Application/Interview).
- Able to prioritise work to competing deadlines (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions, and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- A track record of change management (Application/Interview).
- Evidence of relevant continued professional development (Application/Interview).
- A willingness to engage in national and international activity on behalf of the School of Medicine & Dentistry and the University (Application/Interview).