

**Principal Lecturer in Medical Sciences – School of Medicine and Dentistry – American
University of the Caribbean – Grade J**

Job Description

Purpose

To support the Deputy Associate Dean and the AUC Campus Dean by providing academic leadership, enhancing the achievement of excellent quality and performance standards, contributing to the development and implementation of policies and practices to ensure effective deployment of resources for the PG Dip International Medical Sciences.

Duties

1. Contribute to teaching and assessment, provide academic support to research students as required and undertake scholarly activity, appropriate to developing the profile of the area, and remaining abreast of developments and methods of delivery in your subject area.
2. Engage with the advancement of learning provision within established regulatory and quality frameworks, including compliance and annual monitoring.
3. Engage with the design, implementation and review of academic programmes, management of assessment boards and review of student cases, maintaining academic quality assurance and enhancement.
4. Work with academic teams to develop policies and practices with particular reference to student experience, success and achievement.
5. Undertake activities in relation to delivery of objectives in a strategic or thematic area, for example, Equality Diversity and Inclusion, degree apprenticeships, academic partnerships, quality standards, academic success, and integrity.
6. Engage with innovation and income generation activities as required and support academic teams with the development of business and research profiles as appropriate.
7. Contribute to the appraisal process, undertaking including regular one to ones and facilitating development as appropriate.
8. Participate in the recruitment, selection, and induction of new colleagues.
9. Ensure good communications with students, obtaining feedback and providing assurance for actions.
10. As a member of the Leadership Team, contribute to the development of its vision and strategy, enhancing its profile and reputation.
11. Ensure teamwork and collaboration across Schools and Professional Services.
12. Support the work of senior managers, contributing to School and University-wide initiatives.
13. Undertake any other activities commensurate with the role as determined by the line manager.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- A strong record of successful academic leadership, including programme and curriculum development and enhancement (Application/Interview).
- Experience and understanding of the international market and developments in areas relevant to the School or Service (Application/Interview).
- Experience of liaising with external organisations, with the ability to build and sustain relationships (Application/Interview).
- Undergraduate degree (or equivalent) in a relevant subject (Application).
- A PhD in a related subject (Application).
- Formal teaching qualification or membership of the Higher Education Academy (Application).
- Ability to undertake research and knowledge transfer (Application/Interview).
- Ability to work on own initiative as well as part of a team, and experience of people development with a strong continuous professional / personal development orientation (Application/Interview)
- IT literate with knowledge of a range of Microsoft programmes and WebCT (or equivalent) (Application/Interview).
- Excellent written and verbal communication skills and the ability to engage and network with a variety of stakeholders (Application/Interview).
- Ability to identify new opportunities and develop creative and innovative solutions (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)

- Experience of delivery of research, knowledge transfer and consultancy (Application/Interview).
- Experience of working with professional bodies and / or relevant sector skills councils (Application/Interview).
- Knowledge of QAA and regulatory processes and procedures related to management of course quality and delivery (Application/Interview).
- Active member of relevant professional body as appropriate (Application).
- Experience of International education and the USMLE curriculum (Application/Interview).