

Job Description

Job Title	Principal Lecturer & Academic Lead for Medical Related Apprenticeships
School/Service	School of Medicine & Dentistry
Grade	J
Responsible to	Associate Dean of School
Responsible for	Academic Leadership

Job Purpose:

To support the Associate Dean of School and the Deputy Associate Dean (Apprenticeships) in the development of Apprenticeships in the area by providing academic leadership, enhancing the achievement of excellent quality and performance standards, contributing to the development and implementation of programs, policies, and practices to ensure effective development and deployment of resources. Contribute as a member of the School Management team and School Executive Team as appropriate to the vision and strategy for the University and School, enhancing its profile and reputation. To represent and promote areas of responsibility overseas, nationally and on University and School Committees.

The post holder will have specific responsibility for the successful development, delivery, quality assurance and accreditation of all medicine related Apprenticeships, including specifically the interpreting the MBBS programme in the light of an apprenticeship model plus the identification, development and approval/validation of new programmes of study and further development of existing programmes, to support growth in the school's portfolios.

Main Duties and Responsibilities:

- Promote the advancement of learning and teaching, student experience and success, quality assurance and enhancement including compliance and annual monitoring.
- Work with the School academic teams in developing policies and practices to ensure the achievement of School objectives with particular reference to student recruitment and retention, student attainment, graduate employability, timetabling and NSS outcomes.
- To ensure good communications with students, obtaining feedback and providing assurance for actions as appropriate.
- To work with colleagues within the provision areas and wider School, to Lead, explore, identify and design new provision in the Apprenticeship area, including as appropriate CPD offerings by engaging with local, regional, and national stakeholders.

Leadership

Lead the academic team by coordinating and supervising:

- Quality of design, implementation and review of academic programmes, management of assessment boards and review of student cases, maintaining the academic quality assurance processes within the School.
- To assist in the management and preparation for external quality assessment as appropriate by PSRBs and Professional Bodies.

- Activity for achievement of UCLAN and School priorities and objectives relating to student recruitment, retention, attainment, graduate employment, timetabling, NSS outcomes.
- Engagement with University and School strategic activities.
- Communication, teamwork, cooperation, and collaboration with other schools, across schools and services within the University and externally and facilitation of meetings.
- Production of reports as required by the Associate Dean of School and/or University.

Support The leadership of the School by undertaking:

- Operation of the appraisal system and appraisal of designated staff including regular one to ones and contribution to staff development.
- Monitoring of probation schedules and reviews
- Informal meetings concerning staff absence, welfare, and incapability etc.
- Preparing documentation for staffing requests/changes e.g. VTC/SPH/FTC
- Agreeing team objectives, workload, and task allocation.
- Evidence gathering, preparation of documentation for disciplinary, grievance, and incapability etc.
- Effective and efficient use of resources whilst operating within any governing rules and regulations.
- Prepare documentation for meetings.

Academic Activity

- Teach and assess at undergraduate and postgraduate levels and provide academic support to research students as required.
- Scholarly/Research activity to a level that is externally recognised with a view to developing the profile of the School as required and remaining abreast of developments in your subject area.
- Engage with innovation and income generation activities as required.
- Engage with quality assurance and enhancement of provision across the School as required.

Perform other duties commensurate with the role and grade as deemed appropriate by the Dean of School.

Person Specification



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Attributes	Essential	Desirable	Measured By
Work Experience	<p>Demonstrable senior experience of the leadership and management of quality assurance and enhancement in Higher Education, including validation and review processes.</p> <p>Leadership and management of relevant programmes and course delivery in HE.</p> <p>Experience of working with Professional Statutory and Regulatory Bodies in health and education.</p> <p>Knowledge of distance / blended learning / apprenticeship programmes in higher education.</p> <p>Experience of recent teaching practice in a relevant discipline including experience of course / programme leadership</p> <p>Building and sustaining internal and external relationships</p> <p>Leading change to embrace new ways of working</p>	<p>Demonstrable experience at a strategic level of designing, developing and managing the delivery of CPD, including the financial planning of programmes/events and their evaluation.</p> <p>Knowledge of degree level apprenticeship and associated funding</p> <p>Knowledge of current practice and developments in higher education quality assurance.</p> <p>Experience of the research environment linked to the clinical workforce</p>	Interview, Application and CV
Education/Qualifications	<p>Doctorate / Higher Degree or equivalent professional qualifications / experience</p>	<p>Relevant postgraduate qualification and/or membership of a professional body with</p>	CV

	Teaching qualification / or equivalent HEA fellow or senior fellow	evidence of on-going professional development. Professional teaching qualifications or membership of the HE Academy	
Skills/Abilities	Excellent leadership, interpersonal and communication skills with a political awareness and ability to build and maintain effective corporate relationships. Strong organisational skills with the determination, drive, and resilience to see processes through to completion and to the right level of detail. Ability to make high-level decisions in a complex environment. Ability to multitask and meet multiple conflicting deadlines.		Application form and Interview
Other	An understanding of and demonstrable commitment to the University's Values as a framework for decisions, actions and behaviours. Innovative, enthusiastic, articulate and able to energise others to achieve goals. Able to work as part of a team, identifying all relevant stakeholders and work collaboratively to achieve goals.		Application and Interview