

## Candidate Brief

# Senior Lecturer in Personal Professional Development and Inter-professional Education

Reference: R180009

Salary: Grade 10, £49,149 to £56,950 per annum

Basis: This is a full-time post but applications from those able to work part-time will also be considered.

Close Date: 23.59 hours GMT on Friday 9 February 2018

Interview Date: To be arranged in February. Shortlisted candidates will be asked to give a short presentation.

EXCELLENT  
DIFFERENT  
DISTINCTIVE  
ASTON



## Job description

The overall aims of the post are to develop, lead and implement excellent, evidence informed education relating to personal professional development and inter-professional education, to lead the academic, pastoral, professional and community support for medical students, to meet the standards set by the relevant health professions' governing bodies such as the General Medical Council, General Pharmaceutical Council and Quality Assurance Agency, and to contribute to the education scholarship and research portfolio of the Schools

### **Teaching:**

- ▶ Lead the development and management of an innovative integrated curriculum in Personal Professional Development (PPD) for undergraduate medical students and Inter-professional Education (IPE) across the Schools of Medicine and Pharmacy, within the guidance set by the relevant Programme Committees. Identify opportunities for both PPD and IPE within the timetables, foster interest amongst colleagues across all healthcare programmes in the University and collaborate with neighbouring Higher Education Institutions and clinical staff in the NHS to seek support for wide-ranging learning and development activities. The curriculum for PPD will deliver the relevant learning outcomes described by the GMC in Outcomes 3 – The doctor as a professional, paragraphs 21,22 and 23 within Outcomes for Graduates (2016); available at: [https://www.gmc-uk.org/static/documents/content/Outcomes\\_for\\_graduates\\_Dec\\_16.pdf](https://www.gmc-uk.org/static/documents/content/Outcomes_for_graduates_Dec_16.pdf)
- ▶ Lead the operational planning of teaching, learning and assessment activities for both PPD and IPE in conjunction with relevant academic and support staff, delegating where appropriate to module leads and other academic/teaching staff. Identify appropriate methods of teaching, learning and assessment, focussing on truly engaging interactive learning methods wherever possible and balancing competing pressures to ensure teaching sessions are well organised and pedagogically sound, and make good use of resources.
- ▶ Teach within personal professional development and inter-professional education in highly interactive ways using online technology and through large and small group sessions and workshops within the University and clinical settings.
- ▶ Lead the quality assurance within PPD and IPE, and write annual quality reports, but share responsibility for the regular evaluation and quality enhancement in terms of content, delivery and assessment, with relevant module leads. Use evaluation information to continuously improve the quality of the achieved learning and the student experience. Communicate review findings and planned enhancements clearly and in a timely manner to students and colleagues and disseminate good practice through reports to curriculum committees, papers and presentations. Contribute to external audits of the programme.
- ▶ Design, create and mark formative and summative assessments and examination papers, provide constructive feedback and act as an assessor in practical examinations when necessary. Set assessment standards and monitor student progress against these standards for PPD.
- ▶ In the role of Senior Personal Tutor take the lead for student support for medical students, offering support for applicants to medical school, support for students with complex difficulties, support for Personal Tutors in their roles with students, and linking to University enabling services in all relevant matters including reasonable adjustments.
- ▶ Lead and develop the Personal Tutoring system in the Medical School in line with University practices, and develop an appraisal model of review and development for medical students.
- ▶ Lead and deliver training, in collaboration with colleagues, on the roles of Personal Tutor or tutor within Inter-professional Education

- ▶ Undertake academic administration relevant to the needs of the post.
- ▶ Offer expert advice, mentoring support and supervision to teaching colleagues, particularly new staff and those with less experience.
- ▶ Maintain awareness of current trends in undergraduate medical and pharmacy education, update own subject knowledge, and develop own teaching expertise.

### **Scholarship/ Research**

- ▶ Contribute to scholarship/research in medical education or other areas of enquiry within the Schools of Medicine and Pharmacy, in collaboration with colleagues.
- ▶ Contribute to the Schools' strategies in clinical education research and scholarship.
- ▶ Foster interdisciplinary links across the University, with other Higher Education Institutions and with the NHS, engage in knowledge transfer and scholarship nationally and internationally, and present at international meetings.
- ▶ Publish research in high impact journals.
- ▶ Contribute to raising funding for research projects.
- ▶ Supervise post-graduate research students (PhD, MD, MSc) and undergraduate projects.
- ▶ Apply knowledge from research to teaching and other activities and act as a subject expert internally.
- ▶ Act as a referee and contribute to peer assessment.

### **Additional responsibilities**

- ▶ Undertake other duties as may be reasonably requested and that are commensurate with the nature and grade of the post. e.g. supervising and line managing colleagues, preparing accreditation documents for the General Medical Council and General Pharmaceutical Council, recruitment and admissions, invigilation, supervising a student project.
- ▶ Identify and propose strategic developments within areas of responsibility, for example research, student recruitment, curriculum development, new course development and student support.
- ▶ Contribute to and Chair School and University committees, as required, and develop networks within the University, nationally and internationally to act as external examiners or reviewers, to influence opinions and decisions, and to develop research.
- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

|                                     | Essential  | Method of assessment                         |
|-------------------------------------|--|--|
| <b>Education and qualifications</b> | <p>A medical degree, pharmacy degree or a good honours degree in a relevant discipline.</p> <p>A doctorate in a relevant discipline.</p>   | Application form                             |
| <b>Experience</b>                   | <p>Curriculum and assessment development and educational management relevant to Personal Professional Development and/or Inter-professional Education with evidence of continuous quality improvement to create a successful course or programme in terms of student attainment and enjoyment.</p> <p>Accomplished teaching relevant to Personal Professional Development and/or Inter-professional Education needs in the NHS.</p> <p>Teaching delivered within higher or clinical education settings using evidence-informed interactive approaches for large and small groups and incorporating information technology.</p> <p>Evidence of ongoing scholarship/research in clinical education or a subject relevant to the Schools' research portfolios with outputs presented at national or international meetings.</p> | Application form, interview and presentation |
| <b>Aptitude and skills</b>          | <p>Ability to think strategically and to innovate, especially within research and teaching and to work flexibly to meet deadlines within tight time schedules, able to take the initiative but seek advice as necessary, prioritises, and copes with pressure.</p> <p>Empathic, collaborative and supportive leadership and teamwork with an ability to supervise and coordinate work, motivate colleagues and students and form effective and positive teams and inter-team working.</p> <p>Competence in IT and internet usage, especially for e-learning.</p> <p>Excellent communication and presentation skills, with ability to communicate complex ideas through a variety of media including written proposals, grant applications and reports.</p>   | Application form, interview and presentation |
| <b>Training and Development</b>     | <p>A willingness to undertake peer review of teaching, respond constructively to feedback,</p>   | Application form and interview               |

|       | Essential  | Method of assessment |
|-------|--|----------------------|
|       | <p>undertake further training as appropriate and adopt new procedures as required.</p> <p>A willingness to pursue relevant education training such as a Postgraduate Certificate in Teaching and Learning in Higher Education, and experience to apply for Senior Fellowship of the Higher Education Academy, if not already obtained.</p> |                      |
| Other | <p>A commitment to University Citizenship, to further the good standing of Aston University, and to observe all the University's policies including the Equal Opportunities Policy.</p> <p>Ability to attend the University as and when required for scheduled teaching, relevant meetings and student support.</p>                        | Interview            |

|                              | Desirable  | Method of assessment           |
|------------------------------|--|--------------------------------|
| Education and qualifications | Postgraduate Certificate in Teaching & Learning in Higher Education, or equivalent qualification including Senior Fellowship of the Higher Education Academy.  | Application form               |
| Experience                   | <p>Teaching clinical/medical or pharmacy students.</p> <p>Scholarship in clinical education through innovative curriculum development, educational management or publishing.</p> <p>Lead or principal investigator in research projects with success in seeking external research funding and grants, and published in high impact journals.</p> | Application form and interview |

## How to apply

You can apply for this role online via our website [www.aston.ac.uk/jobs](http://www.aston.ac.uk/jobs). Applications should be submitted by 23.59pm on the advertised closing date. All applicants must submit a CV along with their online application form.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact Information

### Enquiries about the vacancy:

We encourage informal discussion of the post, and a visit before the interview; please contact Mrs Janet Drury Tel +44 (0) 121 204 4585 or Email [j.m.drury@aston.ac.uk](mailto:j.m.drury@aston.ac.uk) to make arrangements with Professor Helen Cameron (Dean of Medical Education) and Professor Chris Langley (Head of Aston Pharmacy School).

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4306

## Additional Information

Visit our website [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr) for full details of our salary scales and benefits Aston University staff enjoy

**Salary Scales:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/>

**Benefits:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/>

**Working in Birmingham:** <http://www.aston.ac.uk/birmingham/city-living/>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.



The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form.

**Data Protection Act 1998:** Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

