

OPPORTUNITY

Clinical Liaison Manager

Reference: R220608

Salary: £35,333 to £42,155 per annum Grade 8, depending on experience

Contract Type: Continuing

Basis: Full Time

Job description

Job Purpose:

You will support the administration of the clinical elements of the MBChB programme within Aston Medical School (AMS) working closely with other colleagues to provide an effective, efficient and customer focussed support service to external providers, senior administrative and academic staff. The key focus of the role will be to develop, support and administer the liaison between the external providers and AMS to ensure that all Professional Statutory and Regulatory Body (PSRB) requirements are met, the programme is sufficiently and suitably audited and there is a process of continuous improvement and development.

The role will be lead on the continual development, improvement and implementation of associated procedures and systems.

Main duties and responsibilities

- ▶ To act as the main point of liaison with the Local Education Providers (LEPs) and other clinical providers that provide placement training for healthcare programmes (initially the MBChB, but others as they come on stream).
- ▶ To organise regular audit visits to external providers, draft all relevant paperwork, and associated documentation.
- ▶ Develop and maintain action logs and other documents to track developments, required changes etc. and to keep all stakeholders apprised of progress.
- ▶ Analyse data returns from placement providers and others to draw out recurring themes, items for action and development.
- ▶ Work with senior staff (Dean of Medical Education, Phase and Year Leads, Director of External Operations) to ensure audits are effective and efficient, outcomes disseminated, actions followed up.
- ▶ Work with senior staff to develop and implement an audit policy for all placement providers.
- ▶ Monitor the effectiveness of the audit policy, suggest changes and adaptations based on review, analysis and changing requirements.
- ▶ Work with the Phase I and II teams to triangulate evaluation feedback from all sources and to flag issues, concerns and good practice. Assist with arrangement and follow up on all cross-trust subject specialty meetings.
- ▶ Any other reasonable duties that may be delegated from time to time from the Executive Dean, Dean of Medical Education, Associate Deans, Director of External Operations, Director of Operations, consistent with the nature and grade of the post.

Additional responsibilities

- ▶ 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
Education and qualifications	Undergraduate degree or equivalent relevant experience.	Application form
Experience	<p>Work experience in an administrative role in a large professional organisation dealing with a wide range of staff and customers.</p> <p>Experience of developing and implementing complex administrative systems and procedures involving a tight timeline.</p> <p>Extensive experience of using corporate database systems including entering, accessing and monitoring and analysing data.</p>	Application form and interview
Aptitude and skills	<p>Excellent IT skills including use of Microsoft Office packages.</p> <p>Proven organisational, time management and prioritisation skills – ability to multitask and work under a time pressure.</p> <p>Excellent oral and written communication skills including ability to summarise complex information in writing and to give written feedback constructively.</p> <p>Excellent interpersonal skills.</p> <p>Ability to maintain a high level of accuracy and concentration.</p> <p>Proactive, positive and enthusiastic approach.</p> <p>Flexible and adaptable approach.</p> <p>Ability to work effectively independently.</p> <p>Strong team player. Happy to take the lead when appropriate and also to support other colleagues and actively</p>	Application form and interview

	Essential	Method of assessment
	<p>contribute to the overall effectiveness and responsiveness of the administrative team.</p> <p>Strong customer services focus with the ability to deal with a wide range of people including senior academic staff, students, senior clinicians, and other external contacts.</p> <p>Professional approach including a proven ability to manage sensitive or confidential information.</p> <p>Confident but calm – a welcoming and friendly approach to staff, students, visitors and colleagues.</p>	

	Desirable	Method of assessment
Education and qualifications	Degree Level or Equivalent.	Application form
Experience	<p>Worked in academic administration role in Further or Higher Education.</p> <p>Experience of staff supervision.</p> <p>Experience of clinical education involving the NHS.</p>	Application form and interview

Contact information

Enquiries about the vacancy:

Name: Janet Drury
Job Title: Executive and Academic Support Lead
Email: j.m.drury@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

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:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in 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 requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

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 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.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. 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.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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gets real.**