



## Lecturer in Health Leadership (Teaching Only)

Reference: 0149-23.

Grade: 8

Salary: £36,333 to £43,155, per annum, depending on experience

Contract Type: Fixed Term (End Date 31/07/2025)

Basis: Part Time (25 Hours per week)

# Job description

## Job Purpose

The aim of the post is to support the development and delivery of the Health Leadership programme, currently offered within the MBChB programme and leading to the award of the PG Certificate in Health Leadership. The appointee will ensure excellent, evidence informed education that meets the standards set by the General Medical Council and Quality Assurance Agency. There will also be opportunities for the postholder to develop their expertise within medical education and contribute to the scholarship portfolio of the Medical School.

## Main duties and responsibilities

### Teaching Responsibilities

- ▶ Leads one of the Health Leadership modules, with support and mentoring from the Programme Director.
- ▶ Supports the day to day management, coordination and operational activities within the Health Leadership programme, under guidance from the Programme Director; this will include timetabling issues and ensuring staff are allocated for lectures, tutorials and assessment.
- ▶ Ensures the teaching sessions are well organised and pedagogically sound in delivering components of the GMC learning outcomes (where required) and makes good use of resources.
- ▶ Teaches on the Health Leadership programme in highly interactive ways using a variety of large and small group teaching methods, covering library, writing and scholarship skills for students as well as Health Leadership content. Develops online materials for the well-established modules.
- ▶ Collaborates with a variety of colleagues, including those from Aston Business School, the clinical staff of Local Education Providers and Library staff to facilitate the delivery of the modules.
- ▶ Contributes to the evaluation, quality management and quality enhancement of the programme and to writing the quality management reports for the module the appointee will lead.
- ▶ Communicates the review findings and planned enhancements clearly and in a timely manner to students and colleagues and disseminates good practice particularly through reports to curriculum committees.
- ▶ Designs and marks formative and summative assessments for the Health Leadership modules, supported and mentored by the Programme Director as required.
- ▶ Provides academic support and advice to students.
- ▶ Contributes to curriculum development, and innovation in teaching, learning and assessment, within Health Leadership, guided by the Programme Director and the Programme Committee.
- ▶ Provides support and training within Health Leadership for colleagues, as own expertise develops.
- ▶ Contributes to external audits of the programme.

## **SCHOLARSHIP/RESEARCH**

- ▶ Plans and supervises students' projects in Health Leadership.
- ▶ Contributes to collaborative research projects, in medical education, health leadership or other topics within the School's scholarship portfolio. Contributes to seeking research funds and writing grant proposals as time permits.
- ▶ Presents findings at conferences and contributes to publications in high impact journals.
- ▶ Fosters interdisciplinary links across the University, engages in knowledge transfer and scholarship nationally and internationally.
- ▶ Acts as a referee and contributes to peer assessment.

## **Additional responsibilities**

- ▶ Contributes to teaching and assessment within the MBChB or other programmes as appropriate, when time permits.
- ▶ Undertakes other duties and roles as may be reasonably requested, commensurate with the nature and grade of the post, such as invigilating examinations, Personal Tutoring, line managing, preparing accreditation documents, supporting Open Days, and contributing to staff seminars.
- ▶ Undertakes academic administration relevant to the needs of the post.
- ▶ Engages in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to update their subject knowledge and develop their teaching expertise, and support the development of others.
- ▶ Ensures and promotes the personal health, safety and wellbeing of self, staff and students.
- ▶ Carries out duties in a way which promotes fairness in all matters, and which engenders trust.
- ▶ Promotes equality of opportunity and supports 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>	<ul style="list-style-type: none"> <li>▶ A good relevant Honours degree - 2.1 or 1<sup>st</sup> class and a Masters in a relevant discipline.</li> <li>OR</li> <li>▶ A medical degree MBChB or equivalent, in good standing with the GMC.</li>   <li>▶ PG Certificate in Higher Education (or equivalent) – or willingness to complete this within 2 years of appointment.</li>   <li>▶ Fellow (Advance HE) – or willingness to complete this within 2 years of appointment.</li> </ul>	Application form
<b>Experience</b>	<p>Experience in <b><u>at least one</u></b> of the following:</p> <ul style="list-style-type: none"> <li>▶ Teaching in leadership or management.</li> <li>▶ Healthcare leadership or management.</li> <li>▶ Healthcare quality improvement.</li> <li>▶ Teaching or supervision in healthcare quality improvement.</li> <li>▶ Teaching in a relevant healthcare programme.</li> </ul>	Application form and interview
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>▶ A flexible approach to working across the Health Leadership programme modules.</li>   <li>▶ Highly developed management skills, able to meet deadlines within tight time schedules, able to take the initiative but seeks advice as necessary, prioritises, and copes with pressure.</li> </ul>	Application form and interview

	Essential	Method of assessment
	<ul style="list-style-type: none"> <li>▶ Excellent team-working and interpersonal skills, demonstrating empathy for colleagues and students, with ability to motivate colleagues and students to form positive teams and produce effective outputs.</li>   <li>▶ Able to facilitate and coordinate small group teaching, deliver lectures, develop online resources, mark assessments, and mentor students. Uses a variety of large and small group teaching methods, focussing on interactive and evidence-informed innovative methods.</li>   <li>▶ Competent in IT and internet usage, especially for e-learning.</li>   <li>▶ Excellent communication and presentation skills.</li> </ul>	
<p><b>Training and Development</b></p>	<ul style="list-style-type: none"> <li>▶ Willing to undertake peer review of teaching, respond constructively to feedback, undertake further training as appropriate and adopt new procedures as required.</li>   <li>▶ Willing to undertake a Postgraduate Certificate in Higher Education, or equivalent, and Fellowship of the Higher Education Academy, if not already obtained.</li> </ul>	

	Desirable	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ A postgraduate medical qualification such as MRCP, MRCPGP, or FRCS</li> <li>▶ PG Diploma or Masters in Higher/Medical Education</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Teaching in a healthcare leadership or management programme within Higher Education.</li> <li>▶ Leading healthcare quality improvement projects in a healthcare organisation.</li> </ul>	Application form and interview
<b>Aptitude and Skills</b>	<ul style="list-style-type: none"> <li>▶ Ability to communicate complex ideas through a variety of media including written proposals, grant applications and reports.</li> <li>▶ Ability to develop fruitful external professional networks</li> </ul>	

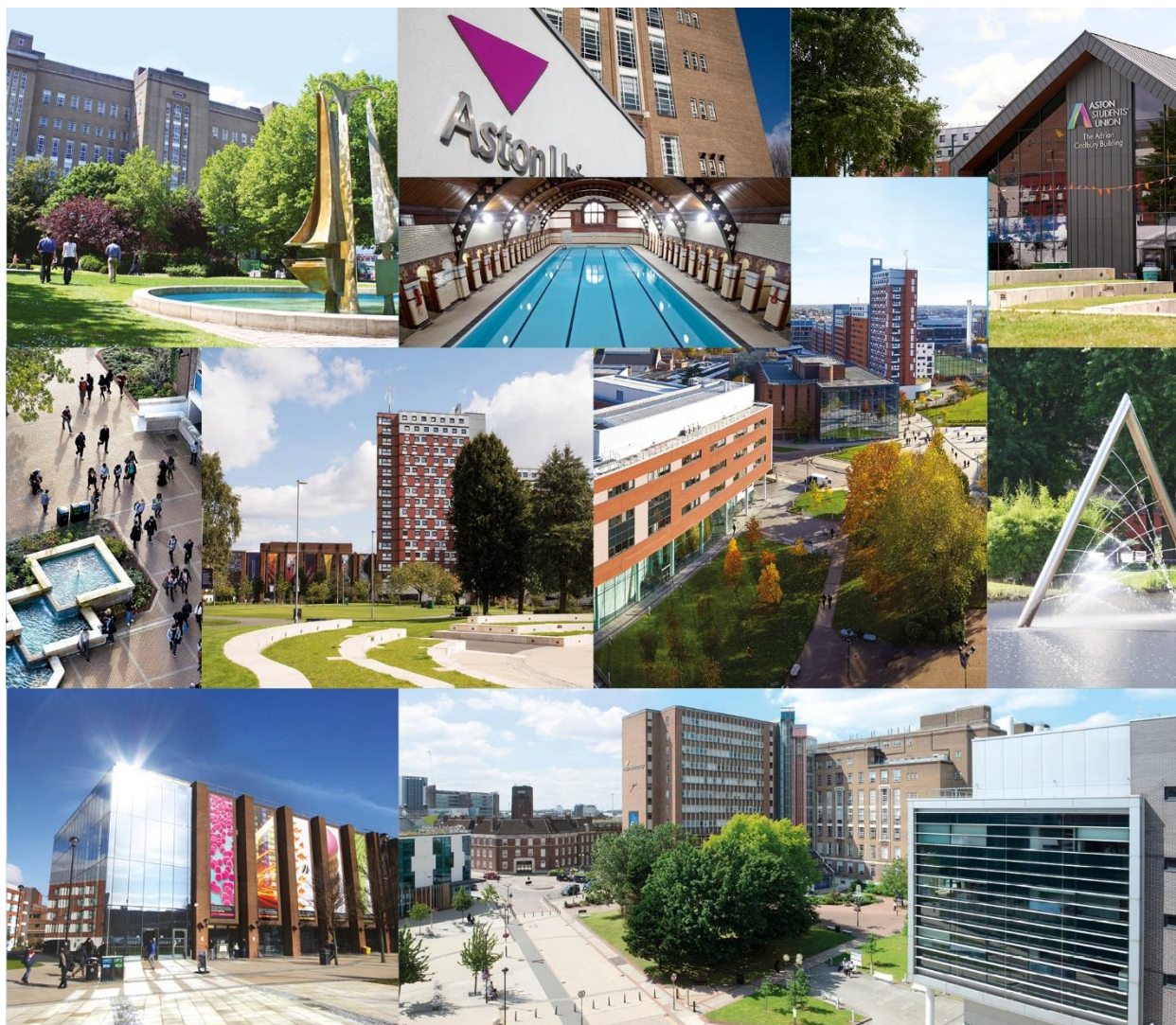
# How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.  
All applicants must complete an application form, along with your CV.

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 [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name:

Job Title:

Email:

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

Recruitment Team via [jobs@aston.ac.uk](mailto: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.**