



OPPORTUNITY

Dean of Medical Education

Reference: 0715-23.

Grade: Band 1

Salary: £64,732 to £100, 747, per annum, depending on experience

Contract Type: Continuing

Basis: Full Time (36.5 Hours)

Job description

Job Purpose:

The purpose of this role is to ensure Aston Medical School continues to offer outstanding healthcare programmes, that are consistent with the stated educational objectives of the General Medical Council and the Nursing and Midwifery Council.

By agreement with the Dean of AMS and the relevant Trust, and appropriate to the agreed job plan which most suits the candidate's strengths, the successful candidate may be able to undertake an appropriate Honorary Contract with a local NHS Trust or General Practice to deliver clinical duties as will be agreed through joint job planning.

You will hold the substantive position of Dean of Medical Education and, subject to relevant qualifications and experience, Professor of Medical Education. The Deputy Dean of Aston Medical School is an appointed office for initially a period of three years.

Main duties and responsibilities

As Dean of Medical Education:

- ▶ Determines strategic direction for undergraduate and postgraduate education in Aston Medical School (AMS) in line with College and University strategy, to enhance financial sustainability and diversify income opportunities, and to meet targets for tuition fee income. Takes account of the external political, financial, regulatory and professional landscape and opportunities.
- ▶ Leads on external accreditation of programmes.
- ▶ In keeping with University, College and School priorities, develops the AMS undergraduate and postgraduate education portfolio with financially viable options that address the needs of healthcare providers and practitioners, offers innovative options and continues to encourage and support widening participation. Recent discussions have included part-time, part-online, and apprenticeship-based approaches.
- ▶ In collaboration with the Dean of AMS, designs and implements the education workforce, taking account of economies of scale across all programmes, and succession planning to meet the future needs of the School.
- ▶ Responsible for all resources related to education within the School, including recruitment and selection, learning and teaching resources and work allocation. Prepares and delivers budgets in agreement with the Dean of AMS.
- ▶ Builds on the current effective networks across the College and with local NHS providers to develop joint research and teaching opportunities, particularly with interdisciplinary links, and to increase clinical placements, and develop individual clinical academics.
- ▶ Develops and oversees each programme's strategy and governance, ensuring linkage to clinical governance in the Local Education Providers (LEPs); chairs the Programme Committees and the AMS-LEPs Committees.
- ▶ Develops and oversees the undergraduate and postgraduate quality management processes, including evaluation strategies to gather and respond to student feedback, annual reports to Programme Committees, continuous

monitoring reports to College Quality Sub-committee, assessment quality management, and reporting to Boards of Examiners and Programme Committees.

- ▶ Oversees the development of the assessment strategy for each Programme and setting clear detailed schedules of assessment for each stage of programme.
- ▶ Designs the faculty development strategy with colleagues; oversees, and contributes to the training of staff in teaching, learning and assessment matters, personal tutoring and student support, and running Concerns Panels, etc.
- ▶ Responsible for and advises on AMS admissions policy and procedures, in line with University strategy and policy; contributes to outreach activities such as open days and widening participation events.
- ▶ Takes responsibility for the delivery of all aspects of curriculum including teaching, assessment and student support and contributes to the teaching and assessment, and the personal tutoring programme.
- ▶ Leads and manages the education staff, motivates staff and creates a supportive culture that encourages high standards, and successful completion of delegated responsibilities and leadership. Manages and develops performance with the aid of a workload model to ensure successful outcomes and the wellbeing of all colleagues. Provides direct line management for senior leaders of each programme.
- ▶ Undertakes administrative tasks related to areas of responsibility as required.
- ▶ Develops a high quality scholarship programme within medical education, collaborating with colleagues within and beyond the Medical School as appropriate, pursues external research funding; mentors and supervises colleagues and students to undertake research and publish in high quality journals.
- ▶ Supervises postgraduate students to masters and doctoral level as appropriate.
- ▶ Provides expertise and academic leadership within healthcare education by contributing to faculty development and mentoring colleagues across the School, College and University.
- ▶ Undertakes additional duties within the School and University as agreed with the Dean of AMS.
- ▶ Engages in continuous training and personal professional development that is consistent with the needs of the post, for example through the Royal Colleges, learned societies, and University staff development courses and peer observation of teaching.
- ▶ Contributes to University teaching, learning and assessment committees and responsibilities as agreed with the Dean of AMS.
- ▶ *As Deputy Dean of Aston Medical School:*
- ▶ Supports the Dean and contributes to planning and driving forward the strategic direction, priorities for development, financial imperatives, targets for the School, and associated quality and human resource matters.
- ▶ Deputises and represents the Dean and AMS at College, University and national committees such as the Medical Schools Council as required.

- ▶ **Additional responsibilities**

- ▶ Ensures and promotes the personal health, safety and wellbeing of self, other 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
Education and qualifications	<p>Good Honours first degree and PhD/Master's in relevant health science or healthcare discipline.</p> <p>OR - for a clinical appointment Primary Medical Degree and Certificate of Completion of Training.</p> <p>Fellowship of relevant Royal College, or equivalent evidence of scholarship. Registered and in good standing with GMC, with a licence to practise.</p> <p>Ongoing clinical practice at grade relevant to appointment.</p> <p>A recognised teaching qualification or Fellowship of Advance HE at the level appropriate to the post holder's appointment, or equivalent.</p> <p>Willingness to work towards Principal Fellowship of Advance HE if not yet obtained.</p>	Application form
Experience	Evidence of contributing to the enhancement and innovation of learning and teaching at a national/international level, through policy, strategy and/or professional development.	Application form and interview

	Essential	Method of assessment
	<p>Evidence of a strong academic record with publications and funding.</p> <p>Management and leadership of budgets, resources and staff.</p> <p>Experience of people management, managing performance and resolving conflict.</p> <p>Substantial experience of leading and developing healthcare education with associated quality management processes and with evidence of successful outcomes.</p> <p>Experience of the range of difficulties that students may suffer and possible interventions and support systems, including fitness to study and fitness to practise procedures.</p> <p>Experience of delivering high quality, research-led teaching to students, including delivering complex concepts to a variety of audiences.</p> <p>Evidence of significant networks with successful contributions to national and international projects.</p>	
<p>Aptitude and skills</p>	<p>Evidence of strong pedagogical understanding and knowledge of relevant Professional, Statutory and Regulatory Bodies (NMC and GMC) and their standards and requirements for undergraduate healthcare education.</p> <p>Flexible with excellent organisational and self-management skills and ability to think analytically and creatively.</p> <p>Strong inter-personal and empathic leadership skills with the ability to motivate, inspire and influence others to</p>	<p>Application form and interview</p>

	Essential	Method of assessment
	<p>develop collaborative, creative and highly performing teams.</p> <p>Excellent written, verbal and presentation skills, able to communicate strategy and complex ideas clearly to a range of audiences including students, staff, NHS partners, regulatory and professional bodies.</p>	
Other	<p>Commitment to equality, diversity, inclusion and wellbeing throughout the School, and approaches that encourage and support widening participation in our programmes.</p>	

	Desirable	Method of assessment
Education and qualifications	<p>Principal Fellowship of Advance HE.</p>	<p>Application form</p>
Experience	<p>Experience of GMC systems for quality assurance of UG medical education.</p> <p>Experience of PG medical education and educational supervision.</p> <p>Experience of UG admissions.</p> <p>Experience of healthcare in the NHS.</p> <p>Involvement in student selection for admission to healthcare programmes.</p>	<p>Application form and interview</p>
Aptitude and skills	<p>Leadership and management training.</p>	

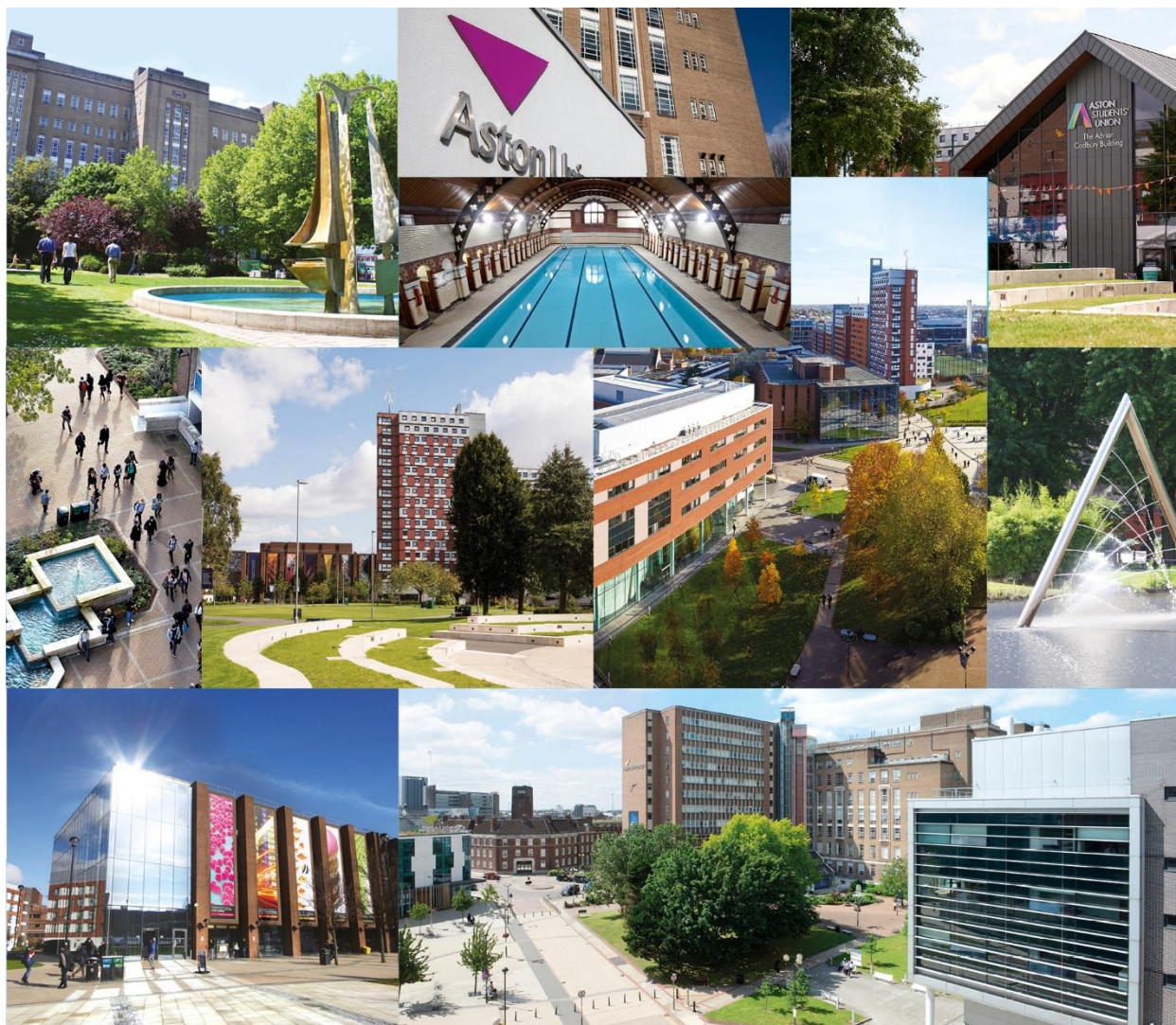
How to apply

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.



Contact information

Enquiries about the vacancy:

Name: Chris Langley

Job Title: Deputy Dean External and Professor

Email: c.a.langley@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:

Non-British/Irish citizens moving to the UK to work will need to apply for a visa in advance. You can find more information about visas for work on the gov.uk website [here](#).

Before applying for this role, 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.

The most common types of visa to work in the UK 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

You can find information about the Global Talent Visa on the gov.uk website [here](#), and on the Royal Society website [here](#).

You can also find further information about work visa options on our website [here](#).

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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**Where change
gets real.**