# Senior Teaching Fellow (Deputy Programme Director, Physician Associates)




**Reference: 1893-26**

**Grade: 9/10**

**Salary: £ 48,337- 68,817 pro rata per annum, depending on experience**

**Contract Type: Fixed Term (Maternity Cover)**

**Basis: 0.9 (32 hours per week)**

# Job description

**Job Purpose:**

**Main Duties and Responsibilities**

**Deputy Programme Leadership and Operational Accountability**

- Act as Deputy Programme Director, providing senior operational leadership across all aspects of programme delivery.
- Hold delegated responsibility for programme performance across teaching, assessment, admissions, student experience, quality assurance, placement activity and regulatory compliance.
- Deputise for the Programme Director as required, exercising significant delegated authority within agreed governance arrangements.
- Lead operational planning, risk management, business continuity and service improvement activities across the programme.
- Monitor programme performance, capacity, student outcomes and operational risks, implementing corrective action where required.
- Advise the Programme Director and School leadership on programme delivery, sustainability, workforce requirements and operational priorities.

**Programme Delivery, Quality Assurance and Regulatory Compliance**

- Lead implementation of University, GMC and other regulatory requirements across the programme.
- Coordinate accreditation, annual monitoring, external examiner and quality assurance processes.
- Ensure delivery of quality enhancement plans and approved programme developments.
- Oversee the coordination of teaching activity across modules, years and delivery teams.
- Maintain oversight of programme risks and ensure appropriate mitigation and escalation.
- Contribute to curriculum development, review and continuous improvement activities.

**Assessment and Examination Leadership**

- Hold delegated responsibility for programme-wide assessment delivery, governance and quality assurance.
- Lead the planning and delivery of written, practical and clinical assessments, including OSCEs.
- Ensure robust processes for assessment design, moderation, standard setting, security and review.
- Oversee examination resources, staffing, logistics and operational performance.
- Review assessment outcomes, psychometric data and external examiner feedback to inform improvement.
- Lead responses to assessment incidents, quality concerns and operational risks.

**Student Experience, Progression and Professional Standards**

- Provide senior oversight of student engagement, support, progression and retention.
- Exercise delegated authority in complex Fitness to Practise, Fitness to Study, misconduct and progression matters.
- Ensure student-related decisions are consistent, evidence-based and compliant with University regulations.
- Lead coordination of student support pathways with academic and professional services teams.
- Monitor student feedback and outcome data, implementing actions to improve the student experience.
- Ensure effective communication of programme, professional and assessment requirements.

**People, Workforce and Resource Leadership**

- Line manage designated academic and professional services staff.
- Lead workforce planning, workload allocation and staff deployment across programme activities.
- Oversee recruitment, induction, performance management and staff development.
- Ensure sufficient staffing capacity and operational resilience to support programme delivery.
- Lead multidisciplinary teams through periods of change and service development.
- Contribute to resource planning and organisational improvement activities.

**Partnerships and Stakeholder Leadership**

- Maintain effective relationships with NHS organisations, placement providers, clinical educators and professional stakeholders.
- Lead resolution of complex placement, partnership and operational issues.
- Represent the programme internally and externally as required.
- Support the Programme Director in managing strategic partnerships and external relationships.
- Contribute to regional and national Physician Associate education activities.

**Scholarship and Academic Citizenship**

- Maintain an active profile in educational leadership, scholarship, evaluation or innovation.
- Disseminate effective practice through presentations, publications and professional networks.
- Mentor and support colleagues in educational and leadership development.
- Contribute to School, College and University committees and working groups.
- Undertake other duties commensurate with the seniority and scope of the role.

The postholder will contribute substantially to programme development, workforce planning, quality enhancement and organisational improvement and will exercise significant delegated authority on behalf of the Programme Director.

Ultimate responsibility for programme strategy, institutional representation, regulatory accountability and overall programme leadership remains with the Programme Director and relevant University governance bodies.

## Person specification

| | Essential | Method of assessment |
|---|---|---|
| **Education and qualifications** | Master's degree, or equivalent senior professional standing, in a relevant healthcare, clinical education, medical education or related discipline.<br><br>Senior Fellowship of Advance HE, Fellowship or Membership of the Academy of Medical Educators, or demonstrably equivalent recognised evidence of sustained educational leadership and impact.<br><br>Current registration with an appropriate professional regulatory body where the applicant's professional background is subject to statutory regulation. | Application form and interview |
| **Experience** | Significant experience of programme, curriculum or educational leadership within Higher Education, with substantial responsibility for programme strategy, operational delivery, academic standards, quality and continuous improvement.<br><br>Substantial senior leadership experience within a professionally regulated healthcare education programme.<br><br>Demonstrable experience of leading complex programme-level quality assurance, academic governance, accreditation or regulatory activity.<br><br>A successful track record of leading curriculum, programme or | Application form and interview |

| | Essential | Method of assessment |
|---|---|---|
| | organisational change from initial development and approval through to implementation and evaluation.<br><br>Extensive experience of assessment leadership within a healthcare, clinical or professional education context, including experience of high-stakes written and clinical assessment.<br><br>Experience of assessment scrutiny, standard setting, moderation, quality assurance, psychometric review and assessment governance.<br><br>Experience of identifying and managing significant assessment risks or quality concerns and presenting clear, evidence-based and defensible recommendations to Boards of Examiners or equivalent academic bodies.<br><br>Significant experience of admissions, applicant selection or recruitment within a healthcare professional or comparably selective programme, working collaboratively with an Admissions Lead or equivalent institutional function.<br><br>Substantial experience of managing complex student matters, including cases involving progression, professional conduct, student support, Fitness to Study or Fitness to Practise.<br><br>Significant line-management and organisational leadership experience, including objective setting, workload | |

| | Essential | Method of assessment |
|---|---|---|
| | allocation, staff development, performance management and the management of sensitive staffing matters.<br><br>Experience of workforce, capacity, succession or resource planning within a complex educational or healthcare environment.<br><br>A strong record of developing and maintaining effective relationships with healthcare providers, placement partners, clinical educators, professional bodies, regulators and other external stakeholders.<br><br>Evidence of regional or national educational leadership and of contributing to the profile, reputation or influence of a programme, School or institution. | |
| **Aptitude and skills** | Proven ability to provide visible, credible and inclusive academic leadership within a complex programme or educational environment.<br><br>Ability to operate with a high degree of autonomy and exercise authoritative professional and academic judgement within an agreed delegated remit.<br><br>Ability to manage significant academic, operational, regulatory, reputational and student-related risks.<br><br>Ability to lead the delivery of complex and institutionally significant areas of work across competing strategic and operational priorities. | Application form and interview |

| | Essential | Method of assessment |
|---|---|---|
| | Highly developed written and verbal communication skills, including the ability to prepare and present clear, authoritative and evidence-based reports, proposals and recommendations.<br><br>Highly developed negotiation, influencing and relationship-management skills, with the professional credibility to advise, challenge and influence senior internal and external stakeholders.<br><br>Ability to interpret and apply complex institutional policies, academic regulations and professional or regulatory requirements.<br><br>Ability to analyse and interpret qualitative and quantitative information, including student outcomes, assessment data, psychometric evidence, external examiner feedback, quality indicators and workforce information.<br><br>Ability to translate complex evidence into proportionate actions, clear decisions and defensible recommendations.<br><br>Ability to think strategically while maintaining appropriate oversight of detailed operational delivery.<br><br>Ability to lead multidisciplinary academic, professional services and clinical teams through periods of change, uncertainty or increased operational pressure.<br><br>Ability to establish clear accountability, priorities, standards and decision-making routes for individuals and teams. | |

| | Essential | Method of assessment |
|---|---|---|
| | Ability to manage complex and sensitive student or staffing matters with fairness, discretion, professionalism and sound judgement.<br><br>Ability to work collaboratively with the Programme Director, Admissions Lead, programme leadership team and wider School, College and University colleagues.<br><br>Ability to represent the programme and University credibly and professionally at School, College, University, regional and national levels.<br><br>Ability to manage a complex workload, prioritise effectively and work flexibly around key programme activities, including admissions, examinations, regulatory submissions, student casework and external meetings.<br><br>Commitment to equality, diversity and inclusion and the ability to promote an inclusive learning and working environment.<br><br>Commitment to professional integrity, high academic standards, continuous improvement and the delivery of an outstanding student experience. | |

| | Desirable | Method of assessment |
|---|---|---|
| **Education and qualifications** | Additional recognised qualification in leadership, management, medical education or higher education.<br><br>Doctoral-level qualification, or evidence of progress towards a doctoral-level qualification, in a relevant discipline. | Application form |
| **Experience** | Direct senior leadership experience within Physician Associate education.<br><br>Experience of influencing senior institutional decision-making and presenting authoritative reports, proposals or recommendations to senior academic governance or executive leadership bodies.<br><br>Experience of chairing programme, assessment, quality assurance or academic governance committees.<br><br>Experience of providing senior programme-level oversight of admissions strategy, interview design, selection processes or applicant recruitment and conversion activity.<br><br>Experience as a national Physician Associate examiner, national assessor, standard setter, external examiner or in an equivalent national assessment role.<br><br>Active contribution to the Physician Associate Schools Council or another national educational, assessment, regulatory or professional organisation.<br><br>A sustained record of educational scholarship, publication, research, evaluation, pedagogic development or sector-facing innovation. | Application form and interview |

| | Desirable | Method of assessment |
|---|---|---|
| **Aptitude and Skills** | Ability to contribute to national debate, policy development or collaborative initiatives relating to Physician Associate or healthcare professional education.<br><br>Ability to develop educational scholarship, research, evaluation or innovation and disseminate effective practice internally and externally.<br><br>Ability to enhance the external profile, reputation and influence of the Physician Associate Programme, Aston Medical School and Aston University.<br><br>Ability to contribute to the development, mentoring and educational leadership capacity of academic, clinical and professional services colleagues. | Application form and interview |

## University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.




## 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 recruitment@aston.ac.uk.

## Contact information

**Enquiries about the vacancy:**

Name: Professor Philip Begg
Job Title: Programme Director
Email: p.begg@aston.ac.uk

**Enquiries about the application process, shortlisting or interviews:**
Recruitment Team via recruitment@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:** Benefits and Rewards | Aston University

**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**: Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres https://www.gov.uk/skilled-worker-visa You can also find further information on our candidate immigration web page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see our candidate immigration web page for further details.

**Before you start and Right to Work**

Right to Work Check
All employees must complete a Right to Work check before they commence work at Aston. HR will contact you during the onboarding process to arrange your check.

Cost of Living - Estate and Letting Agents
There are numerous Estate and Letting Agents that can help you find suitable accommodation. Useful websites for support and guidance https://www.gov.uk/government/publications/how-to-rent/how-to-rent-the-checklist-for-renting-in-england and https://www.citizensadvice.org.uk/housing/
You can also use property search websites such as Rightmove or Zoopla.

**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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