



## THE POST

<b>College:</b>	<b>College of Medicine &amp; Health</b>
<b>Post:</b>	<b>Senior Lecturer (Education and Scholarship) in Clinical Skills</b>
<b>Reference No:</b>	<b>R45005</b>
<b>Grade:</b>	<b>G</b>
<b>HERA:</b>	<b>STFEL</b>
<b>Reporting To:</b>	
<b>Responsible For:</b>	

The above 0.8 FTE part-time post is available immediately in the College of Medicine and Health.

### Job Description

#### Main purpose of the job:

You will have responsibility for managing the delivery of Clinical Skills teaching and assessment for the undergraduate Medicine (BMBS) programme in our Exeter locality. This involves associated operational administration, curriculum development, and quality management & enhancement (including regulatory accreditation as appropriate). You will work with the Clinical Practice Assessment Lead and your counterparts at our other localities to ensure the efficient and effective delivery of teaching and assessment for all our students in accordance with the College's education strategy.

#### Main duties and accountabilities:

##### Teaching and Learning Support

1. Responsibility for managing Clinical Skills teaching and assessment, including oversight of day-to-day operational processes (e.g. timetabling, assessment, examination systems) undertaken by professional services colleagues and programme accreditation processes.
2. Work with the Clinical Practice Assessment Lead and your counterparts in our other localities to ensure education enhancement and quality assurance of the BMBS curriculum, regularly reviewing programme clinical skills content and materials, updating as required.
3. Support the College's Associate Dean of Education in the development and implementation of the College's Education Strategies and contribute to the development of academic policies across the College in line with University aims and relevant performance indicators.
4. Teach a range of material for BMBS clinical and communication skills.
5. Develop, promote and implement innovative teaching practices (with support from our Teaching Quality Assurance and Enhancement department), including technology enhanced learning.
6. Oversee the monitoring of student progress and provide advice, remediation and guidance to students and their Professional Development Group Tutors as appropriate (including oversight of the needs of students with special requirements and processes pertaining to mitigating circumstances).
7. Actively participate in the BMBS Clinical Practice Integrated Learning Group, engaging with working groups as required.

##### Managing people

1. Line manage the BMBS Clinical Skills team/tutors and contribute to the development of the team and individuals through the appraisal system and providing advice on personal development.
2. Act as a personal mentor to peers and colleagues.
3. Identify Clinical Skills team training needs and organise/deliver team training events to ensure the team is equipped to deliver high quality teaching.
4. Resolve problems affecting the quality of programme delivery and student progress.

### Scholarship

1. Conduct individual or collaborative scholarly projects.
2. Identify sources of funding and contribute to the process of securing funds for scholarly activities.
3. Be aware and informed of developments in higher education relevant to the development of teaching and learning strategies within the College.

### Communication

1. Disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding.

### Liaison and Networking

1. Lead and develop internal networks for example by chairing and participating in College or University committees or working groups.
2. Act as an external examiner to other Institutions and provide professional advice as appropriate.
3. Lead and develop external networks for example with external examiners and assessors.
4. Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.

### Teamwork

1. Lead teams within areas of responsibility.
2. Ensure that teams within the College work together.
3. Act to resolve conflicts within and between teams.

### Pastoral care

1. Deal with referred issues relating to pastoral care of students, referring them to sources of further help if required.
2. Provide first line support for colleagues, referring them to sources of further help if required.

### Initiative, problem solving and decision-making

1. Resolve problems affecting the delivery of programmes and modules in accordance with regulations.
2. Make decisions regarding the operational aspects of educational programmes.
3. Monitor student progress and retention.
4. Identify opportunities for strategic development of new programmes or appropriate areas of activity and contributing to the development of such ideas.

### Planning and managing resources

1. Contribute to the overall management of the College in areas such as resource management, business and programme planning.
2. Be responsible for setting standards and monitoring progress against agreed criteria for area of responsibility.
3. Be involved in College level strategic planning and contribute to the Institution's strategic planning processes.
4. Plan and deliver consultancy or similar programmes and ensure that resources are available.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. Please visit the Human Resources website to view full role profile

<http://www.exeter.ac.uk/staff/employment/academicroles/youteach/roleprofiles/>

### **Person Specification**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Attainments/Qualifications	Possess a depth or breadth of specialist knowledge demonstrated by a PhD in a relevant clinical discipline, or equivalent health care professional qualification, of the core knowledge relating to academic area in order to teach	Fellow of the HEA; working towards Senior Fellow  Appropriate teaching qualification.

	and support learning on academic area modules	
Skills and Understanding	Have experience of managing teams and/or functions in a busy environment with conflicting priorities. Possess an in-depth understanding of own specialism to enable the development of new knowledge and understanding within the field.	
Prior Experience	Have experience of teaching, curriculum development and quality management and enhancement in an HE environment.	Have proven Leadership qualities in an HE environment.
Behavioural Characteristics	Excellent written and verbal communication skills. Able to identify potential sources of funding. Able to communicate complex and conceptual ideas to a range of groups. Be a strategic thinker Able to participate in and develop external networks. Be able to demonstrate independent and self-managing working styles Have knowledge of tertiary education and be able to use a range of delivery techniques to enthuse and engage students An understanding of the importance of equality and diversity within an organisation and a commitment to helping create an inclusive culture.	
Circumstances		

### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Dr Paul Kerr, Lead for Clinical and Communication Skills and Clinical Practice Assessment Lead, email [P.Kerr@exeter.ac.uk](mailto:P.Kerr@exeter.ac.uk).

### **Terms & Conditions**

Our Terms and Conditions of Employment can be viewed [here](#).

### **Further Information**

Please see our [website](#) for further information on working at the University of Exeter.