

# JOB DESCRIPTION

# Undergraduate Programmes Manager

**Vacancy Ref****: ???**

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| **Job Title:** Undergraduate Programmes Manager | **Grade:** 7 |
| **Duration:** Indefinite |
| **Department:** Lancaster Medical School |
| **Directly responsible to:** School Manager |
| **Supervisory responsibility for:** G5 Sports and Exercise Science (SaES) Programme Coordinator, G6 MBChB Programme Officer & G6 Primary Care Officer |
| **Other contacts:****Internal:** Director & Deputy Director of Studies for MBChB; Director of Studies for Sports and Exercise Science (SaES); Co-Directors of Primary Care; Professional Service (PS) & academic leads of Admissions, Assessment, Quality Assurance, Fitness to Practise, Appeals and Complaints; students; professional services staff within Lancaster Medical School; the Head / Deputy Head of School; the Faculty Office and central professional services divisions; Student Wellbeing & Support; Student & Education Services and Facilities. Colleagues involved in undergraduate processes elsewhere in the University, with essential liaison with the University-wide strategic developments.**External:** Placement providers, e.g. educational supervisors in NHS Trusts, GP Practices; our regulators, the General Medical Council (GMC), NHS organisations including NHS-England Workforce, Training and Education (NHS-E WTE), Foundation Schools, the UK Foundation Programme (UKFPO), the Office for Students (OfS); other HEIs, and the Medical Schools’ Council (MSC).Planned oversight of Apprenticeship development for MBChB (as part of NHS England’s government endorsed NHSE Long Term Workforce Plan), with crucial interface with Ofsted and development / maintenance of regulatory framework. |
| **Major Duties:**The role holder, working closely with a range of colleagues including, inter alia, the School Manager, SaES & MBChB Programme Officers, Primary Care Officer, the Directors/Deputy Director of Studies for the MBChB & SaES, the Co-Directors of Primary Care, the academic & professional services membership of the School Learning & Teaching Committees and Clinical Collaboration Committees, will provide effective management of curricular delivery requirements for all undergraduate programmes offered by Lancaster Medical School (LMS). They will lead the professional services teams involved in programme delivery and support the academic directors in strategic and partnership developments. The academic directors may have additional clinical responsibilities taking them away from Medial School business; this role will lead on programme related decision making (in consultation with the School Manager) when the academic lead is unavailable. **Administration*** In collaboration with the Directors / Deputy Director of Studies for the MBChB & SaES programmes, Co-Directors of Primary Care, the Head / Deputy Head of School and the School Manager, along with other colleagues, oversee the efficient and effective management and administration of undergraduate curricular content development, review and delivery processes.
* Ensure delivery of an effective administrative support service for undergraduate curricular content development, review and delivery processes.
* To be responsible for oversight of undergraduate curricular content development, review and delivery processes, with policies and procedures under regular review, and maintenance of records in line with records retention schedules and GDPR (General Data Protection Regulation), providing routine and bespoke reports as required.
* Liaise with colleagues in this university and across the Higher Education sector (& where necessary, regulatory bodies), who are involved in undergraduate curricular content generation and delivery processes to ensure the dissemination of effective practice.
* Coordinate and prepare material for relevant reviews, audits and returns, including any interaction with external regulatory bodies (e.g. GMC).
* In collaboration with the Quality Manager, use data to undertake analysis/tracking, report findings and make recommendations for the improvement of undergraduate curricular content generation and delivery processes.
* Liaise with the Directors/Deputy Director of Studies, Head/Deputy Head of School, School Manager and other senior colleagues to ensure regular horizon scanning is performed to determine what regulatory or policy changes may need to be implemented, and the impact they would have on LMS processes. This area is evolving rapidly and requires significant PS leadership in implementing the requirements of the NHS England Long Term Workforce Plan, that includes significant educational reform in undergraduate medical education. Provide advice and guidance on administrative matters and implementing new processes and systems and seeking continuous improvement.

**Administration of the Manual of Academic Regulations and Procedures (MARP)*** Support all curriculum content generation and delivery processes, liaising closely with, and supporting, the Directors of undergraduate studies, Co-Directors of Primary Care, Head/ Deputy Head of School and School Manager, as well as linking with professional services and academic colleagues in Admissions and Assessment.
* Responsible for oversight of the SaES Programme Officer’s, the MBChB Programme Officer’s and the Primary Care Officer’s production of agendas and minutes of Learning & Teaching Committees, Clinical Collaboration Committees and Primary Care Team meetings, in liaison with the Directors of Studies for the related undergraduate courses and the Co-Directors of Primary Care.
* Support all relevant undergraduate curriculum meetings, overseeing and delegating/enacting the required actions.
* Proactively identify potential issues related to curriculum content and delivery processes, then alert and work collaboratively with the Directors of Studies/Primary Care as appropriate, to provide solutions.
* Maintain a risk register of curriculum content and delivery processes.
* Facilitate MBChB and SaES programme teams communications with students/applicants.
* Ensure that appropriate university authorities and external regulators are aware of key SaES and MBChB programme information.
* Support external Faculty (e.g. clinicians from partner NHS Trusts and public/patient engagement/involvement) recruitment and training for participation in undergraduate content and delivery processes.
* Liaise with the Director of MBChB Quality Assurance and the Quality Enhancement Manager to contribute to the appropriate course governance and Quality Assurance processes.
* Ensure that processes are compliant with internal policy, and with external regulatory requirements, liaising with the GMC as appropriate, and contributing to appropriate reporting.
* Coordinate the timing of undergraduate programme activities of Lancaster Medical School to ensure support of staffing workload and maximise team resilience.

**Administration of Sport and Exercise Science undergraduate programme*** Oversight and development of the range of curriculum content and delivery processes, with the Director of Studies and in leadership of the PS team.
* Continually review and improve programme administration processes, lead on the roll-out of new processes, subsequent audit and further process change as required.
* Liaise with colleagues involved in undergraduate processes in the central University, with contribution to university-wide projects relating to programme administration.
* Manage oversight of communications regarding student enquiries/complaints in relation to the SaES curriculum with all relevant parties.
* Contribution to appropriate course governance and Quality Assurance processes.
* Communicate with Academic Officer with regards to any student academic probity issues.
* Ensure that the undergraduate curriculum content and delivery processes are compliant with the internal policy and external regulatory requirements, with connection to any external partners.

**Administration of MBChB undergraduate programme*** Oversight and development of the range of curriculum content and delivery processes, with the Directors of Studies / Primary Care and in leadership of the PS teams.
* Continually review and improve programme administration processes, lead on the roll-out of new processes, subsequent audit and further process change as required.
* Liaise with colleagues involved in undergraduate processes in the central University, with contribution to the University-wide projects and the MBChB Curriculum Review/medical education reform as required of the NHS England Long Term Workforce Plan.
* Manage oversight of communications regarding student enquiries/complaints in relation to the MBChB curriculum with all relevant parties, with liaison with the Student Manager (Fitness to Practise, Appeals and Complaints) as necessary.
* Contribution to appropriate course governance and Quality Assurance processes, with establishment of suitable communication with the Director of MBChB Quality Assurance and the Quality Enhancement Manager.
* Communicate with Academic Officer with regards to any student academic probity issues.
* Communicate with Student Manager (Fitness to Practise, Appeals and Complaints) with regards to relevant student fitness to practise issues as they arise.
* Communication with Medical Education & Training Funding Manager to dovetail curriculum activity with Funding streams.
* Working closely with the Quality Manager, ensure that the undergraduate curriculum content and delivery processes are compliant with the internal policy and external regulatory requirements, with connection to Clinical Education Partners, NHSE-WTE and quality assurance to GMC.
* Respond to changes/introduce new programmes/processes in response to changes in the Medical Education Sector (e.g. any potential introduction of a Medical Doctor Degree Apprenticeship course with associated governance / Ofsted quality assurance, in response to the NHS England Long Term Work Force Plan).

**Divisional operations*** Provide advice on administrative processes and workflows.
* Participate as a member of the senior Professional Services Team and represent Lancaster Medical School on relevant committees and groups across the Faculty and University and more widely across the sector.
* Participate in Faculty and University level working groups that ensures best practice across the Faculty and University and sector.
* Contribute to the maintenance of a database of divisional external contacts.

Behavioural / organizational expectations:* Engage fully in divisional activity as evidenced by participation in, for example, meetings, reviews and events.
* Participate in continuing professional development.
* Behave in a manner in line with the University’s stated values.
* Undertake other duties as may be requested that are commensurate with the grade of the post.
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