

JOB DESCRIPTION
Professor and Head of Medical Education, Lancaster Medical School
Vacancy Ref: A736

Job Title:	Professor and Head of Medical Education	Present Grade: Off scale
Department/College:	Lancaster Medical School	
Directly responsible to:	Dean of the Faculty of Health and Medicine	
Supervisory responsibility for:	Staff in Lancaster Medical School	
Other contacts		
Internal: Dean, Associate Deans, members of PRC, academic and support staff, members of Senate, officers within the central administration of the University.		
External: Local NHS Trusts, staff at Liverpool University, General Medical Council, Heads of other Medical Schools (or similar)		
Major Duties:		
<p>Overview:- The Professor and Head of Medical Education is responsible for the development/ planning and delivery of a GMC-accredited undergraduate medical education programme that runs independently from that of Liverpool University. S/he will take responsibility for advancing postgraduate medicine at the University. In addition, the post-holder will develop and promote research related to medical education and/or in other areas relevant to interests within the Faculty.</p>		
Areas of responsibility:		
General Leadership and Management		
The Head of Medical Education is responsible for managing undergraduate and postgraduate teaching and recruitment within the Division and Faculty through delegation to appropriate individuals and for developing and encouraging a research profile that positions Lancaster as a leader in the delivery of innovative medical education.		
Academic leadership		
The post-holder is responsible for:-		
<ul style="list-style-type: none"> • Academic planning in line with the strategic plan for the Faculty, and in particular the de-coupling of the undergraduate medical education programme from that of Liverpool University, and the accreditation by the General Medical Council of the independent programme. • Maintaining and improving the reputation of medical education, the Faculty and the University at national and international levels. • The promotion and strengthening of research within and across the Faculty and more widely across the University. • Advising and supporting academic staff in research and maintaining a personal research profile, particularly with respect to medical education. • Encouraging and promoting effective and reflective teaching through example, support and advice. • Developing and enforcing appropriate quality assurance mechanisms. • Chairing meetings as required, to ensure that effective consultation takes place with students and staff, including communication of issues and policy discussed at relevant Faculty and University committees. • Representing the Faculty's views on, and interests in, education at Faculty and University level and to external bodies. • Engaging in continuing professional development to ensure adequate skills and knowledge to carry out the role. 		

Managing People

The post-holder is responsible for:-

- managing, deploying and developing staff of all categories, including assessment of workload and implementation of strategies to ensure a balance of workload across staff.
- presenting plans for the strategic recruitment of staff as required.
- being familiar with University's policies and procedures in relation to staff; communicating these to staff as necessary.
- developing and promoting effective communication processes between students, staff and others and ensure proper information flow.
- ensuring that the University's Equal Opportunities Policy and its procedures (as they relate to staff and to students) are known and actively applied.

Managing Resources

The post-holder is responsible for:-

- assisting the Dean to manage the Faculty responsibly and consistent with the strategic aims of the Faculty.
- the operational finances regarding medical education, including the process of annual budget setting and fees and non-payroll budgets.
- ensuring that the Financial Regulations of the University are observed.
- managing and implementing policies concerning health & safety at work and reporting to the University Safety Committee as required (with the help of a divisional/faculty safety officer).
- managing the use of space and considering strategic requirements for space.
- ensuring that systems exist to collect and provide management information as required.