**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

**Major Duties:**

**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.

**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:-

- 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.