**JOB DESCRIPTION**

**Project Manager – ASN Project**

**Vacancy Ref: A2410**

<table>
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<tr>
<th>Job Title:</th>
<th>Project Manager – Additional Student Numbers (2 Year FTC or secondment opportunity)</th>
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<tr>
<td>Present Grade:</td>
<td>7</td>
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<tr>
<th>Department/College:</th>
<th>Lancaster Medical School</th>
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<th>Directly responsible to:</th>
<th>Director of Medical Studies</th>
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<th>Supervisory responsibility for:</th>
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**Other contacts**

**Internal:**
Department colleagues and students, together with colleagues in other faculties, central administration including but not restricted to Student Registry, ISS and Academic Standards and Quality Secretariate.

**External:**
NHS Trusts and placement providers, professional bodies, local and national government organisations, regulatory bodies and counterparts from other medical schools.

Working closely with Head and Deputy Head of Lancaster Medical School, Director and Deputy Director of Medical Studies and School Manager, Administrators and other colleagues in professional services, the Project Manager will be responsible for implementing the additional medical student numbers allocated by the Department of Health and Social Care in April 2018. The postholder will lead and co-ordinate the project utilising a participatory and inclusive approach, ensuring there is positive internal and external communication throughout the process.

**Major Duties include:**

- Responsible for identifying the issues necessary for increasing medical student numbers at Lancaster University.
- Responsible for the organisation of the timescale for the additional student numbers (ASN) intake and as they work through the five year programme.
- Establish detailed plans of the process and methods of the delivery of the ASN project.
- Responsible for preparing LMS for the ASNs.
- Liaison with other parts of the University in preparation for ASN.
- To identify, in consultation with the Year Leads and Placement providers including but not restricted to Morecambe Bay, East Lancashire Teaching, Blackpool, Lancashire Care, Cumbria partnership and the five local Clinical Commissioning Groups, the process and implications for ASNs.
- Management of the project budget.
- In liaison with relevant leads, produce all documentation required for the process of ASN.
- Responsible for ensuring effective communication of the implications and workforce advantages in increasing the medical workforce of the future to all internal and external bodies involved in medical education delivery to increased number of students.
- Responsible for ensuring LMS delivers within the scope of the award.
- Be actively involved in the further development of the ‘purpose and identity’ of LMS, including participation in the process, introduction, dissemination and ongoing communication to our partners and the wider community.
- Undertake other duties appropriate of the grade as required by Head of School or nominated representative.