

JOB DESCRIPTION

Programme Manager, Lancaster Medical School

Vacancy Ref: [Click here to enter text.](#)

Job Title: Programme Manager	Present Grade: 7
Department/College: Lancaster Medical School	
Directly responsible to: Programme Director	
Supervisory responsibility for: NA	
<p>Internal: Academic staff in FHM and other Faculties; PG Students; all relevant professional services staff within the university; Faculty Office and central professional services divisions (in particular PG Office and Student and Education Services);</p> <p>External: NHS Trusts in the North of England, HEE, GMC, Royal College of Anaesthetists and other key programme stakeholders</p>	
<p>Main Duties:</p> <p>The Programme Officer has a critical role in the success of the Anaesthesia Associates Programme by overseeing the quality and timely delivery of the programme, in combination with providing high level management support across the programme. The role requires a combination of practical project management / implementation, which is then translated and executed through the programme delivery</p> <ul style="list-style-type: none"> • To manage the administration of the Anaesthesia Associates Training Programme and any other healthcare training programmes delivered by LMS in partnership with NHS Trusts and Health Education England (HEE). • To provide support for the development and delivery of academic qualifications offered by LMS for Anaesthesia Associate trainees and other healthcare training programmes which may be developed by LMS. • To co-ordinate LMS activities related to the Anaesthesia Associates employers network and regulators including, but not limited to, the General Medical Council and the Royal College of Anaesthetists. • To organize and service termly Staff/Student meetings. • To provide support to the Director of Study in relation to delivering key programme milestones, proposing evidence-based options and recommendations in relation to structures, resources, process improvement to enable informed decision making and prioritisation. • To provide support to the Director of Study in relation to marketing and promotion of LMS Healthcare training programmes. • Develop effective communication plans to staff and stakeholders relating to the programme • Supporting on coordinating Faculty responses to opportunities including feeding into national or local consultations and responding to information requests. • Investigate, document and analyse current and future business processes, in order to make recommendations for improvements and implementation of any resulting changes to process. • To oversee the accurate and timely collection of data for, and production and submission of, quality monitoring and data returns required by Lancaster University, funders, including but not limited to HEE, and regulators including but not limited to the General Medical Council and the Royal College of Anaesthetists. • To undertake other duties commensurate with the grade of the post as directed by the Programme Director, Head of LMS or The Dean, or by their designated deputies. 	