

Job Description

Deputy Dean: Student Affairs and Academic Staffing

Salary:	Grade 10, plus a Market Supplement, benchmarked to the NHS pay scale appropriate to the successful candidate's clinical discipline and grade if in clinical practice.
Contract:	Full time, ongoing. Applications to work less than full time (0.6 FTE and above) will be considered.
School/Department:	Kent and Medway Medical School
Location:	Canterbury and Medway Campus'
Responsible to:	Kent and Medway Medical School Dean

Job purpose

Kent and Medway Medical School (KMMS) opened to our first cohort of 108 pioneer students in September 2020. Our vision is for KMMS to be a beacon for first-class medical education and research. The School will attract the most talented aspiring doctors from within the local community and beyond, offering training and development opportunities that will help to keep that talent in Kent and Medway.

KMMS brings together the existing centres of excellence in health and medical education provided by the University of Kent and Canterbury Christ Church University and local healthcare organisations, to offer a new model of person-centred medical education.

Led by its Founding Dean, Professor Chris Holland, the School offers 100 Home/EU and up to 8 international undergraduate medical places on a yearly basis. The five-year undergraduate programme is taught at the Canterbury campuses of both university partners with medical placements within Primary, Community and Secondary Care across Kent and Medway.

The University of Kent is a leading academic institution. It has an excellent track record in health training, research and innovation across a range of disciplines, including Biomedical Science, Pharmacy and the Social Sciences. The University of Kent is also one of two equal partners in the Medway School of Pharmacy (MSOP) which opened in 2004 and graduated its first MPharm students in 2008. The MSOP is underpinned by the University of Kent and the University of Greenwich and is based on a shared campus in Medway.

Canterbury Christ Church University has a significant portfolio of pre-registration healthcare programmes, underpinned by strong leadership, extensive relationships to support clinical placements, simulation facilities, and internationally recognised research promoting health and wellbeing.

Equity, Diversity and Inclusion

We welcome applications from members of all the non-majority parts of our community and KMMS is committed to the fair treatment of all staff and students and ensuring that the learning and working environment are supportive and inclusive for all. Duties in the delivery of learning, teaching and supporting students and staff should be performed in a manner in keeping with the School's commitment to equality and diversity. KMMS will work towards attaining an appropriate Athena Swan award.

The Role

We are seeking an inspirational educational leader and role model to contribute to the delivery, mission and objectives of the Medical School and support our academic ambitions. The role will make a major contribution to the delivery of the KMMS vision and mission and support the academic vision for an excellent student experience and taught portfolio in the School. The successful candidate will have the proven leadership skills to make this happen.

As a member of the KMMS Senior Leadership Team the post holder will provide clear and effective leadership in their areas of professional responsibility and promote the KMMS vision, mission and values, encouraging productivity and ensuring the School delivers its agreed outcomes. They will deputise for the Dean when appropriate.

The post holder will deliver inspirational leadership with a focus on Student Affairs and Academic Staffing, including matters of probation and appraisal, ensuring that KMMS colleagues are supported in ensuring the school achieves its education and research goals in becoming a beacon for first-class medical education and research and the first choice for all those aspiring to achieve excellence in person-centred medical care in the UK.

The post holder will work closely with the KMMS Founding Dean, Deputy Dean for Undergraduate Medical Education, Joint Directors of Research and Heads of Operations to develop and deliver the School's strategic ambitions. They will also assume leadership of key areas of our governance and regulation as well as introducing teaching innovation to the development and delivery of medical education throughout the school. They will lead on School student fitness to study/fitness to practice, student satisfaction and complaints. They will work with the Deputy Dean for Undergraduate Medical Education and the Quality Manager on matters relating to quality assurance, student satisfaction and complaints and the National Student Survey.

The post holder may also undertake additional leadership roles within the School, such as intercalation, subject to individual area of expertise and workload planning discussions.

This role will involve working on the campus sites of both the partner universities in Canterbury and Medway as well as virtual and hybrid working. It is open to suitably qualified individuals who have a specific interest and background in medical, health sciences or healthcare education.

Candidates for this post will be currently active both in the leadership and management of teaching and scholarly practice in professionally regulated undergraduate clinical, healthcare and/or medical education and will be able to become involved across all aspects of KMMS teaching and research activity. They will bring clinical insights to the development of our undergraduate medicine programme, and any future programmes of study the school develops. Ideally, they will have experience within the following range of activities: student experience, student fitness to practise and fitness to study, quality assurance and student satisfaction.

Additional Information

- If the post holder wishes to remain in clinical practice, they will undertake clinical sessions under the auspices of an NHS organisation in Kent and Medway. Matters relating to honorary clinical contracts, accreditation and on-going clinical practice will be discussed on an individual basis with the successful candidate.
- Clinical accountabilities and responsibilities - it is recognised that candidates for this post could come from a range of specialist academic and clinical disciplines within healthcare. It will be necessary for detailed discussions to take place between the Trust or other NHS employer and the successful candidate to determine the nature of any clinical contract. However, any clinical activity will not normally exceed four fixed programmed activities.
- The job holder will be required to participate in annual appraisal within KMMS (as well as within their NHS clinical employer if applicable).

Key accountabilities

- Teach and lead on the design, development, and evaluation of high-quality, demand-driven, and student-centred taught programmes for undergraduate and postgraduate students
- Contribute to the development and delivery of academic strategy and operational matters for the School.
- Promoting a high achievement culture, work with both collaborating universities in setting and meeting targets against all relevant education metrics and performance indicators at School and subject levels including student attainment and satisfaction, National Student Survey and Postgraduate Taught Experience Survey results and graduate employment.

- Provide academic leadership for the medical school, across all its activities, in the areas of School-level student fitness to study/fitness to practice processes and management, student experience, quality assurance, student satisfaction and complaints.
- Lead the School response and management of referred issues for students within the School's educational programmes.
- Ensure that communication and collaboration, systems and processes for these are fit for purpose and that there is a clear and effective system operating between the School and the collaborating universities.
- Work with the Deputy Dean for Undergraduate Medical Education, the Leads for Admissions and Assessment, the Heads of Operations and the Quality Manager to ensure that the UG BMBS programme meets all current and future quality, governance and regulatory requirements of both partner institutions, the GMC, the QAA, Office for Students, Health Education Kent Surrey and Sussex and any other systems, policies standards and procedures the School may be required to meet.
- Lead on all matters pertaining to the career development and support of academic staff, ensuring that their workload allocation reflects the ambitions, constraints, priorities and expectations of the School and collaborating universities.
- Provide leadership and oversight of academic staff induction, probation, reward, promotions and study leave processes, ensuring that academic staff are clear about their priorities and expectations in their roles.
- Take part in the enterprise activities of the School and support portfolio development and review to ensure an attractive School portfolio that meets the needs and expectations of students and employers, and that complements the collaborating universities' strategies for research, knowledge transfer and internationalisation.
- Foster collaborations with external contacts such as other educational bodies, employers, and professional bodies.
- Deputise for the Dean when necessary in matters relating to their personal portfolio of responsibilities.
- Represent the School on appropriate matters at University, national and international levels.

Key duties

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Lead and deliver innovation, interdisciplinarity and collaboration in learning and teaching, collaborating with colleagues in the School on course development, delivery and evaluation.
- Teaching and student supervision responsibilities, such as acting as Personal Academic Tutor to students, participating in MMIs (Multiple Mini Interviews), OSCEs (Objective Structured Clinical Exams) as an examiner, as well as face-to-face teaching and supervision of students.
- Champion excellence in education by establishing and managing staff development and professional accreditation opportunities and building professional support teams using the resources available at both collaborating universities
- Develop own teaching materials, methods and approaches.
- Direct the operation and improvement of quality assurance and enhancement processes, to safeguard academic quality and standards and enhance the student experience, supporting programme leads to develop plans to support or manage the performance of programmes or individuals identified as needing support.
- Direct the delivery and improvement of academic and student services to meet the needs of all students within the School.
- Support programme directors in resolving problems affecting the quality of course delivery and student progress and encourage deeper student engagement in enhancement of learning and teaching and the student experience.

Internal & external relationships

Internal: This post requires close working relationships with all colleagues equally. Day to day interactions will be with other senior leaders within the medical school, Quality and Governance teams and professional services colleagues in the collaborating universities as well as NHS colleagues and researchers. Awareness of the impact of the medical school within the two collaborating universities is necessary and therefore this post requires good working relationships with colleagues from across both collaborating Universities.

External: Leads for (Undergraduate) General Practice and Community Medical Education (or their equivalents) at regional centres, Leads for Undergraduate education at secondary care and mental health Trusts, other LEPs and placement providers. External bodies such as Office for Students, Medical Schools Council, GMC, Academy of Medical Educators, Higher Education Academy, Health Education England, UK Foundation Programme Office.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Conflict resolution
- Pressure to meet important deadlines such as might be inherent in high profile projects

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- Current qualification, registration and licence to practise in medicine (A)
- Postgraduate qualification or a professional qualification in a field allied to medical education (A)
- A post graduate teaching qualification* (e.g. Grad Cert) or Membership or Fellowship of the HEA or AoME or equivalent (* Successful candidates without a teaching qualification will be expected to apply for an HEA Fellowship in the first year of employment) (A)
- Strong experience in leadership, management and partnership working in an academic context (A,I)
- Sustained external recognition in their field of research or scholarship and academia (A,I)
- Experienced in postgraduate or undergraduate teaching activities such as tutoring, professional training or assessment and examinations and developing innovative course material for learning and teaching in a clinical or academic setting. (A,I)
- Experience of curriculum and assessment development and programme design and evaluation (A,I)
- Experienced in leading collaborative planning and determining priorities in teaching, administration and scholarly activity (A,I)
- Sound understanding of national and international expectations of good curriculum design and development (A,I,P)
- Sound understanding of recruitment and admissions, retention and widening participation (I)
- Sound understanding of quality assurance and enhancement issues (I)
- Understanding of current issues in higher education (I)
- Strong and proven partnership working and collaboration skills (I,P)

- Ability to keep up to date with the latest thinking in specialist subject area by reading other academic material, attending conferences and active discussions with other academics in field – this may be internally at KMMS and/or with colleagues at other institutions. (I)
- Able to give papers at conferences, conduct peer reviews and edit scholarly publications in specialist subject area. (I,P)
- Able to communicate freely with and relate to undergraduate and postgraduate students.(I)
- Able and willing to participate in open days and outreach activities.(I)
- Ability to lead and manage the response successfully to unplanned and unforeseen circumstances (A,I,P)
- Analytical skills able to utilize both qualitative and quantitative information (I)
- Ability to articulate the School's objectives in a way that encourages others to engage with the vision (I)
- Commitment to adhere to and promote KMMS values (I)
- In depth knowledge of methods of developing clinical and/or educational quality assurance, quality improvement, evaluations and evidence based educational practice (I)
- Ability to exercise discretion and tact, maintain confidentiality and be aware of sensitivities (I)
- Ability to help shape an environment where less experienced colleagues can learn and develop (I)
- Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research (I)
- Commitment to deliver and promote equality, diversity and inclusivity in the day to day work of the role (I)

Desirable Criteria:

- Educated to Doctorate level in a relevant specialist subject area (MD or PhD) (A)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage

The University seeks to appoint people to a Readership on the basis of evidence of sustained contribution to their field (normally at both national and international level), which has been coupled with leadership and brought external recognition to themselves and the University.

Candidates are expected to demonstrate their significant and sustained contribution in three broad categories:

- a. Excellence in practice/activity
- b. Leadership, within and/or beyond the discipline and the University
- c. Impact and recognition, within and/or beyond the discipline and the University