1 Advertisement

Post Title: Quality and Placements Manager
School/department: Brighton and Sussex Medical School
Hours: full time or part time hours considered up to a maximum of 1.0 FTE
Requests for flexible working options will be considered (subject to business need).
Location: Brighton, United Kingdom
Contract: permanent
Reference: 9967
Salary: starting at £35,333 to £42,155 per annum, pro rata if part time
Placed on: 06 December 2022.
Closing date: 12 January 2023. Applications must be received by midnight of the closing date.
Expected Interview date: To be confirmed.
Expected start date: As soon as possible.

BSMS is looking to recruit an experienced manager to lead its quality and placements team. The post-holder will be responsible for managing all related aspects of administration associated with the quality assurance of clinical placements.

The post will reporting to the Medical School Secretary and lead a team of 4 staff to ensure the effective management of systems and processes for clinical placement management.

The post holder will work closely with senior members of BSMS staff, especially the Director of Undergraduate Studies and Physician Associate lead, and with appropriate colleagues in other administrative, academic and clinical units in the parent universities and partner NHS trusts.

We are looking for someone who has extensive experience of leading an operational support team, in a demanding environment, ideally someone who is familiar with taking on the support challenges of negotiating with external providers.

The successful candidate will have managed an operational support team focused on quality service. Experienced in negotiation and service delivery, able to develop close and effective working relationships with colleagues and to maintain a professional demeanour whilst working under pressure.

Please contact The Medical School Secretary Peter Dennis p.b.dennis@bsms.ac.uk for informal enquiries.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.
For full details and how to apply see our vacancies page

www.brighton.ac.uk/jobs  www.bsms.ac.uk

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division - BSMS

www.bsms.ac.uk

3. Job Description

Job Title: Manager [Quality and Placements]

Department: BSMS

Section/Unit/School: Professional Services

Location: Watson Building University of Brighton Campus

Grade: 7

Responsible to: Medical School Secretary Peter Dennis

Responsible for: Clinical Education Officer, Quality and Placements Officer, Quality and Placements Coordinator, Student Placements Coordinator

Key contacts: Director of Undergraduate Teaching and Learning, UG Phase and Module Leads, Physician Associate academic Lead and programme administrator, Medical Education Manager, Undergraduate Curriculum & Assessment Managers, Academic Committees and Student Casework Manager, regional NHS medical education leads,

Role description: To ensure effective coordination of quality assurance systems for undergraduate and postgraduate medical education including student experience data such as the National Student Survey (NSS), Postgraduate Taught Experience Survey (PTES) and internal and external audits and reviews e.g. General Medical Council (GMC).

4. Person Specification
PRINCIPAL ACCOUNTABILITIES

1. Manage, promote, and maintain high quality Professional Services, engendering a culture of continuous improvement.

2. Manage the operational outputs of the quality and placements team.

3. Ensure compliance with all relevant legislation and University and school-level policies, interpreting the same and advising on their practical application.

4. Ensure effective coordination of systems and processes for the management and quality assurance of clinical placements.

5. Work in partnership with external stakeholders such as placement providers and the General Medical Council (GMC) to support their quality assurance processes.


7. Provide administrative support and relevant data for quality assurance and enhancement activities such as annual academic health reports, quality assurance and enhancement events and periodic review of taught programmes.

KEY RESPONSIBILITIES

1. Team Management and Leadership
   1.1 Provide management and leadership to motivate the team to achieve targets and objectives delegating tasks according to abilities and capacity.
   1.2 Ensure the availability of resources to achieve targets and objectives including the selection, induction, performance management and development of all team members.
   1.3 Ensure an understanding and application of operational standards is embedded in the team’s culture and methods of working.
   1.4 Support the development of others, providing training and coaching in areas of expertise.
   1.5 Foster an ethos of continuous improvement.

2. Service Delivery
   2.1 Working within relevant policies and procedures, undertake day-to-day management of systems and processes for clinical placements to ensure the achievement of objectives.
   2.2 Work with placement providers to manage the development of clinical placements including their approval, monitoring (visits), review, and revision. Lead discussions about feedback received and proposing changes to systems and procedures where appropriate.
   2.3 Attend relevant meetings concerned with curriculum planning and clinical placements e.g. regional partners’ operational meetings, undergraduate medical tariff meetings, Joint UHS/BSMS Group.
   2.4 Maintain appropriate records and documentation commensurate with policy and procedure.
   2.5 Provide reports and undertake analysis and presentation of data to inform decisions related to the quality assurance of taught programmes.
2.6 Manage internal and external audits such as the National Student Survey (NSS) and Postgraduate Taught Experience Survey (PTES) and the analysis of student experience data arising therefrom.

2.7 Be part of the leadership and development of a professional network of administrative staff to ensure effective service delivery and help inform service and system development.

3. **Policy and Procedure**

3.1 Provide advice to enquiries on the application of policy/procedure as required.

3.2 Contribute to policy decisions and improvement relating to clinical placements.

4. **Customers and Stakeholders**

4.1 Proactively work with internal and external stakeholders such as HEE-SE and the GMC, to ensure effective service delivery, exchange information and provide data to inform decisions as necessary, showing appropriate sensitivity when needed.

4.2 Oversee data returns to HEE-SE concerning student placement weeks and undergraduate medical tariff.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

**INDICATIVE PERFORMANCE CRITERIA**

- Lead a team of 4 staff.
- Work within a budget of £5m.
- Responsible for the achievement of key performance targets set out in the BSMS Strategic Plan.
- The post holder reports to the Medical School Secretary. Working under general direction and within a clear framework the post holder will manage their own work and those of their direct reports to achieve their agreed objectives. The role holder will play a key role in supporting the strategic and operational goals of the universities and the Medical School. The post holder is expected to work collaboratively with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the School’s compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles by managing resources effectively and efficiently.
PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to operating in a higher education environment.

2. A detailed practical knowledge and understanding of clinical placements.

3. Effective management skills.

4. Well-developed oral and written communication skills with the ability to present policy and procedure in a way that can be easily understood by different audiences.

5. Planning and organisational skills, including project management with the ability to delegate to team members where appropriate.

6. Well-developed interpersonal skills with the ability to effectively influence in area of expertise, effectively contribute to team working to build and develop working relationships.

7. Analytical skills with the ability to generate effective solutions and make effective decisions.

8. Commitment to customer excellence.


10. Experience of report writing for committees.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. An awareness of the roles and requirements of professional and statutory review bodies concerned with quality and standards in higher education and healthcare e.g General Medical Council (GMC), Quality Assurance Agency for Higher Education (QAAHE), Health Education England (HEE).

2. Previous experience of handling negotiations with arms-length bodies e.g. NHS placement providers.

DESIRABLE CRITERIA


2. Experience of working within a quality assurance framework.