Director of Health Professions Education Unit

Hull York Medical School

Closing date: 21 January 2018

Interview date: To be confirmed

Vacancy reference: 6289
INTRODUCTION

The Hull York Medical School has an ambitious strategy for growth and diversification of its educational programmes and research activity. A key component of this future strategy is the development of its Health Professions Education Unit.

We are seeking to appoint a highly credible leader in the field of Medical/Health Education who will have the exemplary leadership skills to manage a diverse portfolio of responsibilities. The postholder, will effectively exploit the permeable boundaries between the many different areas of work taking place across the School, so that the staff, our increasingly diverse student body, and the School overall can benefit from this collective effort.

This new post of Director of the Health Professions Education Unit will play an important role in directing and supporting the development of educational innovation across the School. This will include playing a key role in the design and development of new academic programmes; providing line management for a number of postgraduate Programme Directors; as well as working with the Programme Director of our MBBS five year flagship medical programme to ensure that we can measure the direct impact on the educational direction of all of our programmes. The work across the School in active participation of the Teaching Excellence Framework will also have a natural home in the Health Professions Education Unit.

The Hull York Medical School has a growing international reputation for high quality research and combined with our commitment to education and an overall outstanding student experience makes this a great place to work. The School received an Athena SWAN Silver Award in 2016.

Further information about the School can be found on our website. www.hyms.ac.uk
The Director of the Health Professions Education Unit will be a dynamic educational research leader with a proven track record, evidenced by publications, esteem and funding. We welcome applications from candidates with a research interest in diverse areas of medical/health professions education and development.

The successful applicant will be expected to undertake teaching and administrative responsibilities commensurate with the position; and must demonstrate a proven ability to carry out these activities and to attract PhD students.

The Director is a senior leadership role in the Hull York Medical School and will be required to provide academic and strategic vision, and be responsible for all aspects of the delivery and quality of work across the HEPU. The Director of the HEPU is a member of the School Management Board and in that capacity they will play an important role in the definition and development of strategy, policy and decision-making at a School level.

The Director will have specific responsibility for the following areas:
1. Medical/Health Professions Education Research and Development
2. Scholarship, quality improvement, knowledge transfer, academic support
3. Educational Programmes, from non-accredited tutor development to PhD supervision
4. External consultancy and enterprise

In order to achieve this multifaceted portfolio, the post holder will have direct leadership and line management responsibility for a number of senior colleagues. The Director will be expected to lead an ambitious programme of Unit development to ensure that the Medical School is proactive and responsive to internal and external opportunities. The main purpose of the role is to lead the further development, delivery, support and quality enhancement of medical/health professions education research for the Medical School. In doing so the postholder will provide strategic direction, leadership and management for the academic staff directly involved in development, conduct and dissemination of high quality applied health education research, and to deliver on agreed strategic and operational priorities.

It is anticipated that the role of Unit Director and teaching delivery will require 50% FTE, for those who are clinically active the other 50% can be used for a combination of clinical practice and research (for those who are not clinically active this time may include additional teaching as well as research) according to the post holder’s interests and expertise. The post-holder must have a clinical/educational background with extensive experience in the design, delivery and dissemination of applied health education research in the field of Higher Education. The postholder will have experience of leading programmes of research and/or educational programme design and delivery at regional and national levels and have high level strategic and senior executive expertise.

Please note that if you are considered for this role as a Clinical Academic then the Job Description will be amended to include the arrangements for Integrated Job Planning of both your clinical and academic duties. More than one interview may also be required to ensure compliance with the recruitment procedures for employing Clinical Academics.

In summary, the successful applicant is expected to bring leadership and management to this new venture at the Hull York Medical School.

Accountability is to the Dean of the Hull York Medical School. The Director of the HPEU will take overall accountability for the key areas designated by the Dean and will therefore set the strategic direction of the HPEU, ensure operational plans are in place, and lead and motivate teams to deliver against those plans.

Main purpose of the role
- To generate new research approaches and identify, adapt, develop and use educational research methodologies and techniques appropriate to the type of research and development undertaken.
To lead on and/or contribute to the production of research outputs and research outcomes

To publish high impact research in quality journals, either as a sole author or in collaboration with others, and to devise, direct and develop research projects generating external research funding.

To take responsibility for overseeing, developing and promoting innovative teaching and learning approaches and material, which create interest, understanding and enthusiasm amongst students

To lead the design, development and delivery of a range of academic modules and ensure that design and delivery comply with the quality standards and regulations of the Department and University

To undertake effectively a range of administrative and managerial responsibilities

Key responsibilities
(Role holders will be required to undertake some or all of the duties below)

Research and Scholarship

To obtain new knowledge by theoretical and/or practical methods. To engage actively in research at a high level and to demonstrate intellectual leadership and achieve high visibility in the medical and health professions educational field, at national and international level

To lead innovative research proposals, identify sources of funding, submit funding bids, and plan the research activities to be undertaken

To ensure appropriate dissemination of research to a national or international audience by scholarly publication or other outputs appropriate to the relevant academic discipline of medical and health professions education and development

To develop national and international research links and use expertise, experience and judgement to decide how to design and execute research work.

To engage in external academic activities in accordance with the Hull York Medical School research strategy and to monitor research findings with a view to maximising impact and opportunities for commercial exploitation

To plan, co-ordinate and lead research activities in accordance with a specific project plan through a research team or a group of staff involved in research. To manage the financial and physical resources of research activities and make decisions on the appointment of research staff and students

To foster and support a positive approach more broadly across the Hull York Medical School directly in relation to medical and health professions education but also by close collaboration with other areas of aligned scholarship and research

Teaching and Promotion of Learning

To continually update knowledge and understanding in the field of medical and health professions education. To extend, transform and apply knowledge acquired from scholarship.

To work collaboratively with a wide range of academic and clinical colleagues to harness their strengths and expertise to ensure integrated high quality provision across the MBBS and all other HYMS programmes.

To contribute to innovations in teaching and learning through the development of academic programmes and by developing innovative and appropriate teaching techniques and materials which create interest, understanding and enthusiasm amongst students

To set and mark programme work, practical sessions, supervisions, fieldwork and examinations according to own area of subject specialism, and provide appropriate feedback to students

To supervise, mentor and guide the work of staff and research students

Management and Administration

To contribute to the wider academic community general life and work of the Hull York Medical School and both its parent Universities through, for example, editing journals, refereeing papers, external examining, and involvement in professional bodies

To provide leadership and management of the Health Professions Education Unit, including supporting early career staff and developing new collaborative
JOB DESCRIPTION

- To be able to lead cross functional, multi-site based teams and lead and manage academic and clinical colleagues

i. Experience of leading organisational change within complex structures and institutions

ii. An ability to form effective working relationships with excellent interpersonal skills and an ability to work well with peers, other staff and students as a member of a multi-professional team

iii. To support, supervise, train and direct students and other staff, as necessary, to maximise the research activity and outputs. This may include the line management of staff, including performance management and development responsibilities

- Contribute to the recruitment and selection of research, teaching and other staff

- Contribute to the administration and management of the Hull York Medical School to facilitate the effective and efficient operation of the School and all of its programmes of study

- To undertake specific School roles and responsibilities as may be reasonably required by the Dean of the Hull York Medical School
### PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>PhD in [subject area] or equivalent experience</td>
<td>Essential</td>
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<tr>
<td>Appropriate academic professional and teaching qualifications</td>
<td>Essential</td>
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<td>Outstanding qualities and achievements in scholarship and research at a national and international level</td>
<td>Essential</td>
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<td>Accreditation by the Higher Education Academy (min acceptable level – Fellowship)</td>
<td>Desirable</td>
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### Knowledge

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<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Knowledge in medical and health professions education to design &amp; develop teaching programmes and the provision of learning support</td>
<td>Essential</td>
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<td>Specific knowledge of medical and health professions education that would enable supervision of undergraduate and postgraduate students and research staff</td>
<td>Essential</td>
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<tr>
<td>Research expertise in an area that will complement and enhance the research strategy of the Hull York Medical School and its goals</td>
<td>Essential</td>
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<tr>
<td>Specific knowledge and understanding of educational methodology and practice in Higher Education and Medical School sector</td>
<td>Essential</td>
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<tr>
<td>Well-established national reputation in medical and/or health professions education and development</td>
<td>Desirable</td>
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### Skills, abilities and competencies

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<tr>
<td>Ability to provide academic leadership in research area and to lead a research team where appropriate</td>
<td>Essential</td>
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<td>Appropriate level of skill in the use of IT</td>
<td>Essential</td>
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<td>Ability to motivate other staff in the areas of teaching and research</td>
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<td>Highly developed oral communication skills, including the ability to teach at any level within area of expertise, and across a range of subjects at a more introductory level, and demonstrate enthusiasm and commitment in the process of teaching</td>
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<td>Ability to write and deliver presentations at conferences or exhibit work at other appropriate events internally and externally</td>
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<tr>
<td>Excellent written communications skills, to write or contribute to publications or disseminates research findings using other appropriate media</td>
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<td>Ability to extend, transform, and apply knowledge from scholarship</td>
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<td>Ability to design teaching material and deliver either across a range of modules or within a subject area</td>
<td>Essential</td>
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<td>Proven ability to take a leading role in the supervision of research students</td>
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<td>Ability to demonstrate major research leadership both internally and externally</td>
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## PERSON SPECIFICATION

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<th>Experience</th>
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<tr>
<td>A proven track record in research with high quality journal publications and conference presentations</td>
<td>Essential</td>
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<td>An extensive track record of teaching and learning in HE at undergraduate and postgraduate level or in a demonstrably similar context</td>
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<td>Experience of using different delivery techniques to enthuse and engage students</td>
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<td>Evidence of successful planning and course design</td>
<td>Essential</td>
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<td>Attraction and effective supervision of postgraduate students</td>
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### Personal attributes

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<tr>
<td>Leadership skills</td>
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<tr>
<td>Show attention to detail and commitment to high quality</td>
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<td>Display creativity, initiative and judgement in applying appropriate approaches to teaching, learning support and scholarly activities</td>
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<td>Positive attitude to colleagues and students</td>
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<td>Willingness to work proactively with colleagues in other work areas/institutions</td>
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<td>Ability to plan and prioritise own work in order to meet deadlines</td>
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<td>Show commitment to the department/university outside of their chosen field, for example undertaking management and administration duties</td>
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<td>Commitment to personal development and updating of knowledge and skills</td>
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<td>Collaborative ethos</td>
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THE DEPARTMENT

The Hull York Medical School (HYMS) brings together the strengths of the Universities of Hull and York in the life, clinical, health, and social sciences. HYMS operates from both University campuses and within teaching hospitals and medical practices throughout the Yorkshire and Humber region. HYMS is a young medical school which is developing a growing reputation for its teaching and research. The area covered by the HYMS NHS partnership comprises Hull and the East Riding of Yorkshire, York and North Yorkshire, and Northern Lincolnshire, which together have a population of around 1.8 million. 17 NHS organisations make up the HYMS NHS partnership, within which there are over 600 consultants and 900 general practitioners.

HYMS admitted its first 130 students into its five year medical MB BS programme in September 2003. HYMS is taking a distinctive and innovative approach to training doctors for the health services of the 21st century. It aims to influence positively the recruitment and retention of health professionals in the region and the quality of local services, at the same time ensuring that its students match or surpass the standards achieved elsewhere in the UK. Its admissions policies and criteria reflect society’s aspirations to widen access to, and participation in, medical training for high quality students. HYMS offers a modern learning environment with high quality training and clinical attachment opportunities for the various contexts of contemporary health care delivery. There is a strong focus on learning in community settings, including primary care, and on working collaboratively with other health professionals.

HYMS Undergraduate Programmes

HYMS currently offers a five year MB BS programme which consists of a core curriculum meeting the requirements of Tomorrow’s Doctors, and uses a wide range of contemporary learning and assessment methods and strategies in an integrated structure. Opportunities for student selected study are provided in all years through a Scholarship and Special Interests Programme (SSIP); this involves input from academic and clinical tutors and encourages students to develop research and other transferrable skills whilst pursuing those topics that most interest them. For selected students, there is an opportunity to undertake an intercalated B.Sc. (Honours) degree or MSc at the end of year 2 and 3 respectively.

The HYMS programme is campus based in the first two years. During that time, students are based primarily in either Hull or York (70 on each University Campus) for the first two years, giving the course academic and social coherence and at the same time enabling students to have early clinical
experience within 30 minutes travelling time. At the end of year two, students form a single cohort for allocation to clinical attachments across the primary, community and hospital care sectors of the North and East Yorkshire and Northern Lincolnshire. The challenges associated with a split-site entry and geographically dispersed locations for clinical placements are addressed by having a single curriculum, the development of common course materials and the use of modern communication and information technologies. HYMS aims to produce graduates committed to lifelong learning and to practicing medicine that is based on evidence and centred on patients. Four themes run through the HYMS core curriculum, which are covered in a series of "system" blocks across the five years. The programme is integrated, with a strong problem-based/task-based emphasis, with iterative learning opportunities throughout the five years. The four themes are Applied Life Sciences, Clinical Skills and Reasoning, Health and Society and Professionalism.

**HYMS Postgraduate Programmes**

At postgraduate level, HYMS has a variety of provision at Doctorate and Masters level. This includes a PG Certificate, Diploma and Masters in Health Professionals Education, which the Director of the Health Professions Education Unit would be expected to contribute to, as well as provide direct line management for a number of the core programme team. The School has also developed a MSc in Physician Associate Studies to support the NHS workforce in the region and help meet the challenges of a modern day health service. The postgraduate taught portfolio of academic programmes is also growing and the Director of the Health Professions Education Unit will play a key part in ensuring that this development and evolution of the HYMS portfolio is coherent and based on best practice across the sector. The Director of the Health Professions Education Unit will play an important part in the development, implementation and monitoring of all health related academic programmes. HYMS also supports the regional provision of Continued Professional Development in conjunction with local clinical commissioning groups and supported by external organisations.

**Research at HYMS**

Since its inception, HYMS has sought to recruit the best teachers and researchers. Increasingly, HYMS provides a focus for internationally competitive high quality biomedical and health services researchers working in collaboration with the Universities of Hull and York and the NHS in North and East Yorkshire and Northern Lincolnshire. Activity is targeted on specific important clinically relevant areas reflecting health and biomedical priorities, and existing strengths in the collaborative partners, to enhance
THE DEPARTMENT

opportunities for translational medicine and so impact on patient care and population health.

HYMS’ academic and clinical researchers across Hull and York have a strong reputation for the quality and impact of their work. In REF 2014, over 85% of research across HYMS was assessed as world leading or internationally excellent and HYMS’ researchers currently account for 40% of research awards by value at the University of Hull. HYMS has ambitious plans for research growth in biomedical, applied health and clinical research at the University of Hull, in conjunction with other colleagues in the new Faculty of Health Sciences. Activity is targeted on specific important clinically relevant areas reflecting health and biomedical priorities, and existing strengths in the collaborative partners, to enhance opportunities for translational medicine and so impact on patient care and population health.

In this context, the Health Professions Education Unit is in its infancy and the real added value of has yet to be exploited particularly in the areas of overlap between research, scholarship, education programmes and consultancy. The ability to take advantage of the different aspects of the School activity and to harness expertise and experience is a key driver of bringing these areas of work together.

Please see our Health Professions Education Unit website which provides links to our active researchers in this field as well as details of their recent publications and scholarship. [http://www.hyms.ac.uk/research/academic-centres/health-professions-education-unit](http://www.hyms.ac.uk/research/academic-centres/health-professions-education-unit)
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
THE UNIVERSITY

Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6289
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 21 January 2018.

What will I need?

You will need to upload:
- your CV
- a letter describing how you meet the requirements of the job

You will also need details of 3 referees.

Help and assistance

Direct any informal queries to Professor Una MacLeod, Dean Hull York Medical School via email to una.macleod@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835