Academic Support Officer
Hull York Medical School

Closing date: 18 February 2018
Interview date: To be confirmed
Vacancy reference: 6397
INTRODUCTION

An exciting opportunity has arisen with the Hull York Medical School (HYMS) as the School introduces a new role of Academic Support Officer. This new post provides an ideal opportunity for an experienced professional administrator to undertake a varied portfolio of work to ensure that the School has a coherent and current approach to quality and governance across all of its academic programmes. The post provides wide-ranging experience of working in a joint partnership medical school, and with the increasing number of our NHS partners across a variety of clinical settings.

The Hull York Medical School is undergoing a period of transformation and expansion and you will have the opportunity to really make your mark, through the management of a variety of defined projects and change initiatives. All of this work will underpin the need for the Medical School to meet its local, regional and national requirements in the context of a rapidly changing context of Higher Education. You will be responsible for the day to day coordination of the business of the HYMS Board of Studies and so you will be working closely in a supportive and advisory role with a number of academic, clinical and professional support colleagues. The emphasis of all of this collaborative work will be ensuring high quality and standards across the academic portfolio, and so the design, development and implementation of standard operating procedures and policies will be crucial.
Main purpose of the role

To support the Head of Quality and Standards and the Chair of the HYMS Board of Studies by managing and co-ordinating a wide range of administrative services, and taking a lead role in the development and implementation of School regulations, policies and codes of practice, to ensure that the Hull York Medical School meets its responsibilities within legal, professional and university policy frameworks.

Key responsibilities

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

- Act as the primary point of contact for advice and support to academic and clinical programme teams on all issues relating to quality, governance and compliance. This includes the expectation of attendance at Programme Boards/Committees to act as liaison between Programme Boards/Committees and Board of Studies.

- Develop and manage quality and governance related processes and procedures for academic and professional support staff within the School, typically supporting the design, development and implementation of Standard Operating Procedures, review of existing quality and governance infrastructure and the approval of new and emerging areas of focus.

- Provide specialist and detailed advice, guidance and information to all staff across the Medical School on a wide range of quality, governance and compliance related issues, including policies, procedures and regulatory/legislative requirements

- Manage and review existing HYMS academic support infrastructure ensuring that it is fit for purpose, and implement change where efficiency and effectiveness can be maximised, making recommendations for enhancement as part of the academic cycle.

- Devise, develop and implement administrative and information strategies, systems and services, to support the function of the Hull York Medical School.

- Prepare all documents ahead of HYMS Board of Studies meetings, prepare agendas, take and transcribe the minutes of meetings with a proactive approach to following up actions and workstreams.

- Manage defined projects and change initiatives in the Hull York Medical School and promote good practice on project management and prioritisation

- Play a key role in Medical School project teams, and work with groups/programme teams across the School and the University to ensure that projects are developed and delivered as required by the Head of Quality and Standards and Chair of Board of Studies.

- Produce a range of reports as required for various internal and external bodies, analysing data and digesting quantitative and qualitative information and other materials from across the School, and where appropriate from regulatory bodies such as the General Medical Council.

- Act as line manager to a small team of colleagues working on quality, governance and compliance related areas of work.

JOB DESCRIPTION

At a glance

<table>
<thead>
<tr>
<th><strong>Salary</strong></th>
<th>Grade 6 / £31,604—£38,832 a year</th>
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</thead>
<tbody>
<tr>
<td><strong>Hours of work</strong></td>
<td>Full Time / 37 hours a week</td>
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<tr>
<td><strong>Contract type</strong></td>
<td>Fixed Term / 2 years</td>
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<tr>
<td><strong>Based at</strong></td>
<td>University of York, Heslington Campus West (with travel to University of Hull and HYMS's clinical locations)</td>
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# PERSON SPECIFICATION

## Qualifications

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<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A good first degree or equivalent</td>
<td>Essential</td>
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<tr>
<td>A postgraduate qualification</td>
<td>Desirable</td>
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## Knowledge

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Current knowledge of the national learning and teaching quality assurance and enhancement agenda in Higher Education, including the role of Office for Students and the Teaching Excellence Framework</td>
<td>Essential</td>
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<tr>
<td>Knowledge of the role and requirements of the General Medical Council and/or other regulatory professional bodies in the setting of academic quality and standards</td>
<td>Desirable</td>
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<tr>
<td>Knowledge of Higher Education teaching quality assurance and enhancement processes and procedures and their relationship to the external context</td>
<td>Essential</td>
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## Skills, abilities and competencies

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<thead>
<tr>
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<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent oral and written communication and interpersonal skills to address a variety of needs and audiences</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to assimilate and organise large amounts of complex information, making appropriate decisions about the relevance of information for particular audiences</td>
<td>Essential</td>
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<tr>
<td>Ability to maintain high levels of accuracy even when producing work to tight deadlines</td>
<td>Essential</td>
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<tr>
<td>Developing relationships with staff from different teams, academic an central departments and using those relationships to enhance work and project outcomes</td>
<td>Essential</td>
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<tr>
<td>Negotiation and networking skills to influence stakeholders in open discussion with individuals and groups on complex issues</td>
<td>Desirable</td>
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<tr>
<td>Preparing, presenting and advising on formal academic policy documents and guidelines</td>
<td>Desirable</td>
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<tr>
<td>Ability to supervise a small team and to deploy the team resources to optimum effect</td>
<td>Desirable</td>
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## Experience

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<th>Essential/Desirable</th>
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<tr>
<td>Experience of providing advice and support to academic staff in a range of subject disciplines</td>
<td>Essential</td>
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<tr>
<td>Experience of supporting the development of Medical School policy and guidance, including the drafting of such policy and guidance statements for approval</td>
<td>Desirable</td>
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<tr>
<td>Experience of writing through and appropriately analytical and evidence based reports on aspects of quality management, governance or compliance related matters</td>
<td>Essential</td>
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<tr>
<td>Experience of supporting Board of Studies or equivalent working groups and committees, including planning and organising meetings with the Chair, advising members, minute taking and report writing as well as coordinating actions and schedules of work</td>
<td>Essential</td>
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<tr>
<td>Experience of working with external bodies such as the General Medical Council and Quality Assurance Agency</td>
<td>Desirable</td>
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## Personal attributes

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<tr>
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<tbody>
<tr>
<td>A positive attitude, demonstrating personal credibility and integrity</td>
<td>Essential</td>
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<tr>
<td>A proactive approach, able to use initiative in problem solving</td>
<td>Essential</td>
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<tr>
<td>A commitment to equality and diversity</td>
<td>Essential</td>
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<tr>
<td>Highly motivated, able to work independently or as part of a team, with a commitment to service excellence</td>
<td>Essential</td>
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<tr>
<td>A commitment to continuing professional development</td>
<td>Essential</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. The School has also developed an 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 and research portfolio of academic programmes is also growing. 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 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.

Please see our Hull York Medical School website which provides more information  [www.hyms.ac.uk](http://www.hyms.ac.uk)
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.
**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](https://jobs.york.ac.uk)
- Find this job using reference 6397
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 18 February 2018

What will I need?

We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to Alison Pettigrew (Head of Quality and Standards)
Alison.pettigrew@hylms.ac.uk

If you have any questions about your application, contact the HR Services team:
recruitment@york.ac.uk
+44 (0)1904 324835