Project Officer
Hull York Medical School

Closing date: 20 February 2018
Interview date: TBC
Vacancy reference: 6402
INTRODUCTION

The Project Officer will have a key role in leading and supporting the delivery of a portfolio of projects in HYMS and its partners in support of the School’s strategic goals, specifically albeit not limited to projects focussed on the five-year MBBS medical degree. The role holder will need to demonstrate excellent organisational and project management skills, an ability to build constructive relationships across the HYMS partnership, and an enthusiasm for innovation and change.

The Project Officer will work closely with the School’s leadership team including the Dean, Chief Operating Officer, Head of Quality and Standards and MB BS Programme Director, as well as senior leadership colleagues including the Associate Dean for Assessment, Directors of Education, and the Clinical Deans. These close working relationships will be across our NHS partners and a range of teams across HYMS and its parent universities.

This is an exciting time for Hull York Medical School, as it prepares for the anticipated expansion of undergraduate medical education in the UK, and many changes to the national context, including the introduction and implementation of the Medical Licensing Assessment, the evolution of portfolio assessment in medical education, and the organisation and management of longitudinal clerkships and the re-configuration of medical student clinical placements. This portfolio of priorities for the Hull York Medical School will require a Project Officer with experience of medical education and the assessment strategy of knowledge and clinical competency. The post holder will also need to have the technical knowledge to be able to work closely with colleagues in Business Analysis and Systems so that the infrastructure to support our vision of an exceptional medical education is underpinned by robust systems and processes fit for purpose over the next several years.
Main purpose of the role

To manage and support a number of concurrent and sequential projects; to establish specific areas of knowledge and interest, and develop and implement new areas of activity for the Hull York Medical School.

Key responsibilities

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

- Deal proactively and positively with people at all levels across the School, including the NHS, the wider University and externally, for example the Medical Schools Council – Assessment Alliance. Develop strong, flexible and dynamic working relationships.

- Work with the HYMS Learning Enhancement and Business Systems Team and colleagues in the NHS and universities to ensure that project objectives and deliverables are in alignment with existing and new business processes and information systems, taking every opportunity to communicate and promote new processes. This may also include appropriate use of project management software/applications.

- Manage the successful delivery of projects to meet their objectives, deliver on time, to quality standards and within their agreed budget, ensuring project outcomes are embedded as business as usual. This will involve close working with Project Leads (for example the MBBS Programme Director and Associate Dean for Assessment), to maintain an accurate Project Plan for each defined project, communicate progress to milestones, identify new risks and dependencies and changes to the status of these.

- Support the development, review and continuous improvement of project management frameworks and systems thinking techniques. These will include project governance, risk assessment and management, finance and resource management, team management, planning, monitoring and reporting, process mapping and application of systems thinking methodology (e.g. LEAN).

- Monitor and analyse the impact and success of implemented projects, and identify mechanisms to maximise the adoption of changes within the organisation.

- Write project initiation documentation, progress reports and hand-over documentation and conduct post-implementation reviews for HYMS Management Board, producing reports to a high standard of accuracy and presentation.

- Work with and anticipate sector developments and potential funding implications/opportunities, this will include collaboration with already agreed national projects, for example the Higher Education Academy assessment and feedback project in 2018.

- Collaborate with a number of colleagues to ensure that the right resource and skill mix is allocated to each defined project. For example, this may include matrix management of project administrator time for defined periods of time.

- Generate and maintain collaborative links with a wide range of individuals and/or professional bodies, both internally and externally. Facilitate communication/liaison between project team members and other key stakeholders, in order to explain the project concept and obtain required materials and to ensure that the project is delivered in line with agreed milestones and objectives.

- Maintain professional interest and knowledge in the development of the subject area.

This post will be based primarily at the University of York or Hull, but with travel to all of the School’s primary locations (Hull, York and clinical sites) as required.
## PERSON SPECIFICATION

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<tr>
<th><strong>Qualifications</strong></th>
<th>Essential / Desirable</th>
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<tr>
<td>Relevant degree or equivalent professional qualifications</td>
<td>Essential</td>
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<td>Recognised qualification in project management (or equivalent demonstrable experience)</td>
<td>Desirable</td>
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<td><strong>Knowledge</strong></td>
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<tr>
<td>Understanding of medical/health professions education</td>
<td>Essential</td>
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<td>Understanding of UK Medical School systems and processes</td>
<td>Essential</td>
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<tr>
<td>Can demonstrate and communicate a full understanding of a professional or specialised area of work, preferably in medical/health professions education</td>
<td>Essential</td>
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<td><strong>Skills, abilities and competencies</strong></td>
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<td>Can demonstrate the ability to ensure that the work is carried out effectively and that resources are available to meet demand. Identifies the need for further action and resources by monitoring progress</td>
<td>Essential</td>
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<td>Can demonstrate the ability to select appropriate methods for data gathering and analysis. Gathers data thoroughly and accurately and subjects it to rigorous analysis. Obtains additional data if required.</td>
<td>Essential</td>
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<td>An organised and methodical approach to project management</td>
<td>Essential</td>
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<td>Confident negotiator, able to initiate discussions and follow them through to point of conclusion</td>
<td>Essential</td>
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<td>Able to adapt to changing priorities to support project outcomes at short notice</td>
<td>Essential</td>
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<td>Strong IT Skills – able to use Google mail, Google calendar, Google docs, MS Word, MS Excel and quickly learn new/complex systems</td>
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<td>Able to communicate effectively with multiple individuals at different levels, with different perspectives</td>
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<td>Able to work in a team and form positive working relationships with colleagues/external contacts</td>
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<td>A high degree of attention to detail</td>
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<td>Able to work across the University and/or externally to build and strengthen working relationships. Actively pursues a shared interest and works jointly to influence events and decisions.</td>
<td>Essential</td>
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<td>Can demonstrate the ability to consider the impact on the Faculty/Service. Knows where a decision is beyond their responsibility and refers to others.</td>
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<td><strong>Experience</strong></td>
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<td>Significant project management experience, working with staff/stakeholders to deliver multiple objectives</td>
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<td>Delivering projects successfully in a changing and high-pressured environment</td>
<td>Essential</td>
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<td>Delivering/co-ordinating a high quality service to a range of internal/external customers within an allocated budget/timeframe</td>
<td>Essential</td>
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<td>Experience of working with higher education and/or NHS processes and structure, and of external bodies such as General Medical Council and Medical Schools Council – Assessment Alliance</td>
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<td>Experience of delivering training and/or presentations to stakeholders, with the ability to communicate complex ideas clearly to a diverse audience.</td>
<td>Desirable</td>
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<td>Personal attributes</td>
<td>Essential / Desirable</td>
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<td>Proactive communicator, both within the School and with colleagues in other departments/organisations</td>
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<td>An autonomous self-starter with the ability to draw together a team to exploit available expertise</td>
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<td>A positive ‘can-do’ attitude with evidence of initiative in problem solving and a solutions based approach</td>
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<td>Focussed on excellence in customer/stakeholder service</td>
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<td>A willingness and commitment to engage with continuing professional development</td>
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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
THE DEPARTMENT

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 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 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
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 6402
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 20 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@york.ac.uk

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

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