



Job title	Dean of Education	Job family and level	Clinical Academic, Clinical Professor, (Teaching Focus) Level 7
School/ Department	School of Medicine	Location	Queen's Medical Centre Campus, Nottingham, UK

Purpose of the Role

To provide strategic leadership and overall management for all undergraduate, post-graduate taught, and post-graduate research activity in the School of Medicine.

Manage the relationship and work closely with the General Medical Council and Local Education providers to ensure quality standards are upheld for delivery of medical education and fitness to practice of students and graduates of the School of Medicine.

Fulfil clinical responsibilities as a consultant or senior GP within an appropriate clinical area and contribute to teaching and training of junior medical staff.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	
1	<p>Dean of Education, School of Medicine</p> <p>Personal Responsibilities</p> <ul style="list-style-type: none"> ▪ Demonstrate strategic leadership, acting as a consistent role model. ▪ Lead the development, and implementation, of teaching and learning strategy and activity for the School of Medicine. ▪ Develop educational capacity and educator talent in the School, working with the Dean and Head of the School of Medicine, School Executive Board and Faculty PVC/APVCs. ▪ As a member of the School Executive, actively contribute to the School's Executive Board and the overall leadership and management of the School, including strategic planning and direction setting. ▪ Lead liaisons with Health Education England, NHS partner organisations and Schools within the University concerning undergraduate medical education, support and delivery ▪ Be responsible for the maintenance of an appropriate learning environment for the School's students. ▪ Undertake functional responsibility for specific agreed Faculty cross-cutting activities, when requested. ▪ Engage in on-going personal development relevant to the role. 	80%

	<ul style="list-style-type: none"> Facilitate a dynamic and forward-looking environment which fosters integration and collaboration and the highest levels of quality, integrity, and ethics. 	
2	<p>Responsibilities to be delivered with others in the School's Leadership Team</p> <p>Alongside the Dean and Head of the School of Medicine, FPVC and APVCs, and with help and support from other leaders within the School, including the School's Executive Board:</p> <ul style="list-style-type: none"> provide intellectual and cultural leadership to the School's community, direction and mentoring for less experienced colleagues. Lead, appoint, manage, and develop individuals and/or teams to deliver excellence in teaching. Foster interdisciplinary team working to develop team spirit and team coherence develop and implement the academic education strategy and subject matter discipline of the School; ensuring that the School's strategy is in line with University and Faculty strategic plans and direction. Embed internationalisation, as appropriate promote and represent the School, Faculty and University both internally and externally. Be a role model of the culture and ethos of the University to enhance its reputation. Provide an external voice for education activities in the School and promote international partnerships contribute to other University led activities, for example University Senate and Faculty Board, as required. 	
3	<p>Delivering Excellence with others</p> <p>Teaching and Students</p> <ul style="list-style-type: none"> Ensure the continuous improvement of teaching and learning to provide the best possible teaching and student experience. Ensure students are at the heart of the University and that opportunities are identified that can enable students to be included in appropriate decision-making processes. Deliver student recruitment targets, in conjunction with central admissions teams. Effectively deal with and learn from student complaints. Personally contribute to teaching in the School of Medicine, particularly the teaching of medical students. <p>Knowledge Transfer</p> <ul style="list-style-type: none"> Enable others to create and exploit new opportunities for knowledge transfer activity to secure new areas of, and innovations in, teaching including through additional income streams <p>Research</p> <ul style="list-style-type: none"> Contribute to excellence in research aligned to the School and Faculty's research priorities e.g. through supporting research in Medical Education, BMedSci student project supervision, Master's in Medical Education supervision 	
4	<p>People Management</p> <ul style="list-style-type: none"> Engender a values-based culture, driving excellence in staff engagement, communications, equality, diversity, dignity, inclusion, and wellbeing, within, and beyond, the School's Medical Education Centre environment. Foster an ethos of cooperation, collaboration, and mutual respect. 	

	<ul style="list-style-type: none"> ▪ Commit to equality of opportunity for both students and staff, respecting and encouraging diversity throughout the School/Department. ▪ Develop and deliver appropriate structures for management, consultation, decision-making and communication with staff and students, leading on managing relationships with the student body at School level, including responding to the results of student feedback. ▪ Provide people-focused leadership; creating and setting a vision for the future which staff understand and engage with. ▪ Facilitate the development and empowerment of staff supporting them to excel. ▪ Develop, and deliver, the School's Medical Education Centre people-planning (including ensuring appropriate resources are in place). ▪ Ensure that staff performance is appropriately managed with fair workload allocation. ▪ Provide line management of the teaching component of academic staff attached to the School Medical Education Centre, in accordance with delegated responsibility from the Dean and Head of the School of Medicine, setting appropriate goals and accountabilities, contributing to reviews and appraisals. ▪ Ensure all staff undertaking Education activities in the School are appropriately managed, following relevant HR policies and tackling issues of complaints and conflict in a timely and appropriate manner. ▪ Implement a recruitment strategy in consultation with the Dean and Head of School and the School's Executive Board. ▪ Engaging and active communicator, creating a culture of self-challenge and challenge of others based on openness and respect. ▪ Experienced collaborator, able to transcend professional and academic boundaries and grow internal and external partnerships. 	
5	<p>Financial Management</p> <ul style="list-style-type: none"> ▪ Develop and agree specifications for learning development agreements and contracts with the local Health Education England team in relation to undergraduate tariff funded activity, signing on behalf of the University of Nottingham. ▪ Be accountable for resource and budgets as devolved by the Faculty PVC, for the effective planning, management and delivery of target budgets allocated. ▪ Manage income and expenditure to promote financial sustainability and drive growth of income and/or value for money requirements in line with agreed KPIs. 	
6	<p>Governance / Assurance and Health and Safety</p> <ul style="list-style-type: none"> ▪ Maintain liaison with the General Medical Council over standards for delivery of medical education as well as the fitness to practice of students and graduates of the University. ▪ Have specific responsibility for developing and delivering all aspects of undergraduate medical education, ensuring all required quality standards are met and that all appropriate University policies, operating procedures, and regulations are implemented. ▪ Be responsible for Health and Safety within the School of Medicine's Educational Activities. Create a positive, open, and supportive health and safety culture 	

	where staff and students proactively engage with their own and others safety and health, aligned to current University policies, processes and best practice.	
7	<p>Clinical Service</p> <ul style="list-style-type: none"> ▪ Undertake clinical work at consultant or senior GP level within an appropriate clinical area as agreed with the Medical Director in the appropriate Trust, or in Primary Care. ▪ Fulfil the requirements of continuing professional development, engage in joint (University and Clinical) job planning and appraisal annually, and the requirements for revalidation. ▪ Contribute to teaching & training of junior medical staff. ▪ Actively participate in Clinical Governance & audit activities, service development, & promoting multidisciplinary teamwork in clinical practice. 	20%

Clinical Academic Job Plan

The role requires an undertaking of clinical service in one of our partner NHS Trusts or in Primary Care, the extent of this will be negotiable. As the clinical specialty is flexible, the University will seek Royal College approval for an appropriate job plan after recruitment and selection. Although this is usually straightforward, final appointment to the post will be subject to the relevant Royal College approval.

The following draft 'Job Plan' reflects the best advanced assessment of what the final plan will be, based on 10 PAs. A formal job plan will be agreed between the role holder and the Trust Head of Service (or Primary Care equivalent), to whom they will be responsible for clinical service matters, and the Dean and Head of the University's School of Medicine, or their direct nominee. The University and Trusts/Primary Care work on annualised job plans to ensure the maximum flexibility. The joint Clinical Academic Job Plan will then be reviewed annually.

The weekly job plan outlined below is the most likely starting point although it is likely that sessions will change both in location and type to fit with service needs.

Candidates, who wish to do so, are eligible to be considered for the post on a part-time basis. In which case, modification of the job plan would be discussed with the University and Trust, whilst maintaining an approximate 80:20 University: NHS balance.

Assignment of programmed activities in Job Plan:

Academic activities:	8 PAs per week (0.5 PA research/research supervision + 7.5 PA Dean/teaching)
Direct Clinical Care:	1.25 PAs on average per week
Supporting programmed activities:	0.75 PAs on average per week

Indicative timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	NHS Clinical Activities	University	University	University	University
PM		University	University	University	University

Other Duties as Agreed

Additional roles within the School of Medicine or NHS Trust/ GP Practice in which clinical practice aligns must be agreed by the Dean and Head of the School of Medicine in advance of any position being accepted, so that consideration can be given to the job plan and whether this needs to be revised should the additional role be accepted. External roles also come under the University of Nottingham's External work policy. The role holder is expected to declare all work external to the University under the latter policy. Please see

<https://www.nottingham.ac.uk/hr/guidesandsupport/universitycodesofpracticeandrules/documents/external-work-policy.pdf>

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Ability and drive to lead, motivate, develop, and manage the performance of a team to achieve high performance. ▪ A heartfelt commitment to equality, diversity, and inclusion, with demonstrable ability to lead diverse teams and serve as a role model in continually striving for fairer and more inclusive practices. ▪ Strategic thinker, with effective analytical capability to facilitate conceptual thinking, innovation, creativity and problem solving. ▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex and conceptual ideas to those with limited knowledge and understanding, as well as to peers, using high level skills and a range of media. ▪ Demonstrable negotiation skills and collegiality. ▪ Able to delegate and manage several competing demands. ▪ Flexible and willing to adapt to changing circumstances. ▪ Ability to exercise judgement, make decisions and take appropriate risks (which are in the best interests of the School and the University). ▪ Clinical problem-solving & decision-making skills in the context of leading and managing a clinical service at consultant / senior GP level. 	<ul style="list-style-type: none"> ▪ Skills in coaching and developing others in best practice techniques. ▪ Good ambassadorial and diplomatic skills.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Professorial level in relevant area. ▪ Experience and capability to act as a role model in the areas of teaching, and research as appropriate 	<ul style="list-style-type: none"> ▪ Experience through national committee memberships.

	<ul style="list-style-type: none"> ▪ Strong academic record and standing and established and widely recognised for excellence in a relevant field. ▪ Experience of planning and leading the delivery of teaching programmes. ▪ Evidence of excellence in undergraduate medical student teaching using different formats including in providing feedback, supervision, mentoring, & assessment. ▪ Knowledge of University & NHS structures and ability & willingness to work within the Trust & NHS performance management framework & targets. ▪ Good background knowledge of medical education in the UK and of the recent and current issues which are influencing its direction. ▪ Good knowledge of funding and financial issues in medical education. ▪ Significant clinical experience as a medically qualified consultant or General Practitioner with proven ability to provide clinical leadership and Medical Education. ▪ Ability to manage & lead a clinical service at medically qualified consultant or General Practitioner level. ▪ In addition to the essential criteria stated above the applicant must also be able to show evidence a minimum of 2 of the 4 criteria below: <ul style="list-style-type: none"> - Previous experience and success in raising and managing budgets and contracts. - Proven experience of developing/implementing innovative teaching and learning experiences. - Extensive experience of delivering high quality student experience in teaching and learning in Medical Education. - Experience in leading the design of research techniques and methods, with a strong record of research publications (these can be in Medical Education). 	<ul style="list-style-type: none"> ▪ Knowledge or experience of medical education outside the UK. ▪ Experience of successful PhD/ (MD by research) student supervision.
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Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ MB BS or equivalent ▪ Membership or Fellowship of the relevant Royal College ▪ CCT in relevant clinical specialty/ General Practice ▪ An appropriate higher degree, for example PhD, MD or professional doctorate, in a relevant academic area. ▪ Medical Education qualification such as Senior Fellowship of AdvanceHE or equivalent ▪ Training in, and knowledge of, equality and diversity issues 	<ul style="list-style-type: none"> ▪ Membership/ Fellowship of an appropriate professional body ▪ Up to date GCP accreditation for clinical research governance
Statutory, legal requirements	<ul style="list-style-type: none"> ▪ Satisfactory enhanced disclosure from the Disclosure and Baring Service ▪ Full GMC registration with a licence to practice ▪ Entry on the GMC's Specialty Register in the relevant clinical specialty OR GP Register • Eligible to reside & work in the UK 	
Other	<ul style="list-style-type: none"> ▪ Willingness to adopt the vision and values of the School of Medicine 	



The University of Nottingham is focused on embedding equality, diversity, and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

The School of Medicine holds a Silver Athena SWAN award in recognition of our achievements in promoting and advancing these principles. Please see <https://www.nottingham.ac.uk/medicine/about/equality-diversity-and-inclusion.aspx>



The University is a signatory of the Declaration on Research Assessment (DORA). As such we commit to focus on the scientific content of publications (where requested or provided as part of the recruitment and selection process) as a basis for review of quality, and consideration of value and impact of research conducted, rather than any proxy measures such as Journal Impact Factor.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Role models the highest ethical standards to cultivate a collaborative workplace that develops talent and enhances wellbeing, whilst also balancing the needs of the various stakeholders.
- Taking ownership** Translates the vision into a strategy for own area, enabling people to take the right action for the wider organisation. Can resolve complex problems, balancing the needs of varied stakeholders.
- Forward thinking** Always has the overall strategic goal in mind, manages to stimulate agile and forward thinking in others, motivating them and giving them the confidence to drive for continuous improvement.
- Professional pride** Goal is to be best in class; ensuring this can be achieved in line with long term strategy regardless of short term challenges. Supports people to do what is best for both the organisation and the department.
- Always inclusive** Promotes how collaboration and positive partnerships are essential to success, constantly looking ahead to explore how to involve other potential stakeholders.

Key relationships with others



