

## MEDICAL SCIENCES DIVISION

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<b>Job title</b>	Deputy Director of the Accelerated Graduate Entry Medical Course (two posts)
<b>Division</b>	Medical Sciences Division
<b>Department</b>	Medical School Office
<b>Location</b>	John Radcliffe Hospital, Headington, Oxford
<b>Grade and salary</b>	Funding equivalent to one Programmed Activity
<b>Hours</b>	Part-time, equivalent to 1 Programmed Activity / four hours per week
<b>Contract type</b>	Tenable for two or three years
<b>Reporting to</b>	Director of the Graduate Entry Medical Course

### The role

Applications are invited for Deputy Directorships of the Graduate Entry Medical Course, tenable for periods of up to three years from 1 October 2016, or as soon as possible thereafter. The post-holders will support the Director of the Graduate Entry Medical Course, currently Dr Paul Dennis, in arranging admissions, teaching and assessment in the first two years of the course, and in the performance of administrative duties connected with the course. The post-holders will be expected to be at a senior academic or consultant (or equivalent) level appointed on the basis of past experience and knowledge. It is anticipated that two appointments will be made, one of which will be tenable for two years and one for three years.

The posts are available on a part-time basis. Each post will provide funding for the equivalent of one Programmed Activity for those currently employed at consultant level within the National Health Service, or for a slightly higher proportion of a non-clinical salary (depending on its level). Applicants will need to provide evidence of support from the relevant department, in particular affirming that it will be feasible for the applicant to make the necessary commitment to this post.



## **1. Overall responsibilities**

Each Deputy Director will provide senior support for the Director, who has overall responsibility for the leadership and coordination of the Graduate-entry Course. He or she will be responsible for the curriculum content, organization and delivery of specific areas of teaching during the first two years of the four-year course. Teaching is arranged in terms of systems-based science, and separate but related clinical teaching, and the detailed responsibilities for each post-holder will be finalised between the appointee and the Director. Each post-holder will be expected to encourage and coordinate teaching by others, quite possibly leading by example. He or she will contribute to the development of the strategy of the course through the Graduate-entry Education Committee, which is the body that governs the course, and its subcommittees. Each post-holder will be expected to assume the chairmanship of the Education Committee and/or its subcommittees from time to time. In addition, the post-holders will be responsible for specific managerial duties relating to the course, to be agreed with the Director and the Chairman of the Graduate-entry Education Committee. These may include, but are not restricted to, raising awareness of the course and its unique character, admissions, assessment, student appraisal, teacher induction and the maintenance of some course documentation. The post-holders will be expected to liaise appropriately with the administrative staff in the Medical School and with tutors and administrators in colleges.

## **2. Main duties of the post**

Each post-holder will:

- Maintain a knowledge of medical education and of graduate-entry medical courses in particular;
- Deputise for the Director in matters relating to graduate-entry medical education when requested;
- Participate in the continuing development of the course strategy, which might include a change from a four-year to a five-year course if new legislation so requires;
- Assume responsibility for specific administrative duties relating to a specified area or areas of the course, such as those listed below, and work with the Director and the Graduate-entry Education Committee to develop a strategy for the agreed area(s):
  - a. admissions
  - b. assessment and self-assessment (including definition of the syllabus)
  - c. introduction of new technology onto the course to facilitate learning and assessment (including self-assessment);
- Take responsibility for agreed areas of teaching including the curriculum content, organization and delivery;
- Work closely with the Director to ensure continuity of the curriculum through the first two years of the course;
- Contribute to the development and maintenance of examination question banks on which examiners might choose to draw;
- Assist the Director with the production of the timetable for the course, if requested;
- Assist with the development of links to the research community in Oxford, to facilitate the students' participation in relevant medical research;
- Communicate a clear view about the academic aims of the Oxford Graduate-entry course to students and staff and provide guidance to staff on how those aims might be achieved through their teaching;

- In collaboration with the Director, support the coordinators of clinical teaching in coordination and appraisal of clinical placements in both years of the course;
- Participate in the admissions process for the course, which may include appearances at careers fairs or open days in Oxford and elsewhere, and collaboration in the setting and marking of any written entrance test or other selection procedures. This may be an area where the post-holder assumes responsibility in due course;
- Participate in the pastoral care of students on the course, as required, and liaise appropriately with college tutors to ensure proper continuity of care of students on the course;
- Liaise as required with the Director, Module Organizers, the Chairman of the Graduate-entry Committee (when this is not the Director himself) the Course Administrator, the organizers of the clinical attachments, and the college tutors, amongst others;
- Foster good working relationships with the wider academic and clinical community in support of the course;
- Chair the Graduate-entry Education Committee or other committees or groups as required.

### **3. Administrative support**

Administrative support is provided by the Medical School Office, including a full-time Course Administrator. The post-holder will be expected to delegate effectively to administrative staff and to call upon the services and advice of appropriate senior administrative post-holders when required.

### **4. Further details**

Two posts are available, as described above, each on a 0.1 fte basis (4 hours per week). Both posts are fixed-term, one for two years and one for three years, each with a one year probationary period. There is the possibility of an extension of the appointment beyond the initial term. It is expected that in normal circumstances provision to undertake the duties of Deputy Director will be made via a “buy-out” from the existing post of the successful applicant without addition to overall stipend; but it might also be arranged as an additional activity, supplementing an existing post, depending on the circumstances of the applicant.

### **SELECTION CRITERIA**

Candidates will be judged on the basis of the following criteria, and should try to ensure that their application shows how they meet the criteria.

#### *Essential*

- Candidates should either be established clinicians at consultant or similar level (including senior general practitioners), ideally with a higher degree and evidence of on-going interest in the scientific basis of medicine; or be an established research-active medical scientist with an interest in the application of scientific knowledge to clinical medicine.
- Substantial recent or current experience of working in a medical education environment in either a teaching, administrative or management role.
- Ability to demonstrate good judgement and a high level of organizational skill, with the ability to manage a broad range of demanding jobs simultaneously and under pressure.
- Excellent interpersonal skills and proven ability in building good working relationships with a wide range of staff.

- Excellent oral and written communication skills with an ability to develop and frame policy.
  - Proven ability to work independently, to take a proactive approach, to initiate actions, and to follow these through to conclusion, consultatively and decisively.
  - Proven ability to motivate and manage other staff, coupled with the ability to contribute positively to working in a team environment.
- *Desirable*
- Clinical qualifications.
  - Proven ability to manage a substantial teaching project.
  - Experience of and expertise in the development of, reliable assessment methods.

## 5. How to apply

To apply for these posts, please include your *curriculum vitae* together with the names of three referees (one at least from outside Oxford) and a supporting statement indicating how you meet the selection criteria. There is no separate application form.

Applications should be sent preferably by email to [divoff.jobs@medsci.ox.ac.uk](mailto:divoff.jobs@medsci.ox.ac.uk) or by post to Human Resources, Medical Sciences Divisional Office – University of Oxford, Level 3, John Radcliffe Hospital, Oxford OX3 9DU.

**The closing date for applications is 12 Midday, Friday 9<sup>th</sup> September 2016. The interviews are likely to be held in the afternoon of Tuesday, 20<sup>th</sup> September 2016.** Please note that applications submitted after the closing date will not be considered.

The University will assume that it is free to approach referees at any stage unless the candidate's application stipulates otherwise. Candidates who wish a referee or referees to be approached only with their specific permission and/or if they are being called for interview on the final shortlist or are in receipt of a conditional offer are asked to state such requirements specifically alongside the details of the relevant referee(s).

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date.