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**Job Description**

**Associate Dean (Taunton)**

**Purpose**

The Peninsula Medical School, part of the Faculty of Health at the University of Plymouth, is seeking to appoint a clinical colleague from either primary or secondary care as an Associate Dean for its programmes in Somerset. The post holder will oversee the implementation of the BMBS programme for the School, in Taunton/Somerset and build/lead a team to support the delivery of this programme. The post holder will also oversee the delivery of other Health Care programmes for the School, as they develop in the Somerset. The post holder will maintain the status of Somerset as a key partner and will have local oversight of all School’s student clinical experience. The post holder will bring visible and credible leadership to this key part of our clinical programmes in Somerset.

**Key Roles for the Associate Dean**

* Working closely with the Head of the Peninsula Medical School, the Clinical Liaison Manager and the Senior Education Team, to take responsibility for the oversight and management of the delivery and development of medical education activity in the Somerset clinical environments.
* There will also be an opportunity to set up collaborations in Research, between Somerset and the University of Plymouth.
* The post holder will oversee the management of the Somerset Medical Education activity and team, including line management of Clinical Sub-Deans and others through them.
* The post holder will expected to participate a number of committees and meetings Membership, on behalf of Taunton Liaison Board, BMBS Programme Committee, SMT Meeting, NHS MUT Finance Committee and others as appropriate.
* To ensure local compliance with FoH Quality Assurance and assessment procedures and, to act as the local point of reference in the event of concerns about student behaviour, performance, fitness to practice or complaints.
* To take overall responsibility for the educational interface with the NHS in Somerset, specifically for the provision of clinical teaching and learning opportunities, in support of the PMS Strategy.
* To undertake any other roles on behalf of the Faculty, as agreed with the Head of School.
* Act as Senior Academic Tutor for the site.

**Terms and Conditions**

1. This is a fixed term role for a period of 3 years with annual performance review and the possibility of renewal for one further 3 year period.
2. This role attracts two Programmed Activities per week.
   * + - The post will be based mainly in Somerset but some travel across the South West will be required.

* The post-holder will be expected, on an ad hoc basis, to be available for key meetings within the School (Wednesdays) and in Somerset, although this is subject to negotiation on appointment. Changes to fixed sessions will be required on occasion, with appropriate notice (for example in order to attend staff development and student induction activities).
* This role descriptor describes the range of duties likely to be undertaken by the post-holder, but is subject to change at the appointment stage, and is not fixed but is likely to evolve and change with the future needs for the School/Faculty/University. Unless the responsibility change is substantial enough to warrant a title change, this would not require a change to the role descriptor.
* The contractual arrangements will be negotiated with the successful candidate who will have an employment contract or an honorary contract with the University of Plymouth appropriate to the profile of the successful candidate. If already employed by the University, the role will be included in, or as an extension of, your present contract. If already employed by the Trust, the role holder will have an Honorary University contract and will be subject to an agreed job plan. Job plans are reviewed at least annually.
* As an employees of the NHS Somerset Foundation Trust, must have the explicit agreement of their Service Line Director and Service Line Managers to apply for this role and before interview to ensure that if appointed it will not affect their NHS work. GP applicants should have the agreement of their practice manager where applicable.
* The successful candidate will be appointed on to the appropriate clinical consultant/GP level salary scale.

**Line Manager:** Head of School

**Key working relationships for the Associate Dean role will be:**

* + Head of Peninsula Medical School
  + Associate Head of School TLQ
  + Clinical Liaison Manager
  + Director of Clinical Studies
  + Director of Professionalism and Lead for Small Groups
  + Clinical Pathway Leads
  + Director of Sciences Learning & Educational Support
  + Director of Assessment
  + Faculty Business Manager
  + Education Director for PGT and Associate Dean, University of Bristol

**Person Specification**

Essential

* Full registration with the UK General Medical Council
* Consultant/General Practitioner within the NHS
* Membership of the appropriate Royal College or equivalent qualification
* Excellent understanding of the key issues affecting medical education from across or within the national/international arena, the NHS and HEE environments, and from all other stakeholders
* Evidence of effective financial management skills
* Evidence of successful team leadership skills
* Evidence of working well and collaboratively as part of a team across all levels of membership seniority (Executive to Junior staff)
* Evidence of effective and successful academic administrative management consistent with the seniority of the post
* Previous involvement in successful strategic planning and effective change management
* Previous experience of and an enthusiasm for medical undergraduate/postgraduate teaching
* Networking and influencing skills

Desirable

* Higher degree, qualification in clinical education or equivalent research experience
* Fellow of the Higher Education Academy or equivalent

University Behaviours

* Demonstrates Self-Leadership
* Develops self and others to deliver
* Leads and operates in times of change and ambiguity
* Builds and secures value from relationships
* Drives innovation and action
* Creates and contributes to a shared vision
* Uses sound business judgement