

Job Description

**HEAD OF UNDERGRADUATE MEDICAL SCHOOL
SCHOOL OF MEDICINE, DENTISTRY & NURSING
COLLEGE OF MEDICAL, VETERINARY & LIFE SCIENCES**

Reporting to: Head of the School of Medicine, Dentistry & Nursing

Period of office: 4 years in the first instance, subject to satisfactory performance (normally with an underlying substantive professorial appointment)

Job Purpose:

To assume overall responsibility for the MBChB Programme and to ensure it continues to deliver internationally-competitive clinical undergraduate education and produces graduates who are ready to enter Foundation Training with the knowledge and competences necessary for safe clinical practice and postgraduate training.

Key Tasks:

1. Lead the UMS team in the provision and ongoing review of our sector-leading undergraduate medical programme, through a stimulating, collegiate and well-managed environment, and within the framework of:
 - a. The requirements of the General Medical Council
 - b. Evidence of best educational practice
 - c. The University of Glasgow Learning and Teaching Strategy
 - d. Feedback on performance of graduates in clinical practice
 - e. Feedback from students
2. To advise the Head of the School of Medicine, Dentistry and Nursing on the requirements for the MBChB Programme, particularly with respect to staffing, curricular and financial resources.
3. To provide leadership of the MBChB academic team and to work in partnership with the Professional Services staff providing support to the MBChB. This leadership will be supported by the appointment of a Deputy Head of the Undergraduate Medical School.
4. To provide leadership for, and to interact with and engage with, NHS staff involved in the delivery of the MBChB Programme.
5. In coordination with senior teaching staff, to play a leading role in interactions with external bodies which have involvement in or influence on the MBChB Curriculum, including the General Medical Council, NHS Health Boards, NHS Education for Scotland, the Scottish Deans' Medical Education Group, NES and the University.
6. To facilitate the development and training of staff involved in the MBChB Programme.
7. To ensure a strong ethos of professionalism throughout the MBChB both in terms of curricular content and ensuring students have access to support and guidance when required.
8. To have an overview and responsibility for admissions to the MBChB programme and intercalated BSc programmes.
9. To encourage scholarship in medical education.
10. To chair the appropriate committees including the UG Medical School Teaching & Learning Committee, Hospital Sub-Dean's Committee and Regional ACT Priorities Group.
11. To represent and promote the excellence of the Glasgow Undergraduate Medical School at relevant national and international meetings.
12. Lead, develop and motivate a high performing School and its staff, engendering a culture of excellence, accountability and transparency, including responsibility for the career development and performance management of staff within the school.
13. To promote internationalisation of the MBChB and intercalated BMedSci courses.

Person Specification:

- A senior clinician (normally Professorial/Consultant level) with a proven record of leadership in medical education
- Extensive knowledge and experience of teaching, learning and assessment in undergraduate medical education
- Commitment to scholarship and research informed undergraduate medical education
- Leadership style that engenders a positive collaborative culture, sustaining high performing and effective teams that engage with colleagues across the University
- Willingness and ability to provide leadership in policy development
- Proven experience of managing staff and their performance and development
- Excellent communication and interpersonal skills
- Demonstrable track record in strategic and operational management and planning
- Experience of financial planning and resource allocation
- Ability to engage a range of internal and external stakeholders to collaborate in identifying problems and appropriate solutions, within agreed timetables and budgets
- Experience of leading and successfully initiating and implementing change

February 2023