TEACHING ADMINISTRATOR GROUP LEAD (Grade 7)

JOB REFERENCE: 1707783

<table>
<thead>
<tr>
<th>Institute/Research Department</th>
<th>Institute of Epidemiology &amp; Health Care (Research Department of Primary care and Population Health)</th>
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<tbody>
<tr>
<td>Grade</td>
<td>UCL Grade 7</td>
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<tr>
<td>Salary (inclusive of London allowance)</td>
<td>£34,635 - £41,864 (inclusive of London Allowance at £3,031) per annum</td>
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<tr>
<td>Reporting to</td>
<td>Department Manager</td>
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<tr>
<td>Duration</td>
<td>1 Year in the first instance, renewal subject to further funding</td>
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<tr>
<td>Hours of work</td>
<td>36.5 hours per week (1.0 FTE)</td>
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<tr>
<td>Annual leave</td>
<td>27 days per annum pro rata</td>
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<tr>
<td>Probation period</td>
<td>9 months</td>
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This is an exciting opportunity for a talented, enthusiastic and committed individual to set up and develop a new team to provide teaching administrative support across the Research Department of Primary care and Population Health (within Institute of Epidemiology and Health Care). The Research Department of PCPH is establishing a new teaching administrative team to collaboratively support the delivery of an expanding and innovative programme of teaching medical students on the MBBS and intercalated BSc courses. The post-holder will lead on developing new systems, creating a positive, collaborative working culture, and ensuring team members are able to achieve their full potential through a programme of work-based and continuing professional development.

The ideal candidate will have a strong organisational background with an understanding of HEI administrative, student and financial systems. They must have excellent communication, organisation and time-management skills and demonstrate a strong team-work ethic and leadership ability. Previous experience of line management is essential. This role requires that the post holder works on their own initiative and be able to manage multiple tasks concurrently. Previous experience in a similar environment would be advantageous. The post-holder will be supported in the establishment and development of the new team with supervision and mentoring provided by senior administrative and academic staff from PCPH and the UCL Medical School.

1. BACKGROUND

1.1 Undergraduate Education

Undergraduate medical students currently spend about 15% of their learning time based in general practice and other community based health related settings. The Research Department of Primary Care and Population Health (PCPH), is closely linked with the Medical School’s main hospitals and primary care trusts and has an extensive network of teaching practices provides a range of academic activities, including education, research and development, supported by appropriately trained staff, learning materials and informatics.
Community Based Teaching:

UCL Medical School's commitment to deliver a large proportion of its undergraduate medical (MBBS) curriculum in community means we have several well established programmes in which GPs teach medical students in their own practices, often in subject areas which have traditionally been taught exclusively in the hospital. As well as traditional ‘Core’ General Practice attachments, where GPs supervise individual students for their four-week GP placements in years five and six, GPs also take part in a variety of innovative programmes of practice based teaching. These include teaching general internal medicine, care of the older person, women’s health, child health, and mental health. PCPH also contributes to the Social Determinants of Health module in the early years of the MBBS curriculum. Increasing the GP footprint in the MBBS teaching is a national priority, and one that UCL is committed to; hence there is an expectation that the current programme will change and grow.

Integrated BSc in Medical Sciences with Primary Health Care:

Based in the Faculty of Population Health Sciences, the iBSc in Primary Health Care at UCL is the longest running primary care BSc in the UK. This programme offers a unique combination of ongoing clinical experience (students are attached to a designated general practitioner tutor) and the acquisition of academic skills relevant to a career in clinical medicine.

Successful delivery of both MBBS and iBSc teaching requires close collaboration between the PCPH teaching team, UCL Medical School, and the General Practices where teaching is undertaken. The post holder will be key to developing and maintaining an effective, well-functioning administrative team which can support the teaching across geographically dispersed sites, delivered by busy clinicians with multiple competing priorities.

1.2 Institute of Epidemiology and Health Care

The Institute of Epidemiology and Health Care (IEHC) is part of the Faculty of Population Health Sciences within the UCL School of Life and Medical Sciences.

The Institute comprises four Research Departments, as follows:

- **Applied Health Research** [http://www.ucl.ac.uk/dahr/]
- **Behavioural Science and Health** [http://www.ucl.ac.uk/iehc/research/behavioural-science-health]
- **Epidemiology and Public Health** [http://www.ucl.ac.uk/epidemiology/]
- **Primary Care and Population Health** [http://www.ucl.ac.uk/pcph/]

The Institute has an internationally competitive research programme focused on:

- Understanding the determinants of health and disease across the life-course in populations and in patients in clinical settings, including the investigation of genetic, biological, behavioural, psychosocial and cultural processes;
- Evaluating strategies for the prevention and treatment of physical and mental ill-health;
- Monitoring and surveillance of health and health care nationally and internationally;
- Carrying out innovative work on behaviour change and on the practice of primary care;
- Developing and implementing new technologies in teaching and research in population health;
- Teaching and capacity building in population health research and practice.
- Applied health and health policy research

The staff of the Institute is multidisciplinary, with expertise across the in clinical, public health, and primary care medicine, epidemiology, medical statistics, health psychology, sociology, health economics, public policy, genetics, physiology, and improvement science. As an Institute we have strong national and international interdisciplinary collaborations with a large portfolio of international research linked to the UCL Global Health Initiative.

The Institute offers world-class education and training in a wide range of subjects including contributions to all years of the MBBS curriculum and an extensive portfolio of post graduate taught and research programmes.

IEHC holds an Athena SWAN Charter Silver Award in recognition of its commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.
The Institute Director is Professor Andrew Hayward. Further information on IEHC can be found at: http://www.ucl.ac.uk/iehc/

1.2 Research Department of Primary Care and Population Health

The Research Department of Primary Care and Population Health is part of the Institute of Epidemiology and Health Care and is headed by Professor Elizabeth Murray. The Department’s strategic aim is to deliver high quality teaching in community-based primary care and public health and to undertake a programme of internationally competitive multi-disciplinary research addressing the management and prevention of disease in individuals and populations in areas which are of priority to the health of the public.

2. DUTIES AND RESPONSIBILITIES OF THE POST

The post holder will:

• Manage and co-ordinate the work of the Teaching Administration team within the research department;

• Line manage the members of the Teaching Administration team within the research department;

• Manage, develop and implement systems to arrange placements in a timely manner in accordance with service level agreements;

• Set service standards for delivery of the teaching administrative support within the research department;

• Oversee the production and maintenance of Standard Operating Procedures for all key administrative tasks

• To provide support to undergraduate teaching programmes (including iBSc in Primary Health Care, Community Based Teaching and Social Determinants of Health);

• Ensure effective communication between departmental academics, GPs and students;

• Ensure that GPs find working with UCL an efficient and rewarding experience;

• Work with academic staff to promote recruitment of tutors;

• Act as first point of contact and public face of the teaching group;

• Ensure that teaching web pages and social media accounts (e.g. twitter etc.) to ensure that they are maintained and updated in a professional manner

• Manage the delivery of teaching administrative support to ensure a well organised and efficient student experience;

• Ensure efficient and timely data collection from GP tutors and students on teaching and placements.

• Manage, develop and implement systems for data collection to support the Teaching Excellence Framework

• Ensure the Primary Care Education Committee (including preparation of the agenda and minute taking) is serviced

• Ensure financial records are accurately maintained, including: purchase and sales invoices are raised on time and payments to GP practices are made within agreed timescales.

• Take overall management role to ensure the coordinated and efficient support of all primary care undergraduate teaching programmes including MBBS Community Based Teaching, iBSc in Primary Health Care and components of the Social Determinants of Health module. This would include oversight of the following areas:
➢ Recruitment and support of teaching practices
➢ Teaching practice database
➢ Student recruitment (including website presence and production of information sheets, leaflets, banners and other publicity materials as required);
➢ Administration and monitoring of practice placements;
➢ The production and collation of course materials, liaising with module leads in order to produce up-to-date materials via Moodle (UCL E Learning system);
➢ Maintenance of records and guidance documents with particular regard to changes in UCL policy on extenuating circumstances.
➢ Coordinated process for maintaining up to date student timetables, study guides and course materials on Moodle (UCL Virtual Learning Environment); and student Outlook calendars.
➢ Room bookings for teaching, examinations and meetings;
➢ Provision of student support and services guidance, information and communication;
➢ Ensuring effective communication with other administrative colleagues who support related teaching across the Institute, Faculty and SLMS
➢ The administration of associated examinations;

* Manage and oversee the professional development of staff within the team.

Additional Duties
In addition to these duties the post holder will be required to carry out such other duties as may reasonably be required within the general scope and level of the post. In particular, the post holder will be required to provide cross cover for other administrative staff within the team when necessary.

He/she will carry out other duties as are within the scope, spirit and purpose of the job description as requested by the line manager, Head of Teaching or Head of Research Department.

This job description is not intended to be exhaustive and it is likely that duties and responsibilities may be altered from time to time in the light of changing circumstances, in discussion with the post holder.

All administrative and clerical staff of the Institute need to be aware that their work could relate to any of the main UCL campuses and their office site could also change.

3. PERSONAL ATTRIBUTES REQUIRED

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<th>CRITERIA</th>
<th>E=essential</th>
<th>D=desirable</th>
<th>ASSESSED BY:</th>
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<td></td>
<td></td>
<td></td>
<td>A=Application</td>
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<td>I=Interview</td>
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<tr>
<td>Education/Qualifications</td>
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<tr>
<td>• Higher education to degree level or NVQ Level II/III Administration, or equivalent, or having acquired substantial relevant experience</td>
<td>E</td>
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<tr>
<td>Skills/Ability</td>
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<td>• Excellent IT skills in email, spreadsheets, word processing, databases including Outlook calendar, Moodle, Portico, Opinio or similar learning systems</td>
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<tr>
<td>• Ability to supervise other members of the team, promote good working relationships and defuse difficult situations</td>
<td>E</td>
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<td>• Excellent communication (written and oral) and interpersonal skills</td>
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<td>I</td>
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<td>• A methodical and accurate approach to work with attention to detail</td>
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<td>A</td>
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• Ability to manage own workload through effective ordering of priorities and display good organisational ability  E A / I
• Ability to line manage and direct the work of others  E A / I
• Ability to set and work to deadlines and willingness to work under pressure from time to time in the meeting of deadlines  E A / I
• Ability to be discrete and maintain confidentiality in accordance with current Data Protection legislation  E A / I
• Ability to collate and record information accurately using a variety of media  E A / I

Experience of
• Working in a similar administrative role, preferably in an Academic environment  E A / I
• Administration of teaching programmes within an HEI setting  E A / I
• Line management including performance management including supervision and appraisal.  E A / I
• Working with minimum supervision and taking responsibility for setting and meeting targets  E A / I
• Handling confidential information and communications in a sensitive and effective manner  E A / I
• Client-facing work (including customer relations), preferably in an Academic environment  E A / I
• Working with and dealing with senior academic staff  D A / I
• Higher education sector (as student or in a working capacity)  D A / I
• Servicing committees and minute taking  D I

Aptitude
• Ability to manage a team to work collaboratively with colleagues and senior managers  E I
• To display a professional attitude towards colleagues, students and others  E I
• Initiative and the ability to judge when to use it  E I
• A flexible attitude to work, including the ability to take on new tasks when required without supervision  E I
• Sensitivity to the relative urgency of tasks  E I
• Interest in pursuing an administrative career  E I

4. CONDITIONS OF APPOINTMENT

Appointment
The post, available immediately, is graded as Grade 7, the salary for which ranges from £34,635 - £41,864 (inclusive of £3,031 London Allowance). Progression through the salary scale is incremental. Cost of living pay awards are negotiated nationally and are normally effective from 1st August each year.

Terms and Conditions and Staff Benefits
Please follow the links in the advertisement for information on UCL Terms and Conditions for Research and Support Staff and Employee Benefits.

Equal Opportunities
UCL’s equal opportunity policy is that in the recruitment, selection, education and assessment of students, and in the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the post. Please see http://www.ucl.ac.uk/hr/docs/equal_opportunity.php for details

5. APPLICATIONS PROCEDURE

Applications should be completed online http://www.ucl.ac.uk/hr/jobs/, however if you are having difficulty accessing the on-line recruitment system please contact Corinne Ward (c.ward@ucl.ac.uk) for advice.
INSTITUTIONAL PROFILES

UNIVERSITY COLLEGE LONDON
A full profile can be found at: http://www.ucl.ac.uk/hr/docs/UCLstandard_information.php

SCHOOL OF LIFE AND MEDICAL SCIENCES
A full profile can be found at: http://www.ucl.ac.uk/slms/about-us

It comprises four Faculties:
- Life Sciences http://www.ucl.ac.uk/lifesciences-faculty/
- Brain Sciences http://www.ucl.ac.uk/brain-sciences
- Medical Sciences http://www.ucl.ac.uk/medical-sciences/
- Population Health Sciences http://www.ucl.ac.uk/populationhealth-sciences

UCL MEDICAL SCHOOL
Further information can be found at: http://www.ucl.ac.uk/medicalschool/undergraduate/about-medicalschool

INSTITUTE OF EPIDEMIOLOGY AND HEALTH CARE
Further information can be found at: www.ucl.ac.uk/iehc