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| Job Description |  |
| Use of Evidence Module Manager | Grade: 7 |
| UCL Institute of Health Informatics**Location: 222 Euston Road, London NW1 2DA** | Hours: 50% FTE (2.5 days per week) Duration: Permanent |

#### Reports to:

**LONDON’S GLOBAL UNIVERSITY**

Institute Manager, UCL Institute of Health Informatics for development and administrative support

Dr Amitava Banerjee, Associate Professor in Data Science and MBBS Academic Module Lead for “Use of Evidence” and “eHealth” for day-to-day management

#### Context

“Use of Evidence” and “e-Health” are two of 16 Clinical and Professional Practice (CPP) Modules in UCL’s undergraduate medicine programme (MBBS). The post holder will work collaboratively with the Academic Module Lead (Dr Amitava Banerjee) to manage the delivery, coordination, review, development and quality assurance of the modules and to ensure a high quality student experience. For the academic year 2019-2020, a new module combining “Use of Evidence” and “e-Health” (to replace the previous two modules) will be implemented and the post holder will play an integral role in development and implementation of this new module, including all of the online materials.

The MBBS is a complex, professional programme which graduates approximately 360 UCL Doctors each year on completion of a 6-year programme which includes an intercalated BSc and the MBBS, which is a Primary Medical Qualification enabling a provisional licence to practise medicine. The programme has dual governance and quality assurance from both the regulator (GMC) and UCL. The curriculum structure, focus and delivery is determined by national curriculum requirements (Outcomes for Graduates, GMC 2018) and national quality requirements (Promoting Excellence: Standards for Medical Education, GMC 2016).

#### Main purpose of the job

The purpose of the Module Manager is to provide administrative support for the Module Lead for Use of Evidence/e-Health in the review and development of module content. The postholder will manage the module timetabling and coordinate teaching across 5 years of the MBBS programme.

#### Duties and responsibilities:

* Administrative support for the Module Lead for Use of Evidence/e-Health in the review and development of module content, aims and objectives
* Assist the Academic Module Lead in development of the new combined module.
* Management of module timetabling and coordination of teaching across 5 years of the MBBS programme, including electronic presentation of timetables for students.
* Development and maintenance of teaching materials including online resources and e-learning.
* Recruitment and co-ordination of lecturers, tutors and others involved in the delivery of teaching.
* Facilitating the provision of examination questions and OSCE stations from contributing teachers and tutors.
* Effective communication with module students
* To assist the Academic Module Lead with the Medical School’s Quality Assurance processes, reports and interventions.
* To comply with the MBBS service standards including developing and maintaining Standard Operating Procedures (SOPs).
* To work collaboratively with the central CPP team to ensure integration of Use of Evidence/e-Health into the overall CPP curriculum with a co-ordinated approach to the curriculum and meeting Medical School and GMC requirements.
* To service a Module Management Group (MMG) each term and report back to the CPP Teaching Sub-Committee (TSC).
* To underpin a high quality student experience.

# Person specification

| Criteria | Essential or Desirable | Assessment method(Application/Interview) |
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| **Qualifications, experience and knowledge** |  |  |
| A degree, NVQ III or equivalent tertiary level qualification, or substantial relevant experience | Essential  | A |
| Administrative qualifications or proven relevant skills | Essential | A/I |
| Experience in a professional services role that carries responsibility, preferably in an academic environment | Essential | A/I |
| Ability to deliver a high quality service to students and internal/external colleagues and organisations. | Essential  | A/I |
| Web content management knowledge. | Essential | A/I |
| **Skills and abilities** |  |  |
| Excellent IT skills in Microsoft Office, databases and management systems | Essential | A/I |
| High level competence in e-Learning systems/Virtual Learning Environments | Essential | A/I |
| Critical thinking skills including critical analysis and reasoning | Essential | A/I |
| Excellent communication skills (oral and written) with a wide audience. | Essential | A/I |
| High degree of literacy and numeracy and ability to draft correspondence and reports clearly and succinctly. | Desirable | A/I |
| Ability to prioritise workloads in the context of deadlines, service standards and pressurised conditions. | Desirable | A/I |
| **Personal attributes** |  |  |
| Innovative and problem-solving with the ability to adapt and accommodate change | Essential | A/I |
| Ability to take responsibility and initiative and to work flexibly under pressure and to deadlines | Essential | A/I |

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# Apply

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