

### Academic Role Profile

<b>Job Title:</b>	Director of Assessment (Associate Professor) (Research and Teaching Track)
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<b>Responsible to:</b>	Head of Faculty
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<b>Responsible for:</b>	Research and support staff employed on projects for which the post holder is Principal Investigator, and students on programmes and awards that are the responsibility of the post holder.
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<b>Job Summary and Purpose</b>
To make a significant contribution to the advancement of own specialist area which is recognised at national and international level. To undertake research in line with the Faculty's research strategy and to contribute to undergraduate and postgraduate teaching programmes.

<b>Main Responsibilities/Activities</b>
<p><b>To develop the research activities of the Faculty and the University (in collaboration with others in the discipline where appropriate) by:</b></p> <p>Demonstrating leadership in research, including postgraduate research supervision.</p> <p>Planning, co-ordinating and leading research activities in accordance with a specific project plan through a research team or a group of staff involved in research. Managing the financial and physical resources associated with the research activities. Supervising and guiding the work of staff and research and doctoral students on own specialist area.</p> <p>Leading innovative research proposals and submitting funding bids, winning support for them and planning the research to be taken, self-contained item or as part of a broader programme. Obtaining and sustaining research funding.</p> <p>Sustaining an extensive track record of published research findings in high quality journals, or other media and at internationally recognised conferences.</p> <p>Maintaining an expert reputation in own subject area and providing advice and guidance to staff and students.</p> <p>Engaging in external academic activities in accordance with the Faculty's research strategy at a national level and international level. Such activities will include membership of committees of academic and professional bodies, external examining, editing journals and contribution to professional networks, national and international meetings, societies and bodies (including governmental bodies).</p> <p>Sustaining and developing professional expertise and maintaining the requirements for registration with the appropriate body (<i>for academics with clinical links only</i>).</p> <p><b>To support the teaching activities of the Faculty by:</b></p> <p>Leading/developing teaching methods, designing undergraduate and postgraduate programmes, pursuing new teaching approaches.</p>

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Teaching, training and supervising students (including research students), tutor industrial/professional training year students and external examining according to own area of subject specialism.

Setting/marking programme work, practical sessions, supervisions, fieldwork and examinations according to own area of subject specialism.

Taking part in activities such as validating and examining in relation to the University's associated institutions.

**To engage in scholarship by:**

Continually updating knowledge and understanding in the field or specialism. Extending, transforming and applying knowledge acquired from scholarship to teaching, research and appropriate external activities.

**To undertake pastoral care of students by:**

Using listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support. Appreciating the needs of individual students and their circumstances. Acting as personal tutor and giving first line support. Taking responsibility for dealing with referred issues for students within own educational programmes, and providing first line support for colleagues, referring them to sources of further help if required.

**To contribute to the efficient management and administration of the Faculty, the University and the wider academic community by:**

Performing personal administrative duties such as research group leader and roles associated with teaching programmes, as allocated by the Head of Faculty and contributing to the general life and work of the University.

#### Person Specification

It is essential that the post holder possesses a higher professional qualification, normally a doctoral degree

Demonstrated outstanding qualities and achievements in scholarship and research at a national and international level

Significant academic publication recorded in refereed journals

Evidence of leadership in research, including postgraduate research supervision

Evidence of a record of sustained research funding

Evidence contributions to conferences, professional meetings and societies at an international level and evidence of achievements in other external activities at an international level

Evidence of high quality teaching at undergraduate and postgraduate level

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**Academic Role Profile****Relationships and Contacts**

The post holder will take a leading role in the setting of strategic objectives for their research theme. New appointees will be assigned a senior colleague to guide their development and aid their integration into the Faculty and into the University. Teaching and administrative duties will be allocated by the Head of Faculty, and will include roles related to both taught programmes and research activities across the Faculty.

**Special Requirements**

To attend national and international conferences for the purpose of disseminating research results. To be able to participate in residential field work, in the UK or overseas, according to own area of subject specialism.

To lead major funding bids, which develop and sustain research support for the specialist area and advance the reputation of the Faculty and University.

The post holder is expected to work outside normal office hours as necessary.

**All staff are expected to:**

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.
- Help maintain a safe working environment by:
  - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand
  - Following local codes of safe working practices and the University of Surrey Health and Safety Policy
- Undertake such other duties within the scope of the post as may be requested by your Manager.

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### Addendum

This document provides additional information relating to both specific aspects of the post/Faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Job Purpose.

#### Job Title:

Director of Assessment

### Background Information/Relationships

The core focus of this role will be the development and delivery of a high quality, reliable and valid medical undergraduate assessment programme; that ensures the standards required for students to graduate with a primary medical qualification in the UK.

The Director of Assessment will ensure the development of novel formative and summative assessments in the Surrey GEM programme, alongside evidence-based assessment methods, using contemporary assessment theory including knowledge tests, OSCEs, work place based assessments and professional portfolios, The assessment programme will have a particular emphasis on student feedback and feedforward mechanisms that support individual student learning needs.

The Director of Assessment, working closely with the Dean for Medicine and Programme Director, will be responsible for the development of the entire assessment programme and the student experience of assessment in line with the University's Learning and Teaching Strategy and other institutional policies.

The post holder will make a significant contribution to the leadership and project development of a community-facing new Medical School, and delivery of its undergraduate medical programme.

The role includes leading, developing and delivering the BMBS assessment programme with its team of teachers, and developing successful relationships with NHS partners. The post holder is also expected to represent the programme internally within the university and externally to a wide range of stakeholders at a senior level.

Overall responsibility is to the Dean of the Medical School.

### Person Specification

This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Job Purpose.

#### Qualifications and Professional Membership

#### Essential/ Desirable

Full registration with the GMC

Essential

A higher professional qualification, normally a doctoral degree or equivalent

Essential

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Fellowship of the Higher Education Academy or Academy of Medical Educators		Desirable
<b>Technical Competencies (Experience and Knowledge)</b> This section contains the level of competency required to carry out the role (please refer to the competency framework for clarification where needed and the Job Families Booklet).	<b>Essential/ Desirable</b>	<b>Level 1-3</b>
Significant academic publication record.	E	3
Evidence of leadership in medical learning and teaching in an academic environment with deep knowledge of medical education principles and practice.	E	3
Experience of course accreditation and quality assurance processes in a medical education field.	E	3
Evidence of high-quality teaching and extensive experience of curriculum development.	E	3
Evidence of having made a recognised contribution to Medicine through professional activities.	E	3
Excellent verbal and written communication, interpersonal and networking skills, and evidence of ability to build effective working relationships at all levels.	E	3
Evidence of scholarly contributions to conferences, professional meetings and societies at a national or international level.	E	3
<b>Key Responsibilities</b> This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities. This should be read in conjunction with those contained within the accompanying generic Job Purpose.		
<ol style="list-style-type: none"> <li>1. To lead the delivery of the four-year assessment programme for the School of Medicine.</li> <li>2. Provide overall leadership to the year leads, academics and professional services colleagues in delivering the knowledge tests, OSCEs and other summative exams in each academic year.</li> <li>3. To lead the School of Medicine in the introduction and delivery of the Medical Licensing Assessment (AKT&amp;CPSA) for final year students.</li> <li>4. Attend relevant meetings concerned with undergraduate management and development including visits from the General Medical Council and other internal or external bodies.</li> <li>5. To represent the School of Medicine at local, regional and national meetings relevant to medical education with internal and external bodies and develop leadership in this domain.</li> <li>6. To train and support year leads, academics and clinicians in knowledge test question</li> </ol>		

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writing

7. To train and support year leads, academics and clinicians with OSCE question writing and examining.
8. To lead on the use of electronic marking and student feedback for OSCE examinations.
9. To contribute to the peer observation of teaching and assessment in the School of Medicine
10. To provide overall leadership to the teams managing the question databases, maintaining links with national experts in the domain.
11. To lead the psychometric analysis of summative assessments, the writing of exam board reports and leading the assessment quality assurance processes.
12. To contribute to the teaching of relevant biomedical and clinical medicine to medical undergraduates within their field of interest in the core curriculum, student selected components, and student research projects
13. To support educational appraisal for academic colleagues/NHS teachers with significant roles in the BMBS programme
14. Horizon scanning for new policies/initiatives in medical assessment and their impact on teaching and learning
15. Provide leadership for the medical undergraduate programme team as it is recruited and developed, and identify opportunities for strategic development of new curricula, courses or areas of activity and lead the development of such ideas.
16. Take responsibility for the implementation of the Faculty's learning and teaching strategy and associated policies and provide day-to-day management of the programme and all its internal committees.
17. Ensure that the School places the necessary emphasis on innovative assessment by keeping up-to-date with pedagogical research developments. Facilitate the development and use of technology enhanced learning and promote the identification and dissemination of good practice in the School's teaching and learning environment. To provide advice, supervision and guidance to peers and colleagues with direct support for their innovations within pedagogic developments.
18. Overall responsibility for quality management and enhancement of assessment provision with participation in the School/ Faculty teaching governance committees to provide quality assurance for the Medical School.

**N.B. The above list is not exhaustive.**

### Equality and diversity

To perform the duties in a manner which supports and promotes the Surrey Medical School commitment to equality and diversity.

### Appraisal

To participate in annual appraisal within the medical school as well as the postholder's main trust for clinical activity.

### Obligations

In the course of his/her duties the postholder will acquire knowledge of many confidential matters; the constant exercise of discretion and tact and the maintenance of confidentiality are therefore



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crucial.

### General

The above list is not intended to be exhaustive. The postholder may be required to cover other necessary duties appropriate to his/her level and skills. You must handle personal and other electronic and manual data in accordance with GDPR and relevant university policies. Data will be stored and handled confidentially and securely, utilised for only agreed purposes and be subject to the access rights of individuals.