

**Job pack**

**Message from the President and Principal**

Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College,   
St Bartholomew’s Medical College, Westfield College and   
Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal

A person in a suit smiling

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**Our strategy 2030**

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical,** acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

**Staff benefits**

|  |  |
| --- | --- |
| • Annual leave – the full-time annual leave   annual entitlement is 30 working days   (not including bank holidays).  • [Season ticket loan scheme](http://hr.qmul.ac.uk/forms/pay/)  • [Pension scheme](http://hr.qmul.ac.uk/workqm/pensions/)  • [Reward and recognition schemes](https://hr.qmul.ac.uk/workqm/paygradingrewards/reward/sbs/)  • [Staff Networks](http://hr.qmul.ac.uk/equality/staff-networks-/parents-and-carers-network-/) | • [Cycle to work scheme](http://hr.qmul.ac.uk/workqm/paygradingrewards/reward/benefits/cycletowork/)  • [Qmotion sport fitness centre](https://www.qmsu.org/qmotion/)  • [Employee Assistance Programme](https://www.workplaceoptions.com/uk/)  • [Family friendly policies](http://hr.qmul.ac.uk/procedures/leave/maternity/)  • [Flexible working practices](http://hr.qmul.ac.uk/procedures/leave/flex_work/) |

Job description­­­

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| --- | --- |
| **Job details** | |
| **Job title** | Academic Clinical Fellowship |
| **School/Dept/Institute Centre/Faculty** | FMD, xx Institute, [CENTRE] |
| **Reports to** | Centre Lead/Deputy Centre Lead |
| **Grade and salary** | Junior Doctor Pay Scale ST3 and below |
| **Hours per week** | **(full-time/part-time)** |
| **Appointment period** | Indefinite / xx months/years *including reason for fixed term contract if applicable* |
| **Current location** | Charterhouse Square/ Whitechapel/Royal London Hospital |
| **Work activity type** | **Delete as appropriate (only one option may be selected):** Teaching only  Teaching and Research  Research only  Admin/Operational/Technical and Support |

**About Queen Mary University of London**

Ranked joint 7th in the UK for the quality of its research in the 2021 Research Excellence Framework, Queen Mary University of London, is one of the UK's leading research-intensive higher education institutions, delivering world class education and knowledge transfer across a wide range of subjects in the Humanities and Social Sciences, Medicine & Dentistry and Science & Engineering.

**About The Faculty of Medicine and Dentistry**

The Faculty of Medicine and Dentistry offers international excellence in research and teaching, and supports clinical service for a population of unrivalled ethnic diversity in East London and the wider Thames Gateway.   At the forefront of medical research and education, with research themes in cancer, cardiovascular medicine, inflammation, trauma and population health, the Faculty is ranked 2nd in the 2021 QS World University rankings for research citations and consistently positioned first in London for subject rankings and student satisfaction.

Working with six NHS Trust partners in East London, the Faculty is central to delivering impact on health-related challenges for local and global populations; it has a strong commitment to public engagement through its pioneering science education centre in Whitechapel, The Centre of the Cell.  The Faculty is firmly embedded in our East End and global communities, and through education and research we are committed to improving the health outcomes, the wellbeing, and the prosperity of those we serve through a strategy focused on Better Health for All.

**Job context**

*Briefly describe the setting of the post within the School/Dept/Institute. Please see guidance notes for additional instructions and working examples of job contexts for a variety of roles at Queen Mary.*

**Job purpose**

* To establish a research programme in [insert speciality] and obtain external funding during the appointment.
* To complete clinical training and obtain CCT status during the appointment.
* To contribute to the overall scientific endeavour of the Centre, and to take responsibility for areas of the current projects, as demand requires.
* To work as part of the Institute’s research team, being mutually supportive and covering duties as necessary during colleagues’ absences and at times of additional pressure, as directed.

**Main duties and responsibilities**

**Research: 50% FTE**

* The principal duty of the post will be to undertake laboratory research, developing the research program as outlined.
* To achieve a steady publications record of the kind that will enhance the Centre’s research reputation at national and international level and that well clearly demonstrate originality and scholarship.
* To attend and participate in the Centre’s academic activities, e.g. laboratory and journal club meetings, research group meetings and weekly seminars e.g. Wednesday 5pm seminar.
* To make research initiatives and original contributions to the research programme wherever possible, and to contribute freely to the team research environment in a manner conducive to the success of the research project as a whole.
* To keep up to date with scientific, clinical and professional issues, in particular relating to developments in the specific subject area.
* To ensure that all research is undertaken according to Good Clinical Practice (GCP), Good Laboratory Practice (GLP), College and Trust protocols.

**Clinical: 50% FTE**

*[The postholder will hold an Honorary ACF contract with the Barts Health NHS Trust.]*

* To undertake clinical duties as appropriate, and as agreed with the supervisors.
* To assist with the clinical management of patients under the care of this Centre under the supervision of the consultants whilst on call if applicable.
* The post-holders must have an awareness and understanding of clinical governance issues, and will be expected to participate in Clinical Governance activities related to their clinical work.

**Teaching:**

* The postholder may be expected to contribute to the delivery of undergraduate and postgraduate curricula in accordance with the Institute’s Teaching and Learning Service Level Agreement and as agreed by the Project Supervisor, the Centre Lead, the Institute Teaching Lead and the Institute Director. This may include contributing to course and examination organisation, PBLS, OSCEs and, when required, serving on strategic or tactical committees related to teaching.

**Other:**

* To ensure they are fully aware of and comply with the College’s/Trust’s policies and procedures in relation to data protection, confidentiality, health and safety at work, COSHH regulations, infection control, safe handling of drugs, and all local safety rules regarding fire, chemical, radioisotope and gene manipulation hazards.
* To identify own training needs and to remain up to date with current professional thinking.
* The postholder must at all times carry out their responsibilities with due regard to the College's and Trust’s Equal Opportunities policy.
* The duties of the post outlined above are not exhaustive, and the postholder will be expected to be co-operative and flexible, undertaking such administrative and other duties as may from time to time be reasonably expected of a member of research grade staff in a university.
* These duties will be subject to review in line with the changing requirements of the Centre, Institute, School or College, and with the development needs of the postholder as identified through regular review/appraisal processes.

***The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.***

***This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.***

***Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Queen Mary. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.***

**Citizenship**

The Faculty of Medicine and Dentistry is committed to an action plan that supports the cultivation of a diverse and nurturing staff and student community, at the heart of which sits the commitment to equality of opportunity and equity in our processes and structures.

It is the expectation of all staff that they undertake citizenship responsibilities within the Faculty. As part of the appraisal and probation process, your line manager will discuss the expectations of you to lead or participate in citizenship projects/initiatives as set out in the Faculty’s EDI Strategy. These responsibilities will be commensurate with the seniority of the role and the expertise and experience of the individual.

A group of people outside of a building

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**Essential:** Requirements without which the job could not be done.

**Desirable:** Requirements that would enable the candidate to perform the job well.

Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.



|  |  |  |
| --- | --- | --- |
| **Qualifications** | Essential | Desirable |
| Medical degree from a recognised institution |  |  |
| GMC registration |  |  |
| Specialist registrar grade (ST3 and above) |  |  |
| **Experience/Knowledge** |  |  |
| Relevant experience in [INSERT NECESSARY EXPERIENCE] |  |  |
| Appropriate clinical knowledge |  |  |
| Experience in either adult or paediatric medicine |  |  |
| Some knowledge of oncology practice |  |  |
| Relevant lab experience |  |  |
| Experience of scientific data handling |  |  |
| **Skills/Abilities** |  |  |
| Excellent communication skills |  |  |
| Flexible and co-operative |  |  |
| Self-motivated |  |  |
| Willingness to learn new skills |  |  |
| Willing to be innovative and to deal with responsibilities of the Centre |  |  |
| **Other** |  |  |
| Desire to pursue a career in academic medicine |  |  |
| Good health record and general health appropriate to the duties of the post |  |  |
| Willingness to work flexible and sometimes long hours as the project demands |  |  |

\* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment.  Candidates shortlisted for interview will be asked to bring their passport or another acceptable [form of evidence](https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version) to verify their right to work.

**Visa Sponsorship**

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Skilled Worker visa.  Further information on the Skilled Worker visa can be found via: [www.gov.uk/skilled-worker-visa](http://www.gov.uk/skilled-worker-visa)

**Global Talent Visa Route**

The Global Talent visa is an alternative route to sponsorship, directly applied for by the applicant. It is open to those wishing to work in the UK and who are a leader or potential leader in the fields of academia or research, arts and culture, and digital technology. Further information on the Global Talent Route can be found via: <https://www.gov.uk/global-talent>

For additional information on both visa sponsorship and non-sponsorship visa routes, please visit the UK Visas and Immigration website: <https://www.gov.uk/browse/visas-immigration/work-visas>

**Academic Technology Approval Scheme (ATAS)**

Academics and Researchers applying for Skilled Worker visas and Sponsored Researchers applying for Government Authorised Exchange visas who will be undertaking research activities, at PhD level or above, in the one of the [ATAS listed subject areas](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-atas-academic-technology-approval-scheme-atas)  will be required to obtain an ATAS certificate before they can apply for a visa to work in the UK.

Exemptions will exist for nationals from the EEA, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland and USA and those applying for Global Talent Visas. For further information on this, please visit the UK Visas and Immigration website: <https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate>



**EDI Initiatives**

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI). We hold a Silver Institutional [Athena SWAN](https://www.advance-he.ac.uk/equality-charters/athena-swan-charter) award for advancing gender equality and champion a number of [EDI initiatives](https://www.qmul.ac.uk/about/equality-diversity-and-inclusion/) across the University. We also offer a number of development programmes including [Springboard](http://hr.qmul.ac.uk/equality/protected-characteristics/sex/springboard-womens-development-programme/), [Aurora](https://hr.qmul.ac.uk/equality/protected-characteristics/sex/aurora-womens-leadership-development-programme-2022/) and [B-MEntor](http://hr.qmul.ac.uk/equality/protected-characteristics/race/bmentor/).

We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer ‘Introducing Inclusion’ training for staff to give them an understanding of EDI related issues and provide them with the tools needed to champion inclusivity and embed best inclusive practice in all the work they do.  EDI is built into everything we do at Queen Mary, and is

championed through a well-established governance structure. If you are interested in learning more about Equality, Diversity and Inclusion at Queen Mary and how to get involved then please contact

[hr-equality@qmul.ac.uk](mailto:hr-equality@qmul.ac.uk).

**Flexible Working**

Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our [Flexible Working Policy](http://hr.qmul.ac.uk/procedures/leave/flex_work/) includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

**Family Friendly Policies**

Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this Queen Mary offers a range of [family friendly policies](http://hr.qmul.ac.uk/procedures/leave/maternity/) with enhanced rates of pay available for family-related leave, following a qualifying period of service.

Further Information

**Details about us can be found at:**

www.qmul.ac.uk/xxx

Informal enquiries should be made to:

**Name:**

**Tel:**

**Email:**

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**General Information**

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The Queen Mary salary structure includes automatic pay progression within the published grades, subject to service, funding and performance. In addition to this, there are performance related annual pay review schemes in place.