

# Job Profile

## Person Specification

| Job Details                                |   |
|--|---|
| <b>Job Title:</b>                          | MBBS Year 5 Curriculum Operations Manager and e-learning Lead |
| <b>School/Dept/Institute &amp; Centre:</b> | Student Office (Malta)  |
| <b>Reports to:</b>                         | Head of Education and Student Experience                      |
| <b>Salary: Grade 6</b>                     | €30,386.12 per annum <b>Full-Time</b> – 35 hours per week     |
| <b>Appointment period:</b>                 | Fixed-term contract of 15 months to cover Maternity Leave     |
| <b>Current Location:</b>                   | Gozo, Malta   |

### Job Context

Applications are invited for the post of MBBS Year 5 Curriculum Operations Manager and e-learning Lead. We expect the post holder to manage the MBBS Year 5 Curriculum Operations Manager and e-learning, under the direction of the Head of Education and Student Experience.

### Job Purpose

The post holder will manage the MBBS Year 5 programme inclusive of timetabling, clinical placements, Student Selected Components, Electives and be Lead role for QMplus - the Online Learning Environment for Students. They will work with the Head of MBBS Year 5 and the Curriculum Operations and Quality Manager to ensure professional and high-quality student services in order to support academic success and wellbeing. The post holder will be based in a student-facing office (open from 9am to 5pm each day) and have primary responsibility for activities in year 5 being the first point of contact for students. The post holder will report to the Head of Education and Student Experience.

### Main Duties & Responsibilities

#### Curriculum Operations and Student Experience:

1. Curriculum management of MBBS Year 5; continuously developing and working to Standard Operating Procedures inclusive of:
  - a. Core teaching events, module allocations, coursework and module report submissions and records, attendance monitoring.
2. Liaison with module managers to co-ordinate the year's activities, timetables and academic records, provide guidance to facilitate consistency between modules and compliance as laid out in QMUL MBBS Policies and Procedures.
3. Responsible for ensuring appropriate management of the Electives Programme, database and student enquiries. To provide information and support in regard to the Y5 elective element of the programme to students, staff and clinicians.
4. Responsible for the smooth transition of final year students to Junior Doctors and management of all related administration.

### Main Duties & Responsibilities

5. Ensure smooth working relationships with clinical, academic, and professional staff, the other MBBS Year Managers and Student Support.
6. Manage the delivery of a seamless service to students incorporating efficiency and effectiveness across all Year 5 activities. It is essential that the post holder develop and maintain constructive senior level relationships with academic and clinical partners.
7. Work closely with the Assessments and SSC Manager to help manage and administer the Student Selected Component Year 5 Programme.
8. Work closely with Associate Deans and Clinical Placements Managers to manage the clinical placement timetables and accurately log Clinical tutor teaching hours.
9. Working collaboratively with colleagues in Malta and the London Assessment Unit to ensure high quality assessment delivery in year 5.
10. Providing general support to the Year 3 and 4 Curriculum as and when required.

### QM Plus Super User and e-learning Lead:

11. Manage the local Virtual Learning Environment (QMPlus), website development and maintenance for curriculum years 1-5. To oversee QMPlus data entry and maintenance, as carried out by the Library and Learning Resources Coordinator.
12. Creating and maintaining modules and pages for new courses as and when required, rolling over QM+ at the start of every academic year.
13. Enrolling new users and creating mappings for cohorts; answering and helping with queries from Malta campus users.

### General:

14. In addition, the post holder will be expected to actively follow and promote QMUL policies, including Equal Opportunities and GDPR. Maintain an awareness and observation of fire and health and safety regulations.

15. Carry out any other duties commensurate with the grade, spirit and purpose of the post.

**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 sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.**

**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.**

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| Requirements   | Essential / Desirable |
|--|-----------------------|
| <b>Qualifications</b>  |                       |
| Bachelor's degree or 5 years equivalent experience in a similar role   | E                     |
| <b>Knowledge, Skills and Experience</b>  |                       |
| Substantial experience of working in administration in an HE environment (preferably healthcare-related)                                       | E                     |
| A successful track record in working with colleagues at all levels, including senior staff and external stakeholders                           | E                     |
| Experience of supervising or managing a team   | D                     |
| Experience of working with databases (Ideally SITs)  | D                     |
| Experience in operational service provision and quality-based developmental work   | E                     |
| Website maintenance and content management skills  | D                     |
| Good spreadsheet and database manipulation skills  | E                     |
| Awareness and understanding of current issues and developments in HE and teaching and learning, particularly in healthcare-related disciplines | E                     |
| Experience and understanding of working in a multi-disciplinary team   | E                     |
| <b>Skills/Abilities</b>  |                       |
| Excellent written and verbal communication skills, and ability to communicate effectively with staff and external contacts at all levels       | E                     |
| Ability to prioritise a varied workload for self and staff, and manage and meet deadlines  | E                     |
| Accuracy and attention to detail, and ability to promote this in others  | E                     |
| Able to work on own initiative and as part of a team   | E                     |
| A good understanding of student records and GDPR   | E                     |
| Capable of maintaining a high degree of confidentiality  | E                     |
| Capacity to work effectively to tight deadlines in a pressured working environment   | E                     |
| Excellent IT skills, including spreadsheets, email, word processing (Microsoft Office) and databases   | E                     |

### Essential/Desirable:

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

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