

# Job Profile

## Job Description

### Job Details

<b>Job Title:</b>	MBBS Year 5 Curriculum Operations Manager and E-learning Lead	
<b>School/Dept/Institute &amp; Centre:</b>	QMUL Malta Ltd.	
<b>Reports to:</b>	Curriculum Operations & Quality Manager, QMUL Malta Laurette Dudney – l.dudney@qmul.ac.uk	
<b>Grade 6:</b>	€28,714.80-€32,414.80	Full Time Reduced: 35hours per week
<b>Appointment Period:</b>	Indefinite	
<b>Current Location:</b>	Gozo, Malta	

### Job Context

We are now seeking a dynamic, self-starter with a strong attention to detail to join our University Curriculum Administrative team. The post holder will help develop and manage the MBBS Year 5 programme and assist in supporting the Curriculum Operations and Quality Manager. The role is offered on a permanent or fixed-term basis (applicant request). Applicants must demonstrate considerable flexibility, drive, and sensitivity to strategic priorities. The role is based at the campus in Victoria, Gozo, with regular ongoing contact between relevant teams and stakeholders in Gozo, Malta and in the UK.

### Job Purpose

The post holder will manage the MBBS Year 5 programme. This is an important role which will include coordinating clinical placements and maintaining academic records for final year medical students. The successful candidate will be the first point of contact for both students, academic staff and clinical tutors and will be responsible for maintaining excellent lines of communication between all stakeholders. Working with the IT technician, they will lead the administration and management of e-learning initiatives. 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 will have primary responsibility for activities within the final year.

### 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. 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 Learning Resources Coordinator.
4. 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.
5. Responsible for the smooth transition of final year students to Junior Doctors and management of all related administration.
6. Ensure smooth working relationships with clinical, academic and professional staff, the other MBBS Year Managers and Student Support.
7. 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.
8. Manage and administer the Student Selected Component Year 5 Programme.
9. Work closely with Associate Deans and Clinical Placements Manager to manage the clinical placement timetables and accurately log Clinical tutor teaching hours.
10. Support the MBBS Year 3 & 4 Manager with the day to day running of the curriculum as and when required.

#### Assessment management

11. Support the Assessments and SSC Manager with the delivery of summative and formative assessments including timetabling, examiner recruitment, candidate liaison.
12. Acting alongside the Assessments and SSC Manager as the Examination Liaison Officer to ensure that examinations and results are managed and reported in accordance with QMUL regulations and Processes.
13. Working collaboratively with the Assessments and SSC Manager, colleagues and the London Assessment Unit to ensure high quality assessment delivery in year 5.

#### General

14. In addition, the post holder will be expected to actively follow and promote QMUL policies; including Equal Opportunities and GDPR. Maintain 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 reasonable 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.

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## 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.

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

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

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