

**JOB DESCRIPTION**

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| **Job Title:** | Deputy Programme Director (Clinical), Professional Doctorate in Clinical Psychology |
| **School:** | Psychology |
| **Post type:** | 0.6 FTE; permanent |
| **Grade:** | NHS Agenda for Change equivalent 8c |
| **Campus:** | Stratford |
| **Responsible to:** | Programme Director (Clinical); Head of the Professional Psychology Department; Dean of the School of Psychology |
| **Liaison with:** | Clinical Psychology Sub-Committee  Programmes in North Thames  Other external bodies as appropriate  Deputising for PD: in liaison with commissioning organisation  HEE and Heads of Psychology North Thames  University officers and School Manager (Administration)  School of Psychology Programme leaders  Camden & Islington NHS Foundation Trust (trainees’ employer)  Access to Work (for trainees with disabilities) |

**Never Not Moving Forward**

Build your career, follow your passion, be inspired by our environment of success. #BeTheChange

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skill needs of the second industrial revolution, the University of East London commenced year four of its transformational 10-year [Vision 2028 strategic plan](https://issuu.com/universityofeastlondon/docs/annual_review_2020?utm_source=Charlotte%2BWhite%2Btest%2Bmail%2Blist&utm_campaign=46c08a193b-EMAIL_CAMPAIGN_2018_09_19_02_52_COPY_04&utm_medium=email&utm_term=0_e8797a5163-46c08a193b-) led by our Vice-Chancellor and President, Professor Amanda Broderick, to advance Industry 4.0 careers-first education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community. As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify as being from minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities, ranked first in the UK and second globally (Times Higher Education Global Impact Rankings, 2020). Our commitment to equality, diversity and inclusion is at the heart of Vision 2028. We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With the Athena Swan Awards and being one of a small number of Universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

**JOB PURPOSE**

Together with the Programme Director (Clinical) to provide strategic leadership

to the Professional Doctorate in Clinical Psychology (D. Clin. Psych.) programme, including the management of our upcoming programme expansion.

To ensure the development, efficient and effective organisation, and delivery of

the D. Clin. Psych. In liaison with Camden & Islington NHS Foundation Trust (CIFT) to ensure line management needs for all the trainees at UEL are met.

**MAIN DUTIES AND RESPONSIBILITIES**

**Organisational and Administrative:**

* Alongside the Programme Directors, oversee the management of the Professional Doctorate in Clinical Psychology Programme team including allocation of duties and responsibilities, supervision as necessary and carrying out of development reviews, as delegated by the Programme Directors and/or the Head of the Professional Psychology Department.
* To liaise with the School Manager (Administration), Professional Programmes Team Leader (Administration), Head of Department, Programme Director (Clinical) and the Programme and Deputy Programme Director (Academic) about administrative support to the programme.
* To hold responsibility alongside the Programme Director (Clinical), to liaise with Camden & Islington NHS Foundation Trust regarding the line management of the trainees including oversight of contracts of employment, occupational health, travel expenses, annual and sickness leave and grievance and disciplinary procedures.
* In partnership with the Programme Director (Clinical) to make sure that there is an appropriate organisational structure including lines of accountability, reporting and communication necessary for the effective operation of the Programme.
* In liaison with the Programme Directors, to support where necessary with the recruitment of new staff to the Programme and ensuring appropriate induction and mentoring arrangements are in place.
* In the absence of the Programme Director (Clinical), to deputise for key roles: particularly in the monitoring and ensuring implementation of the contract between the University and the commissioning authority, Health Education England.
* Ensuring the integrity of student data and adherence to UEL data management procedures.
* With the Deputy Programme Director (Academic), chairing the Selection Committee and Selection procedures, through meetings and other forums and committees as appropriate.
* Deputising for the Programme Director (Clinical) in attendance at the commissioning authority’s Clinical Psychology sub-committee (Clinical Psychology Training & Workforce Advisory Group) meetings and the Strategic Clinical Network for Psychology in London.
* Liaison with internal and external organisations as appropriate regarding placement provision across the North Thames region, and in partnership with our colleagues within the TriCourse from University College London (UCL) and Royal Holloway University of London (RHUL).

**Quality Assurance and Monitoring, and Programme Development:**

* Ensuring up-to-date knowledge of procedures for validation, review, Programme modification and quality monitoring, as required by the University, NHS, HCPC, BPS, CTCP, QAA and other bodies as appropriate.
* Alongside the Programme Director (Clinical) ensuring that the programme team are appropriately informed of and committed to the regular processes of review and enhancement.
* In cooperation with managerial colleagues, to contribute to the preparation of materials for validation, internal and external review and accreditation and for the organisation and successful conduct of such events.
* Representation of the programme at internal and external review, validation and accreditation events.
* Scrutiny of reports from reviews and ensuring appropriate actions are taken in response to such reports.
* Ensuring that the overall structure and delivery of the programme meets the requirements of the University and other external bodies.
* To be responsible for ensuring up to date knowledge of developments in Clinical Psychology education and training and the implementation of these as appropriate.

**Educational, Curriculum Development, Teaching and Support:**

* Ensuring that the programme meets its educational aims and learning outcomes, that these are revised appropriately and communicated to staff, students and relevant external bodies.
* Ensuring that there is an appropriate structure for the delivery of the programme to meet its educational aims and learning outcomes.
* With the Programme Directors and module leaders, ensure the timely preparation and revision of all handbooks, programme specifications and publicity materials and ensuring that these conform to University and professional body requirements.
* Encouraging colleagues in, and providing a focus for, innovation in teaching and learning strategies and curriculum content within the programme.
* Participating in the academic programme including teaching in one’s own specialist areas and contributing to the embedded clinical skills teaching.
* Supervision of service-related research and large-scale theses as Director of Studies.
* Participating in teaching on other School of Psychology programmes, as appropriate, in line with specialist knowledge and as agreed with the Head of Department.
* With the Programme Director (Clinical), ensuring the development and implementation of appropriate systems of support and guidance for trainees and for the regular review of these systems.
* Considering SENDA and Health & Safety with respect to trainees.

**Placement Learning:**

* In liaison with Programme Director (Clinical), Service Heads, placement coordinators across region, supervisors and the Clinical Tutors at UCL and RHUL, to develop and maintain the quality within the placement pool in such a way that trainees gain experience necessary to fulfil requirements of the programme, the HCPC and the BPS.
* To ensure that trainees are allocated to placements in a way which uses the regional resources fairly and fully and to monitor and review this as necessary; to follow agreed procedures established within the region for setting up placements. Hold list holder responsibility alongside Clinical Tutor Team for specific placement lists.
* In liaison with Service Heads, supervisors, the commissioning authority and clinical tutors at other North Thames programmes, to maintain, develop and review systems for ensuring the quality of placements provided. Where possible to devise support for placements, trainees and/or supervisors in difficulty.
* Monitoring of the clinical experience of an agreed number of trainees, including carrying out mid-placement reviews, annual individual reviews and acting as their individual tutor. Facilitating Personal and Professional Development (PPD) groups for trainees.
* With the Programme Director (Clinical), monitoring recruitment, support and effective functioning of the Associate Clinical Tutor team.
* To share responsibility with the clinical tutors at other North Thames programmes for the organisation and delivery of appropriate supervisor training.

**Selection and Admissions:**

* To actively hold joint responsibility for Programme Selection, alongside Deputy Programme Director (Academic). Coordinate, participate in and advise on the selection and appointment of trainees, and co-chair the Selection Subcommittee. Ensure diverse representation within the candidates accepted onto the programme in conjunction with the Selection Subcommittee and in liaison with Camden & Islington NHS Foundation Trust.
* With the Admissions Tutors, Programme Director (Academic) and Selection Sub-Committee, to be responsible for ensuring the implementation of appropriate selection criteria, including procedures for processing applications from people with disabilities.
* Ensuring the implementation of appropriate pre-admission and admission procedures, including making trainees aware of legal, employment and university procedures applicable to students on professional programmes, including Disclosure & Barring Service (DBS) clearances and UEL’s Suitability procedures.
* Ensuring and leading on appropriate adjustments for trainees with disabilities. Liaising with Access to Work where appropriate to ensure support.

**Assessment:**

* Ensuring that appropriate assessment procedures for academic, research and clinical components of the Programme are developed and implemented fairly and efficiently in line with UEL’s Assessment and Engagement policy and Professional Body requirements.
* To ensure that placement monitoring and assessment systems (for both supervisors and trainees) are developed, maintained and implemented; to include placement contracts, mid placement reviews, caseload logs and competency ratings forms.
* To make recommendations to the assessment board concerning the clinical competence of trainees on the programme and monitor and update guidance for the programme and its assessment board on the passing and failing of clinical placements.
* Participating in trainee assessment, including academic and research assessments.
* Attendance at Awards ceremonies.

**Professional Development, Research and Scholarship:**

* Ensuring updating and development of own knowledge and skills in relation to teaching, learning, research and professional activities through for example attendance at courses and conferences.
* Engaging in research, scholarship and professional practice to enhance the status of the programme and School of Psychology and inform teaching and research supervision.
* To work in accordance with and actively promote UEL's Equality, Diversity and Inclusion policy.
* Any further duties, appropriate to the level and type of post, as designated by the Programme Directors, Head of the Professional Psychology Department, and Dean of the School of Psychology.

**PERSON SPECIFICATION**

**EDUCATION QUALIFICATIONS AND ACHIEVEMENTS**

**Essential criteria:**

* Qualification in Clinical Psychology, recognised by the British Psychological Society (BPS) as conferring eligibility for chartered status (A/C)
* Health and Care Professions Council (HCPC) registration (A/C)

**KNOWLEDGE AND EXPERIENCE**

**Essential criteria:**

* Substantial post-qualification experience in clinical or related settings and/or in Clinical Psychology education and training (A/I)
* Up-to-date working knowledge of developments in both clinical psychology training and the NHS (A/I)
* Experience of leadership and management in clinical or community services (e.g., NHS or third sector) (A/I)

**Desirable criteria:**

* Involvement in clinical psychology training (A/I)
* Evidence of undertaking research in relevant area(s) (A/I/R)
* Experience of teaching, assessing and research supervision at postgraduate level (A/I)

**SKILLS AND ABILITIES**

**Essential criteria:**

* Excellent teaching/presentation and written communication skills (A/P/I)
* Ability to engage in strategic planning and successfully deliver programmes of work in complex organisational structures requiring extensive liaison with a wide range of colleagues and stakeholders (A/I)
* Ability to provide effective leadership to a team and to work effectively as part of a team (A/I)

**PERSONAL ATTRIBUTES AND QUALITIES**

**Essential criteria:**

* Commitment to and understanding of equality and diversity issues within a diverse and multicultural environment (A/I)
* Good interpersonal skills and the ability to adapt personal style to meet demands of different situations (A/I)
* Supportive of the programme’s statement of orientation and values (I)

**Criteria tested by** **Key:**

A = Application form

C = Certification

I = Interview

P = Presentation

T = Test