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| **Job Title** | Hospital and Primary Care Training Hub Manager |
| **School / Service** | Office of the Health Campus |
| **Grade and Salary Range** | Starting from £45,579 per annum, pro rata, inclusive of London Weighting |
| **Location and Hybrid working status** | Stratford Campus |
| **Reporting to** | Technical Support Manager (Health Campus) |
| **Liaison with** | Students, university staff, local employers, other professional and academic organisations, schools, and colleges |

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

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**JOB PURPOSE**

Working closely with the Technical Support Manager (Health Campus), Professor of Clinical Education, and the Simulation Team, you will be responsible for managing the environment, learning support and technical assistance in the Hospital and Primary Care Training Hub at Stratford.

The post holder will establish, develop, and maintain internal and external relationships to support the recognition of the Hospital and Primary Care Training Hub as one of excellence in health education within the health and education sectors.

The post holder will be overseeing the change of use of existing facilities and ensuring the area is established according to the specification and budget. The individual will line manage a small team of Simulation Technicians.

This post is primarily based in Stratford but there will be a need to work across site as required. This role includes the day-to-day management of the Hospital and Primary care Training Hub which has simulated learning for all clinical courses within Health, Sport and Bioscience. The post holder will play a central role in the maintenance and operation of Hospital and primary care Training Hub facilities in accordance with current Health and Safety regulations.

**KEY DUTIES AND RESPONSIBILITIES**

**Teaching:**

* With the Technical Support Manager (Health Campus), responsible for managing the activities and allocation of resources within the Hospital and Primary Care Training Hub, in the school of Health, Sport and Bioscience.
* Responsible for proactively coordinating and booking sessions and maintaining the Hospital and Primary Care Training Hub timetables through liaison with academic colleagues and the Timetabling unit.
* Line manage a small team of simulation and immersive technology technicians. Act as a role model and mentor for colleagues; through one's own approach to simulation innovation and utilisation of a wide range of techniques and methods and by support for colleagues in their professional development.
* Collect, collate, and disseminate Hospital and Primary Care Training Hub timetable and attendance data.
* Responsible for monitoring the usage of the Hospital and Primary Care Training Hub and to ensure the resource meets requirements providing regular reports and updates to the Technical Support Manager (Health Campus) with recommendations on improved usage.
* Plan, co-ordinate and manage the ordering and maintenance of stock levels of disposable equipment needed for the delivery of the scheduled timetable within the budgetary restraints of the school.
* Responsibility for maintaining equipment as well as accurate records of equipment maintenance/service history. Proactively liaise with relevant manufacturers in regular maintenance visits and activities. Management of the asset register and annual fixed asset audit.
* Having a thorough knowledge of the relevant Health & Safety procedures and assisting the Technical Support Manager (Health Campus) in ensuring staff and students adhere to and comply with all Health and Safety regulations, both national and local rules.
* Act as the Health and Safety co-ordinator for the Hospital and Primary Care Training Hub providing expert and up-to-date H&S advice and support to academic staff and students.
* Responsible for conducting appropriate risk assessments and ensuring staff and students adhere to safety procedures and current regulations while using the facilities.
* Ensure regular health and safety checks and annual reports are completed in line with UEL policy and follow up on any necessary actions. Responsible under the Technical Support Manager (Health Campus) for safety and security in the designated areas, conforming to all legal requirements.
* Participate proactively with relevant school meetings/committees relating to H&S and making recommendations to the Technical Support Manager (Health Campus).
* Develop and deliver training for academic staff and students in the use of equipment including the development of handouts and other written materials. Providing expert and robust technical support to staff, students and external users/visitors within the Hospital and Primary Care Training Hub.
* Keep abreast of changes in and development of simulated learning and related technology and report on these to the relevant subject lead to inform decision making.
* Proactively engage in personal and professional development.
* Lead on the efficient organisation of resources within the centre and make recommendations on cost savings.
* Lead on training and updating of the simulation team, academics and students in the use and application of the technical and computer-based resources within the Hospital and Primary Care Training Hub.
* Responsible for managing external contracts with suppliers for example maintenance, clinical waste and laundry collections and drop offs.
* Support and contribute to the enterprise agenda of the school.
* Liaise and engage with existing and potential stakeholders and represent the school, Hospital and Primary Care Training Hub and University within the wider community.
* Proactively contribute to the development of a collaborative, collegiate and inclusive culture including sharing and adherence to good practice.
* To carry out other duties which might be reasonably assigned by the line manager or Dean.

**Other:**

* Contribute to university activities, particularly those intended to enhance the student experience and improving attainment gap between GEM and white students.
* Participate and actively engage in university activities, including Open Days, school meetings, committees, and assessment boards.
* Work with external partners and organisations promoting UEL.
* To work within the university’s equal opportunities policies and procedures, and actively promote equality, diversity, and inclusion.
* To undertake such duties as may be assigned by the Dean or designated nominee.

**PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS AND EXPERIENCE**

**Essential**

* Experience of establishing and managing a simulation centre.
* Significant experience of audio-visual and information technology.
* Proven ability to work effectively independently, and as a member of a team, to achieve shared goals with a positive, inclusive, and collegial approach and able to demonstrate an understanding of equality and diversity, and its practical application.
* Experience using timetabling software.
* Knowledge of health and safety at work practices and its implementation in a health, simulation, and hospital setting.
* Ability to operate current audio-visual and patient simulator technology ensuring its application to the simulated environment.
* Excellent IT skills on Mac and PC, particularly in relation to technology-enhanced learning.

**Desirable**

* Knowledge of student facing software such as Blackboard or Moodle.
* Knowledge and understanding of contemporary aspects of healthcare and educational practice.
* knowledge and understanding of basic anatomy and physiology.
* Expertise in filming and editing.

**COMPETENCIES REQUIRED**

* A strong commitment to high quality student learning experience.
* Ability to work collaboratively with internal and external stakeholders.
* Excellent interpersonal and customer care skills, including the ability to initiate, develop and maintain internal and external relationships, to foster collaboration and share information and ideas to promote the area.
* Problem solving skills and the ability to make effective decisions.
* Excellent organisational skills, capable of ensuring timely and manageable workflow, with the ability to achieve agreed objectives and delivery of an efficient service.
  + E.g., plan ahead and anticipate needs: preparation and sourcing of equipment, take independent decisions, maintain and carry out basic repair of equipment, repair of equipment and contacting Estates to rectify problems with facilities.
* Ability to: maintain up-to-date appropriate records, monitor resource use for own area and produce spreadsheets, analyse data, and predict future resource needs, initiative to improve and solve problems and improving quality of service ensuring that it is cost effective.
* Ability to cope with physical demands of role. E.g., moving equipment and manual handling tasks and flexible approach to working and willingness to work outside normal hours (9:00 to 17:00) and at weekends/public holidays as and when required.

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

**Essential**

* Educated to degree level.
* Evidence of continuous professional development.
* One or more of the following: Health and Safety qualification, Management qualification and achievement of Professional Membership or Chartered Status in a relevant area.

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!