



# UNIVERSITY OF PLYMOUTH

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Role:</b>	Clinical Director (Associate Professor)
<b>Faculty and School:</b>	Faculty of Health and Human Sciences, School of Psychology
<b>Career Pathway:</b>	Education
<b>Grade:</b>	9
<b>Reports to:</b>	Programme Director

### Role Purpose:

To be responsible for the planning, oversight and development of clinical placement learning.

To contribute to the planning and delivery of clinical training as appropriate, including delivery of teaching, curriculum development, assessment and development of teaching and learning methods with particular reference to the enhancement of theory/practice links.

To ensure that trainees are assessed within a competency framework for safe and ethical clinical practice and to ensure that placement learning is delivered so as to meet the accreditation criteria of the British Psychological Society and Standards of Education and Training specified by the Health and Care Professions Council.

### DUTIES SPECIFIC TO CLINICAL DIRECTOR:

- To oversee the Clinical Tutors and other staff members in their flexible working to monitor the clinical experience of, and offer pastoral support to, trainees.
- To monitor the effectiveness of supervisors and to work with them and their Service Heads to offer assistance where necessary to improve performance.
- To deliver supervisor training for new supervisors and arrange pre-placement workshops for all supervisors.
- To represent the Plymouth DClinPsy programme in meetings with local NHS and non-NHS provider services and to liaise with clinicians and Heads of Service, as appropriate, to maximise the number of high-quality placements available to DClinPsy trainees.
- To monitor placement quality through the reports and audits received from clinical tutors, supervisors and trainees.
- In liaison with commissioners, to work with NHS Trusts and non-NHS service providers to ensure that the necessary placement resources are provided for trainees.
- To ensure that the Clinical Tutors monitor and appraise trainees' progress and raise issues of concern as appropriate and in a timely fashion with members of the Programme Team.
- To line manage clinical aspects of the trainee's work in collaboration with the Programme Director.
- To liaise with the Plymouth University Compliance Team in relation to Fitness to Practice issues regarding trainees on the Programme.

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- To ensure that feedback on trainees' progress is provided through an open process that encourages trainees to adopt the position of adult learners with a professional training programme.
- To work with the Liaison Clinical Tutors of each NHS Trust to identify suitable placements in a timely fashion.
- To work with key stakeholders to develop new placements.
- To work with, and be inclusive of, service receivers and carers in all aspects of the delivery of training.
- To organise and attend meetings of the Supervisors' Committee.
- To provide a senior management role within the course team and to deputise for the Programme Director as required.
- To be an active member of the Programme Committee and curriculum planning teams holding an overview of placement learning, to include engagement with the University's annual quality monitoring processes.
- To contribute to the strategic development of the DClinPsy Programme, the School of psychology and Plymouth University.
- To attend meetings of the *Group of Trainers in Clinical Psychology* (BPS) as appropriate and to engage with the national sub-group of Clinical Directors.
- To contribute to the selection of trainees for the Programme.
- To provide convening, teaching and training for trainees and students at all levels, especially in the area of professional issues.
- To undertake the roles of Academic Tutor and Research Tutor for specified trainees.
- To contribute to the research and scholarly output of the School of Psychology.

### Associate Professor

The role of Associate Professor incorporates the following broad responsibilities and expected levels of academic contribution:

To undertake research in line with Faculty/School research strategy, to deliver high quality research-led and professionally relevant teaching at undergraduate and postgraduate level and to undertake leadership, management and engagement activities.

Key Accountabilities/Primary Responsibilities:	Indicators of Success:
<p><b>Research and Enterprise:</b></p> <ul style="list-style-type: none"> <li>• Plan and coordinate a broad research programme and activity in an area of recognised excellence or strategic relevance for the University that has impact in the field.</li> <li>• Act as principal investigator on projects, responsible for defining original research objectives, developing and managing staff and attracting funding through bids and reputation.</li> <li>• Supervise the work of postgraduate students and mentor colleagues, to support personal and research skills development.</li> <li>• Develop and oversee the application of innovative and creative research methodologies that add to the knowledge/understanding of the subject area.</li> <li>• Develop and sustain a national and international reputation for research shaping the field of research in area of expertise.</li> </ul>	<ul style="list-style-type: none"> <li>• Research group, Faculty, School and University reputation</li> <li>• Individual contribution to the REF and external review of outputs</li> <li>• High quality research outputs as judged by accepted standards of excellence in relevant discipline</li> <li>• Levels of external funding secured that include a proportion of PI level funding</li> <li>• Peer review</li> </ul>

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<ul style="list-style-type: none"> <li>• Thorough and regular dissemination and explanation of high quality findings through internationally-leading peer-reviewed publications, major conferences, or other appropriate events.</li> <li>• Ensure that research enhances the School/Faculty teaching portfolio at undergraduate and postgraduate levels</li> <li>• Undertake research supervision for undergraduate and postgraduate students.</li> <li>• Provide pastoral care (through the role of personal tutor where appropriate)</li> <li>• Be actively involved in external research and enterprise activities aligned with Faculty/School strategy and which enhance its national/international profile, e.g. membership of committees of research and funding bodies, external examining, journal editorships, etc.</li> <li>• Represent the School/Faculty/University externally in the relevant research community.</li> <li>• Develop and sustain links with relevant industries and organisations to grow collaborations, funding support and student employability.</li> </ul>	<ul style="list-style-type: none"> <li>• External profile and reputation including external invitations</li> <li>• Personal Development Review (PDR) feedback</li> <li>• Research student satisfaction survey outputs</li> <li>• Research student studentship completion rates</li> <li>• Staff turnover and satisfaction rates</li> </ul>
<p><b>Education/Teaching:</b></p> <ul style="list-style-type: none"> <li>• Deliver teaching of the highest quality across a range of modules and to all levels, through lectures, tutorials, practicals, seminars and field trips.</li> <li>• Contribute to delivery nationally and internationally as appropriate and in line with University policies and guidelines. .</li> <li>• Identify the learning needs of students and define clear learning objectives.</li> <li>• Directly supervise students (including research students), on projects, field trips and placements, including where appropriate in clinical or professional practice, providing expert advice on learning best practice. Provide expert advice and subject leadership to other staff and students.</li> <li>• Set and mark coursework and exams within required timescales, and provide constructive feedback to students in line with University guidelines/policy.</li> <li>• Develop and deliver an innovative range of programmes of study for existing and new courses suitable for on-campus and distance learning delivery as appropriate using appropriate media in line with school strategy.</li> <li>• Monitor, evaluate and review existing courses and programmes, and revise them to ensure excellence and coherence.</li> <li>• Develop and promote innovative teaching and learning approaches, media and material, which create interest, understanding and enthusiasm amongst students.</li> </ul>	<ul style="list-style-type: none"> <li>• Student satisfaction survey outputs</li> <li>• Student completion rates</li> <li>• Student learning outcomes</li> <li>• Module evaluations</li> <li>• Teaching observation and peer review</li> <li>• Compliance of courses with regulation</li> <li>• PDR feedback</li> </ul>
<p><b>Leadership, Management and Engagement:</b></p> <ul style="list-style-type: none"> <li>• Take on appropriate School coordination roles to advance student (at undergraduate and postgraduate levels) academic development e.g. Senior Tutor, Programme Lead.</li> <li>• Participate in the overall management of the School by contributing as appropriate to: budget management,</li> </ul>	<ul style="list-style-type: none"> <li>• Staff satisfaction surveys.</li> <li>• Staff turnover.</li> <li>• Student learning outcomes</li> <li>• Student satisfaction survey outputs</li> </ul>

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<p>strategic planning, operational management, resourcing and quality assurance.</p> <ul style="list-style-type: none"> <li>• Contribute to the development of overarching research/teaching/enterprise strategies in the School and Faculty; define specific objectives to advance knowledge and its application.</li> <li>• Provide academic leadership by contributing to the development of teams and individuals, through coaching and mentoring and participating in performance development reviews as appropriate.</li> <li>• Take the lead in project meetings; manage administrative tasks as appropriate associated with specified research and enterprise, teaching and education activities including research funding, financial controls and risk assessments of activities.</li> <li>• Lead and/or contribute to national/international recruitment and marketing activities in the School</li> <li>• Take the lead and develop internal and external networks, participating in relevant committees and engaging with key stakeholder organisations including: other education institutions, employers and professional bodies nationally and internationally.</li> <li>• Raise the profile of the individual, research group, Faculty, School and University by presenting at relevant conferences and other fora.</li> </ul>	<ul style="list-style-type: none"> <li>• PDR feedback</li> <li>• Research group, Faculty, School and University reputation</li> <li>• End-of-year actual vs. forecast budget</li> <li>• Profile in the practice area</li> <li>• Participation in relevant Institutes and Societies</li> <li>• Collaboration with industry partners</li> <li>• Media exposure</li> </ul>
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All activities undertaken within this role will be compliant with the University's policies, including Health & Safety, Equality and Diversity, Ethics, Data Protection etc.

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## PERSON SPECIFICATION

Criteria	Essential	Desirable	Point at which information used in recruitment process
<p><b>Knowledge, Education and Training:</b></p> <ul style="list-style-type: none"> <li>• PhD or equivalent international qualification or commensurate level of recognition/international profile in a relevant discipline including a professional doctorate.</li> <li>• Postgraduate Research Degree/ PhD</li> <li>• Eligible for registration with the HCPC as a Clinical psychologist</li> <li>• In depth knowledge of a specific clinical area sufficient to enable innovation and new understanding in the field.</li> <li>• Excellent working knowledge of institutional management systems and relevant legislation.</li> <li>• Excellent working knowledge of the British Psychological Society's accreditation criteria and Health and Care professions Council Standards of Education and Training.</li> <li>• Recognised HE teaching qualification or Fellowship of HEA or the ability to gain this within a defined timescale</li> <li>• Can demonstrate management and leadership skills.</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>x</p> <p>X</p>	<p><i>Shortlisting</i></p>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Has made an original, innovative and creative contribution to their specialist area of clinical work.</li> <li>• Sustained track record of excellent clinical supervision and/or clinical mentorship.</li> <li>• Has contributed to the successful implementation of local and national clinically relevant policy.</li> <li>• Successful track record of high quality teaching and learning delivery including curriculum development.</li> <li>• Provided significant professional advice, support or mentoring in training for students and/or staff.</li> <li>• Contributed to quality assurance activities (such as HCPC approval, BPS Accreditation, periodic review,</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p><i>Shortlisting and interview</i></p>

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<p>Fitness to Practice assessments) of relevance to training in clinical psychology.</p> <ul style="list-style-type: none"> <li>• Planned and shaped the direction of a successful area of research and contributed to the successful dissemination of the findings.</li> <li>• Successful and developing track record of high quality clinical leadership.</li> <li>• History of successful engagement with key clinical stakeholders.</li> </ul>	X	X	
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Criteria	Essential	Desirable	Point of assessment
<p><b>Skills and Attributes:</b>  <b>Drives innovation and action:</b></p> <ul style="list-style-type: none"> <li>• Ability to deliver high-quality innovative teaching and learning.</li> <li>• Ability to develop and manage major research grant applications to support innovative research.</li> <li>• Intellectual agility for the solving of complex problems.</li> </ul> <p><b>Demonstrates self-leadership, balancing personal needs with the University's strategic objectives:</b></p> <ul style="list-style-type: none"> <li>• Self-aware with the ability to accept different views and self-regulate approach appropriately.</li> <li>• High quality creative and innovative organisational, leadership or management skills which have contributed substantially to the academic unit and, where there has been opportunity, to the Faculty and University.</li> </ul> <p><b>Develops self and others to deliver:</b></p> <ul style="list-style-type: none"> <li>• Ability to mentor colleagues and act as a role model.</li> <li>• Ability to resolve performance issues and formulate staff development plans.</li> <li>• Effective academic leadership and/or management making a successful contribution to discipline, academic unit or Faculty.</li> </ul> <p><b>Leads and operates amidst change and ambiguity:</b></p> <ul style="list-style-type: none"> <li>• Ability to remain resilient, flexible and work with conflicting priorities.</li> <li>• Ability to manage resources, including staff to deliver outstanding outputs amidst a changing operating environment.</li> </ul> <p><b>Builds and secures value from relationships:</b></p> <ul style="list-style-type: none"> <li>• Able to represent the University externally, successfully representing the academic unit/Faculty/University in the subject community externally.</li> <li>• Ability to consult and collaborate with a range of stakeholders.</li> </ul> <p><b>Creates and contributes to a shared vision, inspiring others:</b></p> <ul style="list-style-type: none"> <li>• Excellent written, verbal and presentation skills.</li> <li>• Proven ability to communicate new and complex information effectively engaging the interest and enthusiasm of the target audience.</li> </ul> <p><b>Uses sound business judgement:</b></p> <ul style="list-style-type: none"> <li>• Considers best use of resources and ways of reducing costs to improve efficiency.</li> <li>• Ability to identify and lead significant new income streams.</li> <li>• Makes evidence informed decisions in a transparent way whilst remaining accountable to self, the University and students.</li> </ul>			<p><i>This section is used by the panel to inform interview questions for formal interview.</i></p>

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