

Shropshire & Staffordshire Clinical Psychology Training Programme

Job Description for the Post of Principal Lecturer – Clinical Director (Ref: SCI08/25)

1. General Details

Job Title:	Principal Lecturer – Clinical Director
Location:	Faculty of Sciences
Normal workbase:	Programme base - currently the Stoke campus of Staffordshire University
Tenure:	Permanent
Salary:	Grade 9 currently £44,930 - £52,086 per annum pro rata Plus market supplement (<i>see special conditions</i>)

2. Job Purpose

- § To be responsible for the overall co-ordination, management and development of a range of programmes/awards in Clinical Psychology and associated disciplines
- § To be responsible for the management and organisation of the clinical practice component of the programme; the quality of supervision and supervisor training; and the design, delivery and co-ordination of related teaching and trainee assessment
- § To support the management, leadership and strategic direction of the Clinical Psychology department
- § To provide academic leadership including the management and leadership staff as allocated within the designated area
- § To develop the profile of the subject within the University and regionally and nationally
- § To make a positive contribution to wider University and cross-Faculty/School initiatives in line with strategic plans

3. Relationships

Responsible to:	Programme Director and through her to the Programme Area Manager for Psychology and Mental Health, Faculty of Sciences, Staffordshire University and the Head of Psychology, Faculty of Natural Sciences, Keele University
Responsible for:	Clinical Tutors appointed to the Programme
Relates to:	NHS and other professional staff, in particular Clinical Psychologists, supervising trainees' clinical experience

4. Main Activities

- § To support the Programme Director and Programme Area Manager in the overall management of the designated academic area within the Faculty/School, including the leadership of staff ensuring that pedagogic and administrative tasks are discharged effectively.
- § To develop, manage and regularly review a range of programmes of study/awards at various levels.
- § To manage and participate in the delivery and assessment of the teaching provision.
- § To ensure the efficient use of resources available to the group of awards and to support the overall co-ordination of workload planning amongst designated staff.
- § To take responsibility for the direct/functional line management of staff as allocated, including appraisal, personal development, performance management and leave planning.
- § To liaise with other subject groups in and across programme areas and to lead and co-ordinate revisions in the area's provision and to instigate or enhance new curriculum developments.
- § To lead, and participate with other staff, in the development of teaching, learning and assessment strategies.
- § To lead and co-ordinate quality improvement processes for the area and to work with programme area managers to produce monitoring of the quality and outputs of area provision.
- § To manage the delivery of student support and pastoral care of students.
- § To lead and manage the representation of subjects as allocated in reviews or during visits from accrediting bodies for example.
- § To develop the research and professional activity of the area and to personally exercise a high standard of research and scholarship and output-oriented research.
- § To discharge major responsibilities with respect to academic leadership, research, and University and/or cross Faculty/ School initiatives in line with strategic business development plans including areas such as partnership development, the development of flexible and work-based learning provision, commercial income generation and award development.
- § To play a major role in representing the specific academic area and the Faculty/School across the University generally and particularly in relation to in student recruitment and retention activities
- § To lead and develop internal and external networks and to direct and facilitate collaboration within the Faculty, University and with employers and other partners.
- § To plan and develop enterprise activities which enhance the external income of the Faculty/School including the delivery and leadership of consultancy activities or similar programmes as required.
- § To deputise for the Programme Area Manager as and when required.
- § To undertake any other duties as may reasonably be required by Dean of the Faculty/School, Programme Director, Programme Area Manager or other relevant academic manager.

The above represents the range of generic activities which could typically be expected of a Principal Lecturer in the University which is neither prescriptive nor exhaustive. Each individual post will have a particular emphasis with specific allocated responsibilities (see summary below) although these may of course change and develop according to the varying needs of the Faculty and the subject area:-

Clinical Practice Component of Training

- (a) To be responsible for the planning and management of high quality clinical experience for trainees;
- (b) To co-ordinate and manage any clinical tutors that may be appointed to the programme;
- (c) To be responsible for the design, delivery, co-ordination and assessment of the clinical practice elements of the syllabus for the DClinPsy programme as agreed with the programme director and in accordance with HPC requirements, BPS standards and policies laid down by the Universities of Staffordshire and Keele;
- (d) To be responsible for delivery of teaching to support and prepare trainees for clinical practice;
- (e) To be responsible for the co-ordination and monitoring of trainees' performance on placement and the development of their core competencies;
- (f) To develop and manage a Register of Clinical Supervisors and Clinical Experience for the DClinPsy programme;
- (g) To design, organise and co-ordinate supervisor training and support events, and to develop and distribute relevant documentation;
- (h) To engage in collaborative work with other courses to develop supervisor training according to national STAR objectives;
- (i) To be responsible for integrating reflective practice into the programme and to manage the reflective groups;
- (j) To provide consultancy and training to develop and maintain a programme of staff skills relevant to the support and assessment of trainees on placement;
- (k) To contribute to good working relationships with the NHS;

General Programme Duties

- (l) To be appraisal tutor to a number of Clinical Psychology trainees, including placement visits and coursework assessment and monitoring according to programme policy;
- (m) To offer teaching in own specialist area.
- (n) To participate in the joint selection of trainees for the Clinical Programme;
- (o) To initiate and conduct relevant research;
- (p) To supervise a number of research projects per year of Clinical Psychology trainees from the Programme;
- (q) To attend such regional and national meetings, training events, staff development activities and CPD events as are deemed necessary for the fulfilment of the duties of the post in consultation with the programme director;
- (r) To undertake such managerial/administrative duties as may be agreed with the Programme Director;

Clinical Practice

- (s) To ensure continued registration through the Health Professions Council.

5. Person Sought

Essential Criteria

- Registration as a Clinical Psychologist with the Health Professions Council
- Significant history of clinical psychology
- Experience of supervising clinical psychology trainees
- Up to date knowledge and practice of clinical psychology
- Up to date knowledge of clinical psychology training
- Experience of a range of clinical specialties
- Flexibility
- Enthusiasm
- Good team skills
- Reliability/commitment

- Experience of and enthusiasm for the training role
- Strong Leadership skills
- Good verbal and written communication skills
- Good IT skills
- Excellent interpersonal skills

Desirable Criteria

- Previous employment on a clinical psychology training programme
- Research skills
- Track record of publications

6. Special Conditions

This is a permanent post working on a part-time basis of up to 0.8fte.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be subject to the University being satisfied with the outcome of an enhanced check of criminal records via the Criminal Records Bureau. This will include details of cautions, reprimands or final warnings, as well as convictions.

The postholder is expected to adhere to the Standards of Proficiency and the Standards of Conduct Performance and Ethics as published by the Health Professions Council and the Code of Conduct, Ethical Principles and Guidelines, and the Division of Clinical Psychology Professional Practice Guidelines as recognised and published by the British Psychological Society.

The market supplement is payable in accordance with Staffordshire University's Market Supplement Policy.

The postholder may be required to work at other locations as the need arises and this may require you to make your own travel arrangements.

New Lecturer Development Policy

The University is keen to support staff in achieving high standards of pedagogy in order to facilitate effective student learning. All newly appointed full-time and fractional contracted members of academic staff who have less than three years teaching experience and do not have the equivalent qualification from another University, are required to undertake and complete the Post Graduate Certificate in Higher and Professional Education (PgCHPE)/Post Graduate Diploma in Professional Education in Healthcare (PgDPEH) or 5-day survival guide to Teaching in Higher Education as a condition of his/her employment with Staffordshire University, in accordance with the policy. If you are shortlisted this will be explained further by the chair of the interview panel. Positive engagement in CPD in order to attain a high standard of pedagogy will be one of the factors considered during probation, at annual appraisals and when promotions are being made. Active involvement in the Post Graduate Certificate in Higher and Professional Education would be one source of evidence.

Research and Scholarly Activity

The duties of lecturing posts include participation in appropriate research and scholarly activity indicated in the Research Policy of the University. The extent of involvement in research and scholarly activity may vary with the balance between teaching, administration and research appropriate to particular posts. This will be determined by your Dean of Faculty in consultation with you, and will be reviewed regularly through the staff appraisal system. While it is in the nature of research and scholarly activity that it will often take place throughout the year and be integrated into the overall pattern of activities, it is envisaged that the periods of the year outside normal teaching weeks and the holiday entitlement will primarily be devoted to research and scholarly activity.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Applying for this post

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

CVs will only be accepted in support of a fully completed application form.

Completed application forms and any accompanying information should be returned via e-mail to jobs@staffs.ac.uk or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS 14 DECEMBER 2009

IT IS ANTICIPATED THAT INTERVIEWS WILL TAKE PLACE DURING WEEK COMMENCING 4 JANUARY 2010

Procedure following Receipt of Applications

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

If you require a copy of the vacancy information in large print please contact us

Guidance for Disclosure Applicants

Please note that, if you are offered this position, the appointment procedure requires you to apply for either a Standard or Enhanced level of Disclosure with the Criminal Records Bureau (CRB) as detailed in the enclosed job description.

Standard Disclosures are primarily for posts that involve working with children or vulnerable adults or is of such a kind where the postholder will have access to these groups in the course of their normal duties.

Enhanced Disclosures are for posts that involve a far greater degree of contact with children or vulnerable adults. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

A Disclosure is a document containing information held by the police and government departments. It can be used by employers to make safer recruitment decisions and is provided by the Criminal Records Bureau (CRB), an executive agency of the Home Office. Disclosures will provide details of a person's criminal record including cautions, convictions, reprimands and warnings held on the Police National Computer (PNC). Depending on the level of Disclosure it might also contain information held by government departments and local police forces.

In applying for a Disclosure you will be provided with the relevant form and guidance notes supplied by CRB. You must carefully complete and return the form and send it to Personnel Services together with various original documents confirming your identity (full details will be provided at the time).

Your completed Disclosure application form will be countersigned and forwarded to the CRB by Personnel Services.

The CRB will then undertake the necessary checks with the Police and other relevant authorities.

After all checks have been carried out, the CRB will send a Disclosure to both you and the counter signatory at the University, which will list any details obtained from those checks (except in the case of Additional Information which is released to the University only, by the Chief of Police). In the event of the CRB check highlighting information held on any of the databases accessed, a member of Personnel Services may contact you to arrange a meeting to discuss the details in order to make an informed decision as to whether or not this affects the offer of appointment. The final decision as to whether your appointment can proceed will be made by the Director of Human Resources.

Policy Statement on the Recruitment and Employment of Ex-Offenders

Background

The first priority of Staffordshire University is the safety and welfare of children and vulnerable adults in our care, who use the services of the University or come into contact with members of the University. We intend to achieve this by exercising rigour and vigilance in employment-making; criminal record Disclosures are central to this.

Recipients of criminal record Disclosures must duly comply with the CRB code of practice as well as the University's policies and procedures. Disclosure information will be treated as sensitive personal data; recipients will follow the University's data protection and criminal record checking procedure when handling Disclosure information. The University will treat all applicants fairly judging peoples' criminal records on merit, in accordance with the law and in relation to the responsibilities of the post in question. The University will not subject anyone who discloses a criminal record to unfair treatment on the basis of convictions subject to relevant legislation and reasonable judgement.

Policy Statement

- § As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Staffordshire University complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- § Staffordshire University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of gender, race, nationality, religion or belief, disability, age, sexual orientation or trade union activity or offending background.
- § We have a written policy on the employment of ex-offenders which is available on the University's website.
- § We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- § A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all job advertisements and job descriptions will contain a statement that a disclosure will be requested in the event of the individual being offered the position.
- § Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Personnel Services at Staffordshire University, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- § Unless the nature of the position allows Staffordshire University to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- § We ensure that those at Staffordshire University who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of the offences. We also ensure that they have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- § At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment.
- § We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- § We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

Eligibility to Live and Work in the UK

In line with the Immigration, Asylum and Nationality Act 2006, documentation is required to confirm that employees are eligible to live and work in the UK. Any offer of employment is subject to this documentation being provided.

CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

Qualifications

New employees will be required to produce evidence of qualifications which are deemed essential for the post, as set out in the job description.

Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank or building society account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post with effect from 1st August 2007 onwards:-

Grade	Number of Days Worked per Week*		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

Good Friday
Easter Monday
May Day
Spring Bank Holiday Monday
Late Summer Bank Holiday Monday
Christmas Day to New Year's Day (inclusive)

Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.