JOB DESCRIPTION

Job Title: Education Supervisor - Advanced Practice ePortfolio Route

Grade: AC2 / 3

Department: School of Health Sciences

Responsible to: Advanced Practice ePortfolio Lead Co-ordinator

Responsible for: N/A

Key Contacts: Advanced Practice ePortfolio Lead Co-ordinator, Head of School, Faculty Operating Officer, MSc Advanced Clinical Practice Team, NHS England ePortfolio Team, Student Records and Quality Officers, ePortfolio Applicants.

Standard Occupational Classification (SoC Code):

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE

To support the delivery of the University of Greenwich's NHS England-funded Advanced Practice ePortfolio ((supported) Route, providing educational supervision for applicants seeking Advanced Practitioner recognition through the Centre for Advancing Practice.

The role will focus on supporting applicants through learning needs analysis, portfolio development, quality assurance and review processes, while ensuring compliance with national standards and delivering a high-quality applicant experience.

The person appointed will be expected to:

- Support the delivery and ongoing development of the Advanced Practice ePortfolio (supported) Route.
- Provide educational supervision and academic support for applicants undertaking the Advanced Practice recognition process.
- Contribute to quality assurance, governance and continuous improvement activities associated with the ePortfolio provision.
- Work collaboratively with NHS England stakeholders, applicants and colleagues across the School of Health Sciences to support successful applicant outcomes.

KEY ACCOUNTABILITIES

Team Specific:

- Collaborate with the Advanced Practice ePortfolio Team within the School of Health Sciences to support effective delivery of the ePortfolio Route.
- Conduct initial reviews of submitted ePortfolios and provide constructive developmental feedback.
- Undertake Learning Needs Analysis interviews and support applicants in developing individual learning plans.
- Provide educational supervision and guidance throughout the ePortfolio process.

- Coordinate internal portfolio review, moderation and quality assurance processes.
- Monitor applicant progress and ensure timely support and ePortfolio submission.
- Contribute to governance, quality assurance and enhancement activities associated with the ePortfolio Route.
- Attend and contribute to meetings with NHS England and internal project teams.
- Support applicants to successfully complete and submit portfolios within agreed timescales.

Generic:

- Assist the Advanced Practice Team in delivering project objectives and key performance indicators.
- Contribute to generic school activities such as teaching, learning, assessment and student recruitment
- Contribute to School plans, activities and efficient working practices.
- Work collaboratively with academic and professional services colleagues to enhance applicant experience and programme effectiveness.
- Demonstrate commitment to equality, diversity and inclusion through professional practice and engagement with University initiatives.
- Promote the work of the School and University through professional stakeholder engagement
- Contribute to continuous quality enhancement and service improvement activities.

Managing Self:

- Build and maintain effective working relationships with internal and external stakeholders.
- Manage a varied workload effectively, adapting to changing priorities and competing demands.
- Work accurately and efficiently under pressure to meet deadlines.
- Maintain and develop expertise in advanced practice, educational supervision and portfolio assessment.
- Keep abreast of developments in advanced clinical practice, higher education and professional regulation.
- Actively engage with relevant professional development opportunities.
- Behave in a manner consistent with University values and expectations.

Core Requirements:

- Adhere to the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety, Data Protection and Equality Legislation.
- Adhere to the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, reflecting the shared responsibility of minimising the University's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional role within a complex organisation. The role holder will be expected to demonstrate flexibility in working arrangements to ensure the successful delivery of the Advanced Practice ePortfolio Route.

Freedom of speech and academic freedom:

In any matter falling under this job description, the university will have particular regard to, and place significant weight on, the importance of freedom of speech within the law, academic freedom and tolerance for controversial views in an educational context or environment. The University's commitments to freedom of speech and academic freedom are set out in the Freedom of Speech Code of Practice. In the

event of any conflict between this job description and the Freedom of Speech Code of Practice, the Freedom of Speech Code of Practice will take precedence.

KEY PERFORMANCE INDICATORS:

Performance Indicators will be established in consultation with the Advanced Practice ePortfolio Lead Co-ordinator as part of the post-holder's annual Appraisal and Professional Development Review. These are expected to include:

- Achievement of project deadlines and timescales for portfolio reviews and Learning Needs Analyses.
- Timely educational supervision and applicant support.
- Successful completion and submission of ePortfolio.
- Effective participation in NHS England and University quality assurance activities.

Contribution to continuous improvement initiatives.

KEY RELATIONSHIPS (Internal & External):

- Advanced Practice ePortfolio Lead Co-ordinator
- ePortfolio Project Team
- MSc Advanced Clinical Practice Programme Team
- Faculty Operating Officer
- NHS England ePortfolio Team
- ePortfolio Applicants
- Student Records and Quality Officers
- Academic and Professional Services colleagues across the School of Health Sciences.

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Experience of delivering CPD or equivalent programmes within a Higher Education setting.
- Proven ability to work collaboratively with a range of stakeholders to achieve shared objectives.
- Experience of managing complex activities, projects or stakeholder relationships.
- Demonstrable experience of leading, implementing and managing change successfully.
- Experience supporting professional learners in higher education or workforce development contexts.

Desirable Criteria

- Experience of managing and assessing RPL/RPEL portfolios.
- Experience supporting advanced practice development and recognition processes.
- Advanced Practice clinical experience.

SKILLS:

Essential Criteria

- Proven ability to use initiative, think strategically and apply effective problem-solving skills.
- Ability to develop, interpret and implement policies, procedures and systems.
- Strong analytical skills with the ability to evaluate information and make evidence-based recommendations.
- Excellent written, verbal and presentation skills.
- Strong IT and digital literacy skills.
- Effective time management skills and the ability to prioritise workload and competing deadlines.
- Strong interpersonal skills and stakeholder management abilities.

Desirable Criteria

- Excellent project management skills.

QUALIFICATIONS:

Essential Criteria

- Current registration with the NMC or HCPC.
- Master's degree relevant to professional practice, advanced practice or education.
- HEA-recognised teaching qualification or equivalent higher education/clinical teaching experience.

Desirable Criteria

- MSc Advanced Practice or equivalent.

PERSONAL ATTRIBUTES:

Essential Criteria

- We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative and Impactful.