



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Project Officer, School of Dentistry



Salary: Grade 6 (£27,025 – £32,236 p.a.)

Reference: MHDEN1156

Closing date: 29 August 2019

Fixed-term until 30 November 2020

We are happy to consider job share applications and are committed to flexible working for all our employees.

Project Officer School of Dentistry

Are you a highly motivated individual with experience of project support? Do you have skills and experience in analysing and manipulating data? Can you support the development and implementation of new systems and processes? If so, we would like to hear from you for the post of Project Officer.

The School of Dentistry is embarking on an exciting project to implement a new electronic system for recording, monitoring and reporting student's clinical placement experience in the Dental Hospital and other external clinical placements. You will have responsibility for supporting the development of the new system, working with diverse groups of people including academic staff, student education service (SES) and NHS colleagues. The project is of significant importance to the School and will need to be completed within defined timescales.

What does the role entail?

As a Project Officer your main duties will include the following:

- Overseeing and ensuring the successful delivery of a defined project to overhaul the School's management of student clinical progression;
- Working with senior academic colleagues to finalise the scope of the new clinical recording system;
- Liaising with University IT services, external partners and the NHS to ensure successful implantation and delivery of the new clinical recording system;
- Taking responsibility for the manipulation of data from the NHS Electronic Patient Record system, Outreach centres and other external sources of data into one central record of clinical experience;
- Developing a system to enable the School to measure student clinical progress against School benchmarks;
- Producing reports of progression data for use by academic and SES colleagues and the Clinical Progress Committee;
- Leading the development of a clinical passport/e-portfolio which will ensure the availability of relevant clinical information for progressing and graduating students;
- Developing the management of data collected from individual patient feedback to ensure that the School is meeting the GDC requirements;



- Developing systems to manage the data collected from audits of patient experience.
- Analysing trends in clinical progression and assessment outcomes over specific time periods.
- Developing appropriate standard processes to support the new system and the management of student-related clinical information;
- Organising project meetings and teleconferences, ensuring accurate recording of actions, and following up actions to ensure their timely delivery;
- Liaising and collaborating with the Director of Student Education, key academic leads, student education service colleagues and NHS colleagues to draw together key information and provide regular progress reports.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

You will report to the Service Delivery Manager (SES).

What will you bring to the role?

As a Project Officer you will have:

- A project related qualification or equivalent relevant work experience;
- Experience of supporting data management projects within a complex stakeholder environment;
- Experience of supporting the development of new databases/software;
- Previous office administrative experience in a busy and demanding setting;
- Evidence to demonstrate innovative approaches to delivering support functions;
- Experience and ability in analysing and manipulating data;
- Excellent communication, interpersonal and presentation skills;
- Ability to build, maintain and develop effective working relationships inside and outside the School;
- Strong diplomatic, influencing and negotiating skills;
- Excellent IT skills, with experience of using MS Office suite, including Outlook, Word, Excel and Access (or equivalent) packages in an office environment;



- Excellent organisational skills with the ability to work flexibly and manage competing priorities of the role.

You may also have:

- Experience of working in a Higher Education environment;
- Experience of working in an NHS setting.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Frances Clement

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Email: f.i.clement@leeds.ac.uk

Additional information

Find out more about the [Faculty of Medicine and Health](#)

Find out more about the School of Dentistry (<http://medhealth.leeds.ac.uk/dentistry>)

Find out more about [Athena Swan](#) in the Faculty.

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.



Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

