



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Lead for Admissions and Associate Professor / Professor of Medical Education				
DEPARTMENT	Lincoln Medical School, College of Health and Science				
LOCATION	Lincoln Campuses				
JOB NUMBER	CHS163	GRADE	Clinical	DATE	January 2025
REPORTS TO	Deputy Head of School – Dean of Medical Education				

JOB PURPOSE

The Lincoln Medical School is currently on the journey to becoming an independent medical school with the first intake of Lincoln registered students due to start in September 2026. As part of this process of independence, and gaining the ability to award Primary Medical Qualifications, the School is looking to appoint a Lead for Admissions who will be integral to the development of the new approach to recruiting and retaining the best possible applicants for the School.

As a member of the programme leadership team you will work closely with colleagues from across the School and wider University to ensure admission processes are designed and developed that are high quality, fit for purpose and meet the requirements of the General Medical Council.

The School is also developing a suite of postgraduate and CPD offerings. The post holder will also play a significant role in the development and delivery of admissions processes to these courses.

KEY RESPONSIBILITIES

Admissions

- Accountable, alongside the Dean of Medical Education and Dean of Clinical Medicine, for admissions to the medical programme, ensuring that policies, procedures and documentation relevant to the course are regularly updated and meet the requirements of the GMC and University of Lincoln.
- Design, implement and quality assure admissions processes that are robust, valid and reliable. Including MMIs and making decisions re: UCAT thresholds alongside the Dean of Medical Education.
- Manage admissions from start to finish, including interview development, decisions relating to interview and offer thresholds, marketing and recruitment activities and offer holder events.
- Chair the admissions working group alongside the Dean of Clinical Medicine.
- Work closely and collaboratively with stakeholders within and external to the University to ensure admissions meet the needs of all.
- Provide leadership around communication of admissions to colleagues within and outside the school.
- Respond to applicant feedback on admissions, including complaints and appeals.
- Work collaboratively with local Schools and Colleges as part of widening access activities.
- Monitor annual admissions performance and report to the Medical Programme Committee at least annually on assessment performance.
- Undertake additional activities as requested by the Dean of Medical Education.

Teaching and Learning

- Work closely with programme leads across undergraduate and postgraduate education to design and deliver high quality assessments as part of the admissions process.
- Act as a personal tutor.
- Deliver education in area of expertise to students.

Scholarship

- Undertake scholarly activity relating to areas of admissions and student progression, including publication of scholarly and research outputs.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and Dimensions of the Role

This is a new role designed to develop and deliver the admissions for the Lincoln Medical School. As such, there will be an expectation that the successful candidate works closely with colleagues across the School to develop a clear and coherent admissions strategy. Whilst this will initially involve the undergraduate medical programme, there is an expectation that the role will also cover postgraduate taught programmes in the future.

The Director of Admissions will also be responsible for the design and delivery of admissions cycles including open days, interviews / MMIs and making recommendations to the Dean of the Lincoln Medical School relating to interview and offer thresholds. There will also be an expectation that the Director will be present at widening access events and activities.

This is a senior leadership role and will also be associated with attendance at the school senior management team and line management of other clinical and academic colleagues. There is an expectation of in-person attendance on a weekly basis, although this can be combined with hybrid working as agreed with the Dean of Medical Education and the Dean of the Lincoln Medical School.

Key Working Relationships/Networks

Internal	External
<ul style="list-style-type: none">• Dean of the Lincoln Medical School• Dean of Medical Education• Vice-Dean Clinical Affairs• College Director of Education• Recruitment and Admissions Lead• Widening participation leads	<ul style="list-style-type: none">• Medical Schools Council• General Medical Council• Local Schools and Colleges• Medical Schools across the East Midlands and Yorkshire regions.



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Director of Admissions and Associate Professor / Professor of Medical Education	JOB NUMBER	CHS163
Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)	
Qualifications:			
A medical degree with current license to practice; and with experience of admission process design and delivery	E	A	
Experience of medical education delivery at either undergraduate or postgraduate level	E	A	
Fellowship of Advance HE or Membership of the Academy of Medical Educators	D	A	
Senior or Principal Fellowship of Advance HE	D	A	
A Masters or PhD in Medical Education	D	A	
Fellowship of the Academy of Medical Educators	D	A	
Other postgraduate qualifications in medical education or assessment	D	A	
Coaching qualifications	D	A	
Experience:			
Experience of stakeholder engagement at a regional or national level	E	A / I / P	
Experience of quality improvement processes and change implementation	E	A / I / P	
Extensive teaching experience in medical education	E	A / I / P	
Proven experience of senior leadership	E	A / I / P	
Previous experience of working with PSRBs and their requirements	D	A / I / P	
Skills and Knowledge:			
Excellent oral and written communication skills	E	A / I / P	
Proven ability to design and deliver admissions processes	E	A / I	
Proven skills in quality assurance and admissions management	E	A / I	
Evidence of previous admissions designs and delivery	E	A / I	
Evidence of medical education delivery	E	A / I	
Understanding of undergraduate and postgraduate medical education training pathways	E	A / I	
Competencies and Personal Attributes:			
Satisfactory enhanced disclosure from the DBS	E	A	

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	JR	PBP	AH
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