

# Simulation & Clinical Skills Operations Manager



## ROLE DESCRIPTION

### GRADE

Grade 6

### LOCATION

Sighthill, Edinburgh

### LINE MANAGER

Academic lead for  
Clinical Skills and  
Simulation Learning

### ROLE SUMMARY

The role holder will lead and manage the Clinical Skills & Simulation Centre and team.

In conjunction with the academic team, the role holder will be responsible for managing people and physical resource to ensure the delivery of high-quality simulation and clinical skills training, primarily within the School of Health & Social Care.

In line with School and University strategy and in partnership with the academic team, external stakeholder engagement and the generation of external commercial income is also within the remit of this role

### LINE MANAGEMENT RESPONSIBILITY FOR:

This role has line management responsibilities for Clinical Skills and Simulation facilitators and technicians.

## MAIN DUTIES AND RESPONSIBILITIES

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- Manage the day-to-day operations of the Centre working closely with the Dean of School, academic and professional services colleagues to deliver a high-quality service and student experience.
- Develop and implement a plan to increase commercial income via the delivery of training programmes for external partners such as the NHS.
- Identify and facilitate opportunities for the strategic development of new courses that support the needs of health services.
- Build and maintain strong relationships with both internal and external stakeholders.
- Lead the Clinical Skills and Simulation team taking responsibility for the management of priorities and workload, supporting their development, and providing feedback through regular 1:1s, team meetings and the My Contribution process.
- Be responsible for the annual budget allocated to the Centre, forecasting, monitoring revenue/ expenditures, managing funding sources, and ensuring maintenance of contracts.
- Keep up to date and in conjunction with the academic team, implement emerging technologies and developments to better support the academic subject groups in SHSC.
- Champion continuous quality improvement in the delivery of simulation and clinical skills training.
- Responsible for ensuring that Health & Safety legislation and best practice is adhered to and monitored across the Centre.
- Contribute as necessary to various School and University committees and groups.
- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).
- Undertake any other reasonable duties as required by the Dean of School or academic colleagues.

## PERSON SPECIFICATION

ESSENTIAL

DESIRABLE

### EDUCATION / QUALIFICATIONS

- Degree or equivalent, relevant work experience in a healthcare context. ✓
- Professionally registered in the UK as a health professional. ✓

### SKILLS / EXPERIENCE

- Experience of operationally managing clinical skills related facilities in a healthcare or education context. ✓
- Experience of managing budgets and/or staff resource. ✓
- Experience of line managing people. ✓
- Strong people leadership and team building skills. ✓
- Project management experience with a track-record of delivery. ✓
- Experience of liaison with multiple stakeholders. ✓
- Experience of supporting students in their learning in a healthcare or education context. ✓
- Knowledge of higher education environments. ✓
- Strategic and operational planning processes. ✓
- Excellent analytical, organisational, interpersonal, and networking skills. ✓
- High level of communication skills – written and oral. ✓
- Well-developed IT skills, including experience of using spreadsheets and databases. ✓
- Interest in technology enabled learning, in particular clinical skills and simulation. ✓
- Committed to delivering the highest levels of customer service and student experience. ✓
- Ability to work on own initiative and under pressure to meet challenging deadlines. ✓
- Flexible approach to work. ✓



ESSENTIAL

DESIRABLE

- A business mindset, able to think in a solution focused way.



- Interest in disciplines and subjects relevant to the School.

