

**BPP Job Description**

**Job Title Senior Lead** Healthcare Curriculum Development

**Department School of Nursing**

**Location Home and office based**

**Additional details** Home based and office based

**Travel requirements (if applicable)**

**Contract type Full time and permanent**

**Hours of work** 37.5 hours a week

**Reporting lines** Dean School of Healthcare and Nursing and CEO Buttercups Ltd.

**Job Purpose**

To develop new curricula spanning both the School of Healthcare and Nursing and Buttercups with an initial focus on Non-Medical Prescribing and Enhanced Clinical Practice. Further development work will include short on-line programmes, study days, post-registration CPD with both standalone modules to full Masters courses. A focus on asynchronous and blended learning is required.

The School Is undergoing a significant growth and change period with the recent acquisition of Buttercups Training Ltd into the BPP Group and is an exciting time for the further development of healthcare programmes across professional boundaries.

Future programme development and potential client opportunities will feature heavily in the scope of the role and will require an agile and problem-solving mindset to create new programmes and course relevant to the workplace and healthcare sector both nationally and internationally.

With support from both the Dean of the School of Healthcare and Nursing and the CEO of Buttercups Training Ltd, the role will continue to develop and a self-starter with key expertise is essential.

The post holder will have experience of curriculum design and development, commercial opportunities with CPD and short courses and be willing to teach and shape a high performing faculty team. They will need to work with multiple stakeholders at all levels and the relevant regulatory bodies to continue to grow the size, shape and reputation of the BPP Group in healthcare education.

**Key Responsibilities**

* Lead innovative curriculum design, development and delivery
* Lead and manage multiple projects on time and to budget, ensuring resources and pipeline across all projects
* Engagement with wider teams responsible for the creation and maintenance of training programmes and their compatibility with the required systems
* Collaborate with relevant internal and external stakeholders relating to programmes
* Achieve and maintain accreditation of programmes where required
* Strategic review of the market to identify possible opportunities for development of new programmes, creating a business case for any proposals to be signed off by the senior leadership team
* Provide input into bespoke training, contract and tender proposals for new and existing programmes
* Manage the lifecycle of the existing programme range
* Work with other teams to optimise the operational delivery of programmes, supporting standardisation and quality driven activities and projects as required
* Analyse programme performance and provide reports for the senior leadership team
* Support the development of the required faculty team in conjunction with the Director of Staffing and Operations and the Associate Dean for Programmes and Regulatory Compliance
* Contribute to the teaching of the new programmes as required
* Representing the School of Healthcare and Nursing at key meetings and workshops as required
* Support with the use of digital and collaborative working platforms and systems across the school, supporting upskilling fellow team members as required

**Skills, experience & qualifications required – Essential**

* a minimum of 5 years’ post-registration experience in a relevant field related to pharmacy/ nursing /enhanced practice and education
* excellent communicator with significant knowledge and experience of work in a training or learning and development role
* experience of building strong relationships and negotiating with key internal and external stakeholders
* able to evidence understanding of current pharmacy, nursing and other healthcare professionals’ education standards
* IT literate, be competent using Microsoft Office suite and project management tools
* able to work both independently and as a part of a multi-skilled team
* have specialist knowledge as a registrant and educator
* enthusiastic manner and ability to understand the education landscape will be an essential requirement when undertaking this role
* ability to plan, organise and prioritise own workload
* ability to lead and take the initiative
* strong administrative skills with close attention to detail
* strong problem-solving skills with the ability to identify issues and suggest appropriate solutions
* commitment to improving the student experience

**Applicants are also advised that a positive, can-do attitude is an essential part of organisational culture across the BPP Group.**