



Associate Tutor (Wales)

The [Institute of Public Care](#) is an established and highly regarded knowledge transfer body, and is a centre of Oxford Brookes University. We offer applied research and evaluation, consultancy, and skills development programmes, many of which are accredited by the University.

IPC has a team of 40 staff and associates and works across the UK and Ireland with local and national governments, health organisations, and private and voluntary sector providers of care and support. IPC has grown steadily since it was founded in 1987, and leads thinking and implementation on public services transformation, commissioning, market shaping, performance and quality management.

IPC is looking for part time, freelance Associate Tutors to deliver our skills development programmes in Wales, including marking students’ work. IPC Associate Tutors will:

- Deliver skills development programmes to senior professionals and managers in social care and health using appropriate teaching methods
- Set and assess students’ work, supervise and assess students’ projects and assignments, and mentor students undertaking accredited courses
- Undertake curriculum development work on accredited programmes for senior professionals and managers, including planning, development, evaluation and updating of programmes and programme materials
- Engage in scholarly and knowledge transfer activity e.g. keeping up to date with developments in social care
- Participate in the administrative processes of the Institute and University, including exam committee membership and quality assurance procedures

You should be bilingual, have good knowledge of the Welsh social care agenda and at least 3 years’ experience of management in social care, health or related public sector services. Previous experience of delivering and/or assessing accredited skills development programmes is an advantage.

Person Specification

Specification	Essential	Desirable
Education/Training	First degree or higher degree	Masters or PhD Professional qualification in social care, health or similar public sector field Teaching or training qualification

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Relevant Experience	<p>Good knowledge of the Welsh social care agenda</p> <p>At least three years' experience of management in social care, health or related public sector services</p>	<p>Experience of being an operational manager in social care or health</p> <p>Experience of being a strategic manager in social care or health</p>
Relevant Skills/Aptitudes	<p>Organising, leading and facilitating workshops and seminars for senior professionals and/or managers</p> <p>Bilingual with excellent written and verbal communication skills in Welsh and English</p> <p>Ability to plan and organise self and others to meet deadlines</p> <p>Computer literate with an ability to use a range of IT systems</p> <p>Ability to work effectively as part of a team</p>	<p>Teaching of postgraduate level skills development programmes</p> <p>Assessment of accredited skills development programmes</p> <p>Curriculum development</p> <p>Ability to use virtual learning environments</p>
Other	<p>Able to travel extensively throughout Wales, including overnight stays</p> <p>Successful and satisfactory background check from the Disclosure and Barring Service</p> <p>Demonstrates a concern for quality and excellence</p>	Current driving licence

For more information contact IPC Assistant Director Fiona Richardson on 01225 484088 or frichardson@brookes.ac.uk