

Role Profile:	Director of Education (Interim)
Reports to:	Chief Executive
Key working relationships:	The Dean, Chair of Training Standards Committee, Continued Professional Development (CPD) Director, President, College Officers, Chief Executive and other office staff, College Members and Fellows, relevant staff from other Colleges, commercial organisations, the media and the public.
Grade:	B

Job Purpose

The Interim Director of Education is directly responsible and accountable for leadership and management of the day to day operational, financial and performance of the Education Directorate, ensuring the directorate works effectively and cohesively.

Key Responsibilities

Lead, advise and guide the Education Directorate with budget responsibility in excess of £3m including:

- Lead and manage Education Directorate to deliver operational effectiveness, financial performance, customer satisfaction, continuous improvement and deliver our corporate objectives for the Directorate.
- Supporting the Examinations Strategy Review Project including advising the Project Board as well as undertaking and delivering project work.
- Provide expert advice and assistance in analysing, reviewing, developing, implementing, monitoring and auditing educational and assessment processes and a broad range of new and existing education and training programmes within the College.
- Promote and develop the College examinations, including strategic direction, assessment methodology, standard setting, quality assurance and examiner training in consultation with the Dean and Lead Examiners.
- Support the review of the curriculum and credentialing for Emergency Care Advanced Care Practitioners (ECACP) in consultation with the ECACP Sub-Committee Chair.
- Support the development of the Emergency Medicine Physicians Associate curriculum and assessment methods.
- Provide advice on matters relating to the medical specialty training, registration, recruitment and selection processes to the Chair of the Training Standards Committee and that Committee.
- Contribute to the development of our Events delivery through the management of the Events Team and contributions to the Conference Committee.
- Support the Chief Executive and Council in matters relating to specialty workforce planning with the ability to analyse highly complex problems and develop practical and workable solutions to address them.
- Identify, mitigate and monitor risks within the Education Directorate.

- Be an effective ambassador for the College with external stakeholders including the GMC, Health Education England and the Academy of Medical Royal Colleges (AoMRC).
- Support and advise Council, Executive Committee and Corporate Governance Committee as well as a range of key College Committees in the Educational field.

General

- Provide appropriate leadership, management, support and guidance to members of the Education Directorate and to allocate responsibilities within departments in accordance with post holders' grades and job descriptions.
- Ensure employees within own Directorate are appropriately supported and managed in accordance with College policies.
- Ensure that training needs analysis is undertaken and that the training commissioned meets the development needs of the organisation.
- Manage a range of key external contracts/supplier relationships ensuring good governance and procurement practice.
- Undertake personal development commensurate with the role.
- Undertake such other tasks as may be reasonably expected within the scope and grade of the post at the request of the College Executive to ensure College objectives are met.

COLLEGE POLICIES AND PROCEDURES

The post holder is expected to follow all College policies and procedures including those covered in the College HR manual.

CONFIDENTIALITY

All employees are under an obligation to ensure that any information that he or she has access to, relating to RCEM business is kept confidential.

HEALTH AND SAFETY

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

RISK MANAGEMENT

All staff have a responsibility to identify risks and report these to their line manager. In addition to report all accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

EQUAL OPPORTUNITIES

The RCEM is committed to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

ADDITIONAL INFORMATION

This role profile is intended to provide a broad outline of duties that may be required and is not intended to be exhaustive. It is subject to review and amendment in consultation with the post holder in order to reflect changes in the pattern, organisation and development of the services required.

Person Specification

Essential	Desirable
Qualifications:	
<ul style="list-style-type: none"> • Educated to Masters Degree level or equivalent in education • Evidence of continuing personal development 	<ul style="list-style-type: none"> • Masters in Business Administration
Personal Qualities	
<ul style="list-style-type: none"> • Knowledge of medical education • Extensive experience in leading operational delivery and process improvement • Proven expertise in assessment methodology and experience of implementation of assessment structures • Specific evidence of delivering educational programmes to trained professionals as well as trainees. • Proven experience of staff management. • Excellent verbal and written communication skills. • Ability to produce briefing papers on highly complex issues in simple, jargon free terms for busy professional people. • Excellent inter personal skills at all levels. • Ability and desire to work as part of a team. • Ability to think laterally. • Ability and willingness to take on projects and a broad brief, not limited to those within the formal JD, recognising that this will adapt over time • Ability to use standard Microsoft office software • Successful experience of change management. • Ability to work within a collegiate environment • A commitment to upholding the organisational values 	<ul style="list-style-type: none"> • Experience of training/education in medical professionals • Experience of working in a not for profit organisation. • Leading examinations delivery and operations