



Royal College of Anaesthetists

## Global Partnerships Administrator

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Directorate: Education, Training & Examinations

Reports to: Global Partnerships Manager

Grade: 6

### 1.1 Job purpose

The purpose of this role is to support the delivery of the College's global strategy, which aims to develop international partnerships to create sustainable, relevant and appropriate support in developing anaesthesia training and service overseas. The role-holder also has responsibility for the College's 'Medical Training Initiative' (MTI) processes, and for the maintenance and development of services to support sponsored overseas doctors, as well as administering the online system for maintaining their anaesthetic training records.

This role involves dealing directly with the World Federation of Societies of Anaesthesia (WFSA), the Academy of Medical Royal Colleges (AoMRC), Association of Anaesthetists of Great Britain and Ireland (AAGBI), Health Education England (HEE), devolved administrations organisations, overseas anaesthetic doctors, and senior UK anaesthetists. There is also a requirement to liaise with other members of the Training department and colleagues from across the organisation as well as the relevant College Officers.

This service is highly valued by the College's members and as a 'front-line' role requires the incumbent to develop a comprehensive knowledge of the relevant regulations, systems and processes involved.

### 1.2 Key tasks and responsibilities

#### *Global Partnerships Administration*

- Proactively engage with College members and fellows outside of the UK
- Provide information and guidance to overseas doctors wishing to come to the UK for limited periods of time as necessary
- Produce letters and prepare reports and other documents for committees and internal meetings
- Provide information and guidance to others, or directly respond to enquiries, about out of programme opportunities in low resource settings for UK trainees.
- Provide administrative support for the advertising of, and interviews for, fellowships for UK trainees undertaken in low resource settings
- Support the development and maintenance of website content, to ensure it remains contemporaneous
- Provide support in the running of Global Partnerships themed events
- Provide support and coordination for global partnerships projects

#### *Medical Training Initiative (MTI) administration*

- Administer the development of the MTI scheme, through liaison with the WFSA in order to advertise the scheme in regions of strategic interest

- Continue the development of a robust Quality Assurance system to ensure that MTI placements remain fit for purpose, and that MTI doctors are able to make the most of their time in the UK
- Consider and implement processes for MTI doctors to become engaged with the College, whilst in the UK and upon return to their home country
- Undertake research around the MTI scheme, in collaboration with HEE as directed.
- Provide administrative support for the recruitment of Overseas Fellowships posts for partner organisations
- Provide guidance and support to overseas applicants and as well hospitals and trusts wishing to employ MTI doctors through the College's sponsorship scheme
- Process, record and monitor MTI applications
- Manage the MTI 'matching scheme'
- Maintain records in the relevant systems and applying housekeeping protocols effectively
- Organise and deliver an annual MTI doctor and Trust survey for quality assurance purposes
- Implement changes to the processes and procedures, as required
- Responsibility for ensuring the MTI section of the College website remains current

#### *External representation*

- Liaise directly with the GMC, AoMRC and other stakeholders on all international sponsorship matters.
- Provide summary reports on the College's sponsorship scheme for allied committees.
- Represent the College at stakeholder meetings relating to the MTI scheme
- Represent the Global Partnerships department at Global Health events, as required
- Provide specialty input to the development of national guidance documents

#### *Committee Support*

- Provision of secretarial support to allied Committees and Chairpersons, including drafting agendas, preparing papers, coordinating logistical arrangements, taking and reporting of minutes, coordinating follow-up actions and processing of all general correspondence for the Committees

### **1.3 Qualifications, skills, knowledge and experience**

- Prior experience of working in a membership organisation and/or the medical education sector would be beneficial
- Proven customer service experience
- Experience of providing secretarial support to formal committees, including minute-taking
- Strong organisational skills, IT skills, and communication skills (both written and verbal)
- Demonstrable ability to understand, interpret, and simplify complex information such as regulations
- Educated to GCSE level, or equivalent

## 1.4 Core Competencies

These competencies will help you understand and deliver the high performance required for this role at the College. These performance standards and behaviours will be assessed during the interview process and developed through the appraisal process.

<b>VALUE:</b>	EXPERT
<b>COMPETENCY:</b>	Empathy with the College and its business
<b>DESCRIPTION:</b>	Understands the fundamentals of what the College does, its mission, vision, values and culture. Uses this information to grow and develop the College and its people

<b>Support &amp; Delivery</b>
<ul style="list-style-type: none"><li>• Applies knowledge of business to day-to-day activities</li><li>• Understands team function and how it fits in overall College</li><li>• Develops a team spirit</li><li>• Applies a "can do" approach</li><li>• Understands impact of own role on wider College functions (and vice versa)</li></ul>
<b>Management</b>
<ul style="list-style-type: none"><li>• Applies their professional expertise to the College</li><li>• Thinks commercially</li><li>• Acts as a College ambassador</li><li>• Delegates fully and effectively</li><li>• Develops, motivates and engages teams and individuals</li><li>• Plans resources effectively</li><li>• Leads by example</li></ul>
<b>Strategic Leadership</b>
<ul style="list-style-type: none"><li>• Champions key direction and strategy</li><li>• Encourages and demonstrates entrepreneurialism and cross-College working</li><li>• Encourages a high-performance culture</li><li>• Understands impact of external changes on the College</li></ul>

<b>VALUE:</b>	INCLUSIVE
<b>COMPETENCY:</b>	Collaboration and Communication
<b>DESCRIPTION:</b>	Works collaboratively and co-operatively with colleagues to get the job done and responds positively to change. Communicates widely and effectively. Appreciates diversity and equal opportunities for all.

<b>Support &amp; Delivery</b>
<ul style="list-style-type: none"><li>• Is a team player, open to others' views</li><li>• Adapts communication style to situation</li><li>• Keeps others informed and updated</li><li>• Willing to give and receive feedback</li><li>• Listens and responds effectively</li><li>• Values different perspectives</li></ul>
<b>Management</b>
<ul style="list-style-type: none"><li>• Communicates effectively and openly, ensuring key messages are cascaded and everyone's views are heard</li><li>• Works with peers to influence effectively and consistently</li><li>• Deals with conflict between individuals and teams</li><li>• Works with partners to enhance the reputation of the College</li><li>• Ensures transparency and credibility</li><li>• Networks appropriately</li><li>• Ensures and enables an inclusive culture</li></ul>

**Strategic Leadership**

- Articulates a shared vision
- Presents in an engaging manner
- Ensures conflict and risk is mitigated
- Champions diversity and values

**VALUE:** POSITIVE  
**COMPETENCY:** Customer Focus  
**DESCRIPTION:** Builds relationships with customers by understanding, anticipating and responding to their needs. Takes responsibility to complete work in order to exceed expectations.

**Support & Delivery**

- Answers phones in a timely way
- Understands customer needs, stresses and pressures
- Understands impact of own actions
- Manages own time
- Meets and exceeds targets
- Does what they say they'll do
- Makes recommendations for improvements

**Management**

- Future-proofs
- Builds relationships
- Equips others to deal with customers
- Sets targets, ensuring they are met
- Ensures customer is aware of relevant College services and products
- Uses knowledge and expertise to ensure customer satisfaction
- Plans for the future to improve services

**Strategic Leadership**

- Knows competitors
- Addresses external conflict
- Focuses on the long-term
- Is aware of changes and impact on others
- Overcomes barriers to improvement
- Manages risk

**VALUE:** FORWARD-THINKING  
**COMPETENCY:** Conceptual Flexibility  
**DESCRIPTION:** Takes the initiative and thinks flexibly and innovatively in order to propose solutions and deal with ambiguity. Builds trust and credibility through self-awareness.

**Support & Delivery**

- Acknowledges success and failure and learns from them
- Works on own initiative and finds better ways of doing things
- Acknowledges problems and suggests solutions
- Remains open-minded
- Adjusts to changing needs
- Is aware of self and others
- Contributes and adds value to operational plans

**Management**

- Encourages others to find solutions
- Creates an open forum for innovation
- Implements operational plans and manages risks
- Realises when things are going wrong and fixes them

- Maintains personal credibility

#### **Strategic Leadership**

- Approaches issues with fluidity and flexibility
- Makes improvements at a corporate level
- Implements solutions at a strategic level
- Welcomes innovation from colleagues and empowers them
- Challenges the status quo

**VALUE:** AMBITIOUS  
**COMPETENCY:** Shared Vision  
**DESCRIPTION:** Acts quickly and decisively, seizing opportunities and adding value.

#### **Support & Delivery**

- Sets personal objectives which meet operational and strategic plans
- Adapts to changing priorities
- Analyses problems and resolves them
- Understands the impact of operational plans on own role
- Deals with colleagues fairly and consistently
- Keeps focused in the light of changing priorities
- Sets high personal standards

#### **Management**

- Puts operational plans into action
- Isn't afraid to make decisions
- Ensures right people, right time, right place
- Identifies new opportunities

#### **Strategic Leadership**

- Defines corporate vision and values
- Handles all matters with sensitivity
- Scans the horizon
- Develops strategy, taking into account all external drivers