



Royal College of Anaesthetists

## Specialty Training Assistant

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Directorate: Education, Training and Examinations

Reports to: Training Manager

Grade: 7

### 1.1 Job purpose

The purpose of this role is to provide support in managing anaesthetists training programme records, as well as providing administrative support for queries in relation to the online system for maintaining anaesthetic training progress. 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 systems and processes involved.

### 1.2 Key tasks and responsibilities

#### CCT Training Administration

- Process registration forms from trainees appointed to the anaesthesia specialty training programme
- Create new trainee files and ad hoc electronic filing, as required
- Process training programme milestone certificates and produce relevant letters, as required
- Triage incoming traffic in the Training Team's email management systems and report exceptional circumstances to the Training Manager
- Maintain training records in the relevant systems and applying housekeeping protocols effectively
- Liaise with the General Medical Council (GMC) and other Colleges and Faculties as required

#### Lifelong Learning platform Administration

- Triage incoming traffic in the Training Team's email management systems and report exceptional circumstances to the Assessment and Quality Data Manager
- Process requests for new account creation and changes to personal details or circumstances
- Provide support to users of the College's Lifelong Learning platform, as required

#### Committee Support

- Assist with 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

#### Other Support

- Provide support to the Training Team, as and when needed

### 1.3 Qualifications, skills, knowledge and experience

- Experience of working in an administrative or corporate customer service role
- Strong organisational skills, IT skills, and communication skills (both written and verbal)
- Demonstrable ability to understand, interpret, and simplify complex information such as regulations
- Excellent attention to detail
- Educated to GCSE level, or equivalent

Desirable:

- Prior experience of working in a membership organisation and/or the medical education sector

Signature: .....

Name: .....

Date: .....