



Royal College of Anaesthetists

Global Partnerships Administrator

Directorate: Education, Training and Examinations

Reports to: Global Partnerships Manager

Band: B

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.

This role 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.

1.2 Key tasks and responsibilities

Global Partnerships Administration

- Engage proactively 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
- Ensure 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
- Proven customer service experience
- Experience of providing secretarial support to formal committees, including minute-taking
- Strong organisational, IT and communication skills, both written and verbal
- Demonstrable ability to understand, interpret, and simplify complex information such as regulation
- Educated to GCSE level, or equivalent

Signature:

Name:

Date: