



Royal College of Anaesthetists

Associate Director of Education, Training and Examinations

Directorate:	Education, Training and Examinations
Reports to:	Director of Education, Training and Examinations
No. of Direct Reports:	Up to 2
Band:	E

1.1 Job purpose

The purpose of this role is to lead the delivery of competing and complex projects in the Education, Training and Examinations (ET&E) Directorate, whilst being an active member of the Senior Management Team.

This role will establish, and deliver on, opportunities for furthering College standards, delivering on our workforce priorities and effective positioning of the College in education matters. This role will work with, support and, on occasion, deputise for the Director of ET&E on all matters relating to College business.

The role will also play a proactive role in providing organisational leadership, management and accountability in line with College values across all areas of our ET&E work. In addition to, developing expertise and focus around core aspects of ET&E work such as recruitment, workforce development and assessment development.

The post-holder will be proficient in analysing and navigating complex issues and will use effective governance, leadership, programme management, policy and guidance to resolve organisational challenges. They will inspire, motivate and work strategically with the Director to empower others, building a high-performance culture, leading and supporting transformational change in both directorate business and culture. This role will play a proactive part in operation and efficiency across the organisation.

1.2 Key tasks and responsibilities

ET&E Operational and Programme Management

- Oversee, support and deliver the operational delivery of work in the ET&E Directorate, as agreed with the Director of ET&E
- Manage, oversee or lead projects and manage strategic programmes in the UK and overseas that cover multiple areas of the Directorate's work
- Oversee, monitor and manage aspects of ET&E work related to recruitment, workforce development and assessment development
- Develop, and maintain educational and training standards, guidance, position statements and official documentation for the furtherance of the ET&E and College objectives
- Provide operational leadership for the ET&E Directorate and departments, as agreed and directed by the director
- Work in collaboration with employees and clinicians to take a lead on setting operational objectives for the directorate

- Work collaboratively with the Director to ensure the College's educational and training policies, guidance and quality assurance processes for examinations and training are robust, flexible and consistent
- Provide leadership and support in managing and collaborating with external stakeholders and regulators (such as NHS England, NHS Education Scotland, The Academy of Medical Royal Colleges and the General Medical Council)
- Provide recommendations and advice on ET&E related or College-wide business to the Director and other committees through regular high-quality reports and data analysis
- Deputise for the Director of ET&E as required

Senior Management Team and Leadership

- Be a proactive and collaborative member and role model of the Senior Management Team, chairing meetings on a rotating basis and providing leadership to the group along with other Associate Directors
- Provide line management, information, advice and guidance to the Head of Training and Head of Examinations, and, from time to time, associated clinical officers and volunteers
- Contribute to the development and implementation of the College's strategic plan
- Advise and support College Council, the Board of Trustees, ET&E Board and associated committees in creating developing and implementing operational plans to deliver the strategy
- Develop papers, documents and guidance that can be used with internal and external stakeholders

Education, Training and Examinations Operations

- Monitor, research, analyse and report on relevant policy matters related to training and examinations
- Position the College, our guidance and policies, with stakeholders in a way that supports members, improves the specialty and furthers the objectives of the College
- Work with heads of departments and managers to ensure that the operational plan is being delivered effectively

People Management, Relationships, Collaboration and Team Working

- Provide direction, support and constructive feedback for team members through regular 1:1 meetings
- Conduct appraisals with team members setting objectives aligned to the directorate and team strategy
- Encourage and support team members' personal development
- Build collaborative, mutually supportive and high performing teams
- Manage underperformance effectively through open, transparent and consistent processes
- Lead, manage, mentor and motivate employees
- Ensure effective communication with the Directorate, fostering an ethos of working within and across the College collaboratively and constructively
- Foster and maintain strong, close and effective working relationships with the Head of Examinations, Head of Training, and other internal stakeholders, to coordinate the implementation of the wider Directorate operational plan and develop best practice

Asset Management, Budget and Financial Responsibilities

- In conjunction with the Director of ET&E and the Director of Finance and Resources, agree a long-range financial plan and an annual budget for the directorate, taking into account areas of development and opportunities for income generation
- Ensure all directorate business, including ad-hoc projects, are appropriately financially managed
- Monitor departmental resources on a monthly basis and report variances to the Director of ET&E

- Create and submit financial requirement documents and proposals for short term and long term projects
- Oversee the development, submission and maintenance of the curriculum and associated assessment system for a Certificate of Completion of Training (CCT) in Anaesthetics
- Oversee the development and delivery of the Lifelong Learning Platform and its integration to anaesthetic training and practice
- Oversee the maintenance and safe storage of all examinations data, question banks and assets
- Manage and/or oversee external contracts, ensuring good governance and value for money, in consultation with the Director of ET&E, Head of Examinations, Head of Training and the Finance Team

1.3 Qualifications, skills, knowledge and experience

- Demonstrable experience of managing multiple complex projects, leading on them, engaging stakeholders and managing risk
- Experience of working within a similar educational, training or workforce field
- Experience of managing stakeholders and forming good working relationships at all levels
- Experience of working within a regulated organisation
- Evidence of being self-motivated whilst successfully working under pressure on more than one project at once
- Experience of setting and managing large and complex budgets
- Experience of line managing people and teams
- Ability to respond to emerging issues and tasks of an urgent nature independently
- Ability to synthesize complex information from various sources
- Ability to effectively manage time, including being able to work to deadlines individually and for teams
- Ability to work methodically and accurately when under pressure
- Ability to make informed decisions and troubleshoot independently
- Ability to identify areas for improvement and take responsibility for enacting change
- Ability to maintain confidentiality and be able to deal with sensitive information with tact and discretion
- Excellent communication skills both oral and written, with the ability to draft reports and committee papers
- Excellent interpersonal and communication skills with an ability to engage effectively with a range of internal and external stakeholders
- Excellent IT skills including Microsoft Office
- Proven track record of maintaining high customer service standards and upholding organisational values
- Knowledge and understanding of the delivery and development of national examinations and/or assessments
- An understanding and commitment to equality, diversity and inclusion and Data Protection

Desirable:

- Proven experience of programme management, across multiple workstreams and at a high level, with a track record of providing clear and timely reporting
- Experience or working in medical education, training or assessment setting
- Knowledge and understanding of assessment design, development and approval
- Knowledge and understanding of the principles of educational and assessment theory and methodologies, including standard-setting

Signature:

Name:

Date: