**Role: Associate Director of Education, Training and Examinations**

**Salary: £80,369 p.a.**

**Location: Hybrid Working – Remote / London**

**Contract Type: Permanent, Full Time (35 hours)**

**How to Apply**

If you believe that you are the right person for this role, please submit your CV and Cover Letter

to Leanne Timon at [ltimon@rcoa.ac.uk](mailto:ltimon@rcoa.ac.uk) by **09 February 2024.**

**About You**

We're looking for a competent and accomplished professional to join our Education, Training, and Examinations (ET&E) Directorate. As a key member of the Senior Management Team, you'll bring a wealth of experience to lead the delivery of challenging and intricate projects. Your role extends beyond project and programme management – you will actively contribute to furthering College standards, shaping our workforce priorities, and strategically positioning the College in educational matters.

In this leadership role, you'll provide organisational guidance in line with our values whilst playing a hands-on role in crucial areas such as examinations, training, recruitment, workforce development, and assessment development within the ET&E domain.

Proficiency in navigating complexities is necessary. You will demonstrate analytical skills and employ effective governance, leadership, and program management to overcome organisational challenges. You'll be driving our operational efficiency, inspiring and motivating teams. If you're ready to play a pivotal role in shaping professional standards and supporting patient safety through training, we want you on our team!

**About the Role**

Key tasks and responsibilities included (but are not limited to):

* Oversee, support and deliver the operational delivery of work in the ET&E Directorate, as agreed with the ET&E Director.
* Manage, oversee or lead projects and manage strategic programmes in the UK and overseas that cover multiple areas of the Directorate’s work.
* Work in collaboration with staff and clinicians to lead on setting operational objectives for the directorate.
* 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).
* 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.
* Monitor, research, analyse and report on relevant policy matters related to training and examinations.
* In conjunction with the Director of ET&E and the Director of Finance and Resources, set and agree a long-range financial plan and an annual budget for the directorate, taking into account areas of development and opportunities for income generation.

We are ideally looking for someone with the following experience, knowledge, and skills:

* Must be able to demonstrate evidence of previously 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.

**The Package**

This is a full-time, permanent position with a competitive employee benefits package, which includes (but is not limited to):

* 34 days of annual leave, plus bank holiday
* Private healthcare
* Up to 12% pension contribution
* Hybrid and flexible working
* Wellbeing hour once a week
* Cycle to work and employee discounts schemes.
* Training and development opportunities
* Access to Mental Health First Aiders and Employee Assistance Programmes

**About the College**

The Royal College of Anaesthetists is the professional body responsible for the specialty throughout the UK. We are the third largest medical royal college in the UK by membership. With a combined membership of more than 24,000 Fellows and Members, we ensure the quality of patient care by safeguarding standards in the three specialties of anaesthesia, intensive care and pain medicine.

At RCoA diversity, equality and inclusion is an integral part of our culture so it is important to us that this is reflected in everything that we do. We welcome applications from all individuals irrespective of age, race, gender, sexual orientation, ethnicity, religion or belief, disability, marital status, or parental responsibilities to ensure we actively embrace an inclusive and representative culture that encourages, supports, and celebrates our differences.

Unfortunately, due to the volume of applications, we are unable to provide detailed feedback to candidates on their application. Only short-listed applicants will be contacted after the closing date.

If you have any questions or would like more information about this opportunity, please contact: [ltimon@rcoa.ac.uk](mailto:ltimon@rcoa.ac.uk)