



**Lifelong Learning Platform Maintenance and Development Group representative  
(Northern Ireland) – Three years (part-time).**

**Closing date: 9am Wednesday 27th May 2024.**

Applications are invited for the Lifelong Learning Platform Maintenance and Development Group representatives.

The LLP Maintenance and Development Group is an advisory body to help provide governance of the LLP, to evaluate suggestions and make recommendations to improve the platform, and to its support users.

**Primary Purpose of the Group:**

- Provide assurance to the Council and to the Education, Training and Examinations Board that the LLP is functioning efficiently and providing value for money.
- Continual review of the LLP to ensure it meets the needs of all users.
- Review and assist in the development of policies and procedures that help manage the LLP and support its efficient use.
- Develop user guidance and support for users and disseminate this widely.
- Monitor current performance of the LLP through reviewing usage data including common queries and change requests.
- Recommend and create appropriate educational and training resources needed to support users of the LLP and advise on commissioning their production.
- Collaborate closely with the LLP team to craft communications and effectively represent the platform across various channels, including articles, guidance documentation, and events.

**Frequency of Meetings**

The Group shall meet at least four times per year, with meeting frequency determined by work deliverables. All meetings will be conducted virtually.

**Member Responsibilities**

Members are expected to act as champions for the LLP and to maintain the reputation of it in all aspects.

**Person Specification**

We are looking for candidates who meet most of the following criteria:

- A member in good standing of the College/Faculty and in good standing with the GMC, currently practising anaesthesia, intensive care medicine or pain medicine
- A member who has worked in Northern Ireland for at least three years and has a good understanding of the training landscape of the region.
- A demonstrable interest in and experience with the Lifelong Learning Platform or similar digital educational platform.
- Knowledge, experience and enthusiasm for training and education.
- Minimum of three years of being an educational supervisor or college tutor.
- Willingness to commit time and effort to attend committee meetings regularly and actively participate in discussions and decision-making processes.
- Ability to collaborate effectively with other committee members, respect diverse perspectives and contribute constructively to group discussions.
- An active Lifelong Learning Platform user.

### **Remuneration**

- There is no remuneration for this role.

### **How to apply**

To apply, please email Babatunde Arowojolu, Lifelong Learning Platform System and Service Desk Coordinator, at [lifelong@rcoa.ac.uk](mailto:lifelong@rcoa.ac.uk) with:

- a brief CV (maximum two pages)
- a supporting statement (up to 300 words) demonstrating how you meet the criteria in the person specification.

Applications will be shortlisted by a panel which includes the chair of the Maintenance and Development Group and RCoA training team. Applications will be assessed against the requirements listed in the person specification.

**Interviews will take place in the week commencing 3rd June 2024.**