

Role: Training Operations Manager
Salary: £52,424 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 by **Friday 05 July 2024**

About You

You have demonstrable success in effectively managing teams and improving the development of skills in others.

You have a solid understanding of line management duties and principles, and a proven track record of providing outstanding customer service, leading and motivating a team to deliver a high-quality service to stakeholders. In addition, you have demonstrable experience of providing secretarial support to formal committees, including minute-taking. Your ability to develop and maintain effective working relationships with a variety of internal and external stakeholders is exemplary.

Staying informed of healthcare, particularly in relation to postgraduate medical education and training, is something you excel at, and ensuring your knowledge remains current and relevant enables you to understand, interpret, and simplify complex information from a variety of sources.

We are looking for someone who is familiar with project management principles, such as PRINCE2 or Managing Successful Programmes (MSP), which further enhances your capability to contribute to and lead successful projects.

About the Role

In collaboration with the other managers within the team, the purpose of this role is to provide managerial support and oversight in the operations of the Training Team relating to the anaesthetic training programme; ensuring that the service offered to trainees and trainers is prompt, effective and informed, meets the needs of anaesthetists at each stage of their career, and that their interests are properly represented in the relevant forums.

This role is responsible for the robust application of the Anaesthetic and Acute Care Common Stem (ACCS) training programmes in accordance with the guidance and regulations outlined in the respective curricula. In addition, this role is responsible for the managerial support and oversight in the operations of the team relating to the College's International Medical Graduates (IMGs) sponsorship schemes, as well as international training.

The duties include but are not limited to:

- Ensure appropriate high-quality support is delivered to trainees and trainers, queries are dealt with in a timely manner and that this workload is distributed appropriately across the team.
- Ensure Certificate of Completion of Training (CCT) / Certificate of Eligibility for Specialist Registration via the Combined Programme (CESR[CP]) / CESR recommendations to the General Medical Council (GMC) are accurate and made in a timely fashion.
- Ensure appropriate first line support is provided to users of the College's Lifelong Learning Platform (LLP) [online training portfolio].

- Monitor correspondence from LLP users to identify bugs, issues and areas for development within the LLP and work with the LLP Product Manager to develop potential solutions.
- Maintain a comprehensive knowledge and understanding of the College's international training processes and initiatives.
- Ensure high quality and timely advice and guidance is delivered to IMGs wishing to come to the UK for limited periods of time.
- In line with the College's finance regulations, the role holder has a delegated level of authority to authorise purchases in the Head of Training's absence.
- Provide 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.
- Attend School of Anaesthesia training committees on invitation and provide advice and guidance to Heads of School and Regional Advisers (Anaesthesia) as requested
- Ensure processes and procedures support the delivery of the Training Team's operational plan.

The Package

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

- 31 days of annual leave, plus bank holiday
- Healthcare support through Benenden Health
- 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