

JOB DESCRIPTION – Chair of the Lifelong Learning Platform Maintenance and Development Advisory Group

Application process:

Closing date – Wednesday 31 July 2024.

Interviews to be held in August – date to be confirmed.

Please read the role description and person specification. If you believe that you are the right person for this role, please submit an abbreviated focused CV (maximum 2 pages) and a statement (up to 650 words) advising why you would be interested in getting involved and demonstrating any experience that would be relevant to supporting this work.

Job Title: Chair of the Lifelong Learning Platform Maintenance and Development Advisory Group

Responsible to: Education, Training and Examinations Board

Accountable to: College Council and Education, Training and Examinations Board

THE ROLE

The role holder will lead on the key tasks and responsibilities of the Maintenance and Development Advisory Group. The role will provide leadership for the clinical input, liaison and problem solving for the effective operation of the LLP. The role holder will work collaboratively with the staff and across specialty areas, consider and take account of the varied ways in which the LLP is used across the membership of the RCoA and FICM, and contextualise and problem solve issues faced in the effective running of the LLP. They are expected to actively contribute to the governance of the Lifelong Learning Platform (LLP), evaluate suggestions, make recommendations for updates, and support its users.

DUTIES AND RESPONSIBILITIES

Working closely with the LLP Product Manager, the role holder will have the following duties and responsibilities:

- Provide representation to the College Council and to the Education, Training and Examinations Board that College funds for the LLP are delivering a measurable return on investment.
- Assist with regular reviews and updates of the LLP to meet the needs of users, including evaluating and presenting findings from LLP Surveys.
- Review and assist in the development of policies and procedures that help manage the LLP and support efficient use of it.
- Help to develop guidance and support for users of the LLP and disseminate this widely.
- Monitor current performance of the LLP through reviewing usage data including common queries and change requests.
- Recommend appropriate educational and training resources needed to support users of the LLP and advise on commissioning their production.
- Identify opportunities in which official communication channels can be used to promote the LLP.

- Providing clinical contextual information and advice on proposed changes
- Review on an annual basis if the best option would be to continue with the LLP as a bespoke system or to instead explore an 'off-the-shelf' product.

The role holder is expected to uphold the vision and values of the College and Faculty of Intensive Care Medicine and to draw any matters of concern initially to the LLP Product Manager.

July 2024

COMMITMENT

The role holder will be expected to chair a minimum of four meetings per year, all of which will be delivered via 'Teams'. The normal term will be three years.

PERSON SPECIFICATION – Chair of the Lifelong Learning Platform Maintenance and Development Advisory Group

Professional Requirements
Essential
Practising substantive consultant, or autonomously practicing SAS anaesthetist in the NHS
Educational Supervisor experience who has completed a CPD cycle
Member of the Royal College of Anaesthetists in good standing
Possession of full GMC registration, without limitation
Professional/Technical and Occupational Training
Essential
Demonstrable commitment to ongoing LLP, assessment and training
Equality and diversity training within the last three years
Participation in revalidation, annual appraisal and adherence to CPD requirements
Experience
Essential
Active involvement and commitment to education and training
Desirable
Previous experience as a Head of School, Training Programme Director, Regional Adviser, Deputy Regional Adviser or College Tutor
Experience in chairing committees or leadership experience providing clinical input
Skills and Knowledge
Essential
Excellent written and verbal communication skills
Thorough knowledge of the current CCT programme in anaesthesia, Intensive Care Medicine and ACCS
Personal Attributes
Essential
Highly self-motivated
Meticulous attention to detail
Ability to form excellent working relationships
Friendly and consultative attitude
Willingness to contribute to the wider aims of the College strategy to support the LLP

How to apply

Please email Aviva Spiers, LLP Product Owner at Lifelong@rcoa.ac.uk with:

- a brief CV (maximum 2 pages)
- a supporting statement (up to 650 words) demonstrating how you meet the criteria in the person specification.

Applications will be shortlisted by a panel which includes members of the RCoA's Lifelong Learning team. Applications will be assessed against the requirements listed in the person specification.

Closing date: 31st July 2024