



Royal College of Anaesthetists

Careers and Workforce Coordinator (Faculties)

Directorate: Clinical Quality and Research

Reports to: Training Manager (Faculties)

Band: B

1.1 Job purpose

This role is the administrative lead for all matters relating to workforce, recruitment, careers and practitioners.

This role is responsible for the Faculties' (Faculty of Intensive Care Medicine and Faculty of Pain Medicine) quality management work streams.

1.2 Key tasks and responsibilities

Careers and Workforce

- Be the lead coordinator for matters and projects relating to workforce, answer all relevant queries and present updates to the Faculty Boards and other groups, as required, including:
 - Create and maintain careers resources
 - Coordinate Faculty input to national recruitment processes
- Lead any Workforce Censuses or surveys, including:
 - Develop the census format in conjunction with the lead clinicians and manage any internal and external consultations and pilot exercises
 - Identify objectives and outcomes for the census, including any reporting tools
- Maintain all data relating to workforce and integration across Faculties work
- Assist the statistical lead in the analysis of data and preparing reports and presentations
- Ensure all workforce developments are appropriately communicated (i.e. websites)
- Liaise with other organisations and stakeholders (including the devolved nations)
- Coordinate any regional workforce engagements, including developing the attendance list, workshop arrangements and final reports

Recruitment and Quality

- Lead on recruitment work streams, including:
 - Liaise with the recruitment provider throughout; create the person specification and website content and attend any interviews on behalf of the Faculty as required
 - Run the Interviewers' Training Day in conjunction with the Clinical Lead
 - Coordinate interviewers and timetable allocation
 - Coordinate the regional documentation available on training units
- Lead on quality work streams, including:
 - Coordinate, design and run any trainee surveys
 - Produce basic data reports and facilitate longitudinal analysis and quality watch lists
 - Co-produce final quality reports
 - Coordinate the process for regional feedback

Faculties-Related Practitioners

- Be the lead coordinator for matters relating to Advanced Critical Care Practitioners (ACCP), their curriculum and Higher Education Institutions (HEI) accreditation
- Be the lead coordinator for matters relating to critical care pharmacists
- Coordinate ACCP and critical care pharmacist membership applications, including:
 - Coordinate application forms, regulations and maintain the membership database
 - Ensure applicants meet the allocated criteria and liaise as necessary to resolve problems and issues with application forms and eligibility
- Develop the ACCP, pharmacist webpages and other resources
- Support Education and Events colleagues with any practitioner-related events including development of event programmes, organising and liaising with speakers, and providing support at the event on the day

Committee Work, Relationships and Team Working

- Serve as secretary for all relevant committees and working parties including preparing agendas and papers, advising on items, minute taking, developing and undertaking action points, exercising independent judgment and taking appropriate action within their areas of competence
- Develop a relationship with the Deans, Vice Deans Chair and Board / Committee members, including briefing them on the areas detailed above
- Support the workload of the team, including assisting with the induction of new employees, the introduction of Administrators to new areas of work and assisting with general matters
- Cover for the work of the Faculties Administrators and the other Faculties Coordinators, where required and deputising, where appropriate, for the Manager
- Undertake any other duties which might reasonably be required by the Associate Director of Faculties or the Manager
- Regular liaison and cross-work with team members and other College teams

1.3 Qualifications, skills, knowledge and experience

- Experience of handling administrative work of a considerable variety / volume and prioritising successfully under pressure
- Experience of committee administration including minute taking and report writing
- Ability to demonstrate a high level of accuracy in all written and database work
- Excellent organisational, interpersonal and communication skills (written and verbal), including the ability to work with senior members of the organisation and external agencies with confidence
- Demonstrable ability to understand, interpret and simplify complex information from a variety of sources
- Excellent IT Skills, including Microsoft Word, Outlook, and Excel
- Educated to 'degree' level (or equivalent), or qualified by experience

Desirable:

- Previous experience of working in a membership organisation and/or the medical education sector

Signature:

Name:

Date: