



Royal College of Anaesthetists

## Curriculum Administrator

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Directorate: Education, Training and Examinations

Reports to: Training Manager

Grade: 6

### 1.1 Job purpose

The purpose of this role is to research how Anaesthetists in training and their trainers access the anaesthetic curriculum in their day-to-day business. This research will be through leading workshops with our members and recording the findings. This project is expected to follow a design thinking methodology and we will be looking to collect and collate user journeys to understand how the information is accessed.

This information will then feed into how potential solutions may be configured. The role holder will be expected to develop an understanding of existing College systems and make a recommendation as to how curriculum material is best presented to our audiences.

The role-holder will also provide support and guidance to Anaesthetists throughout their training programme to the award of a CCT, as well as administering the online system for maintaining anaesthetic training records. This service is highly valued by the College's members and as a 'front-line' role requires the incumbent to develop a comprehensive knowledge of the relevant regulations, systems, and processes involved.

### 1.2 Key tasks and responsibilities

#### Curriculum Research

- Identify and network with relevant stakeholders
- Arrange and lead workshops (online or in person, as is appropriate) with a mix of relevant stakeholders
- Record, collate and analyse user journeys, and/or other user-centric data
- Analyse and develop an understanding of existing RCoA digital interfaces with relevant stakeholder groups
- Triangulate and evidence user data and systems understanding to produce recommended options
- Report findings and recommendations to the Training Manager, Head of Training and Anaesthesia Curriculum Review Group

#### CCT Training Administration

- Provide information and guidance to others or directly responding to enquiries, about anaesthetic specialty training (including Acute Care Common Stem [ACCS]) and referring queries to committees as necessary
- Process requests and applications from trainees taking time out of the training programme, for various reasons, including calculating training completion dates for approval and advising applicants and trainers on the outcomes
- Provide support to users of the College's Life-Long Learning systems
- Maintain training records in the relevant systems and applying housekeeping protocols effectively

- Produce letters and prepare reports and other documents for committees and internal meetings
- Liaise with the General Medical Council (GMC) and other Colleges and Faculties, as required
- Ensure guidance and policy documents relating to anaesthetic specialty training are up to date

### 1.3 Qualifications, skills, knowledge and experience

- An understanding of web-based user interfaces and IT systems in general
- Demonstrable ability to lead workshops and unearth user experiences
- Some prior experience of working in a membership organisation and/or the medical education sector would be beneficial
- Proven customer service experience
- Strong organisational, IT and communication skills (both written and verbal)
- Demonstrable ability to understand, interpret and simplify complex information, such as regulations
- Educated to GCSE level, or equivalent

### 1.4 Core Competencies

These competencies will help you understand and deliver the high performance required for this role at the College. These performance standards and behaviours will be assessed during the interview process and developed through the appraisal process.

<b>VALUE:</b>	EXPERT
<b>COMPETENCY:</b>	Empathy with the College and its business
<b>DESCRIPTION:</b>	Understands the fundamentals of what the College does, its mission, vision, values and culture. Uses this information to grow and develop the College and its people

<b>Support &amp; Delivery</b>
<ul style="list-style-type: none"> <li>• Applies knowledge of business to day-to-day activities</li> <li>• Understands team function and how it fits in overall College</li> <li>• Develops a team spirit</li> <li>• Applies a "can do" approach</li> <li>• Understands impact of own role on wider College functions (and vice versa)</li> </ul>
<b>Management</b>
<ul style="list-style-type: none"> <li>• Applies their professional expertise to the College</li> <li>• Thinks commercially</li> <li>• Acts as a College ambassador</li> <li>• Delegates fully and effectively</li> <li>• Develops, motivates and engages teams and individuals</li> <li>• Plans resources effectively</li> <li>• Leads by example</li> </ul>
<b>Strategic Leadership</b>
<ul style="list-style-type: none"> <li>• Champions key direction and strategy</li> <li>• Encourages and demonstrates entrepreneurialism and cross-College working</li> <li>• Encourages a high-performance culture</li> <li>• Understands impact of external changes on the College</li> </ul>

**VALUE:** INCLUSIVE  
**COMPETENCY:** Collaboration and Communication  
**DESCRIPTION:** Works collaboratively and co-operatively with colleagues to get the job done and responds positively to change. Communicates widely and effectively. Appreciates diversity and equal opportunities for all.

<b>Support &amp; Delivery</b>
<ul style="list-style-type: none"> <li>• Is a team player, open to others' views</li> <li>• Adapts communication style to situation</li> <li>• Keeps others informed and updated</li> <li>• Willing to give and receive feedback</li> <li>• Listens and responds effectively</li> <li>• Values different perspectives</li> </ul>
<b>Management</b>
<ul style="list-style-type: none"> <li>• Communicates effectively and openly, ensuring key messages are cascaded and everyone's views are heard</li> <li>• Works with peers to influence effectively and consistently</li> <li>• Deals with conflict between individuals and teams</li> <li>• Works with partners to enhance the reputation of the College</li> <li>• Ensures transparency and credibility</li> <li>• Networks appropriately</li> <li>• Ensures and enables an inclusive culture</li> </ul>
<b>Strategic Leadership</b>
<ul style="list-style-type: none"> <li>• Articulates a shared vision</li> <li>• Presents in an engaging manner</li> <li>• Ensures conflict and risk is mitigated</li> <li>• Champions diversity and values</li> </ul>

**VALUE:** POSITIVE  
**COMPETENCY:** Customer Focus  
**DESCRIPTION:** Builds relationships with customers by understanding, anticipating and responding to their needs. Takes responsibility to complete work in order to exceed expectations.

<b>Support &amp; Delivery</b>
<ul style="list-style-type: none"> <li>• Answers phones in a timely way</li> <li>• Understands customer needs, stresses and pressures</li> <li>• Understands impact of own actions</li> <li>• Manages own time</li> <li>• Meets and exceeds targets</li> <li>• Does what they say they'll do</li> <li>• Makes recommendations for improvements</li> </ul>
<b>Management</b>
<ul style="list-style-type: none"> <li>• Future-proofs</li> <li>• Builds relationships</li> <li>• Equips others to deal with customers</li> <li>• Sets targets, ensuring they are met</li> <li>• Ensures customer is aware of relevant College services and products</li> <li>• Uses knowledge and expertise to ensure customer satisfaction</li> <li>• Plans for the future to improve services</li> </ul>
<b>Strategic Leadership</b>
<ul style="list-style-type: none"> <li>• Knows competitors</li> <li>• Addresses external conflict</li> <li>• Focusses on the long-term</li> </ul>

- Is aware of changes and impact on others
- Overcomes barriers to improvement
- Manages risk

**VALUE:** FORWARD-THINKING  
**COMPETENCY:** Conceptual Flexibility  
**DESCRIPTION:** Takes the initiative and thinks flexibly and innovatively in order to propose solutions and deal with ambiguity. Builds trust and credibility through self-awareness.

**Support & Delivery**

- Acknowledges success and failure and learns from them
- Works on own initiative and finds better ways of doing things
- Acknowledges problems and suggests solutions
- Remains open-minded
- Adjusts to changing needs
- Is aware of self and others
- Contributes and adds value to operational plans

**Management**

- Encourages others to find solutions
- Creates an open forum for innovation
- Implements operational plans and manages risks
- Realises when things are going wrong and fixes them
- Maintains personal credibility

**Strategic Leadership**

- Approaches issues with fluidity and flexibility
- Makes improvements at a corporate level
- Implements solutions at a strategic level
- Welcomes innovation from colleagues and empowers them
- Challenges the status quo

**VALUE:** AMBITIOUS  
**COMPETENCY:** Shared Vision  
**DESCRIPTION:** Acts quickly and decisively, seizing opportunities and adding value.

**Support & Delivery**

- Sets personal objectives which meet operational and strategic plans
- Adapts to changing priorities
- Analyses problems and resolves them
- Understands the impact of operational plans on own role
- Deals with colleagues fairly and consistently
- Keeps focused in the light of changing priorities
- Sets high personal standards

**Management**

- Puts operational plans into action
- Isn't afraid to make decisions
- Ensures right people, right time, right place
- Identifies new opportunities

**Strategic Leadership**

- Defines corporate vision and values
- Handles all matters with sensitivity
- Scans the horizon
- Develops strategy, taking into account all external drivers

Signature: .....

Name: .....

Date: .....