



Royal College of Anaesthetists

Workforce and Careers Administrator

Directorate: Education, Training and Examinations

Reports to: Workforce and Careers Manager

Band: B

1.1 Job purpose

The purpose of this role is to provide comprehensive administrative support to the team responsible for delivering the College's anaesthetics workforce and careers workstream.

This includes providing administrative support and guidance to anaesthetists applying for entry to the General Medical Council (GMC) Specialist Register through the Portfolio Pathway route and managing the online system used to process and maintain these applications. As well as, coordinating and supporting a range of initiatives designed to promote anaesthesia as a career and to engage prospective members.

This involves working closely with the GMC, members of the public, foundation trainees, medical students, anaesthetists and other stakeholders, as well as liaising with other members of the Training Team, colleagues from across the College, relevant College Officers and external stakeholders.

1.2 Key tasks and responsibilities

Eligibility for Specialist Registration (ESR) Administration

- Provide information and guidance to applicants and assessors, via email or telephone, on the ESR process and requirements, referring queries to committees as necessary
- Provide administrative support for Portfolio Assessment Group (PAG) members, including the appointment and induction process of new assessors, distributing Continuing Professional Development (CPD) certificates and letters, and sharing guidance and resources with PAG members
- Provide administrative and secretarial support to the Workforce and Careers Coordinator for monthly PAG meetings
- Maintain records in the relevant systems, applying housekeeping protocols effectively

Career Fairs Administration

- Provide information and guidance to others or directly respond to enquiries, via email or telephone, about pursuing a career in anaesthesia, escalating forwarding concerns or complex queries as necessary
- Support external careers fairs by administering the undergraduate materials required and source and coordinate volunteers to represent the specialty at careers fairs as required
- Provide administrative and secretarial support to the Workforce and Careers Coordinator for Undergraduate Advisory Group meetings

General Administration

- Monitor inboxes for general enquiries, providing information and guidance by responding to general enquiries regarding SAS anaesthetists and workforce in general, escalating concerns or complex queries as necessary

- Support the development and maintenance of website content, guidance and policy documents relating to the portfolio pathway, SAS anaesthetists and undergraduates to ensure it remains up to date
- Support the running of Workforce and Careers Team themed events, including but not limited to the organisation of speakers, room bookings, delegate administration and feedback and CPD certificates
- Provide administrative support to the wider Workforce and Careers Team as necessary

Committee Support

- 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
- Participate as required in the Undergraduate Advisory Group and the SAS Committee

1.3 Qualifications, skills, knowledge and experience

- Demonstratable administration and secretariat experience, including support to formal committees and minute-taking
- Proven experience of working in a helpdesk and/or customer service environment
- Excellent attention to detail
- Demonstrable ability to understand, interpret and simplify complex information such as regulations
- Ability to maintain a working knowledge of the regulations governing the routes to the GMC Register
- Ability to develop and maintain effective working relationships with a variety of internal and external stakeholders
- Strong organisational, IT and communication skills (both written and verbal)
- Self-motivation and the ability to multi-task, prioritise and manage own time
- Educated to GCSE level, or equivalent

Signature:

Name:

Date: