



Royal College of Anaesthetists

## Training Administrator (Faculties)

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Directorate: Clinical Quality and Research

Reports to: Training Manager (Faculties)

Grade: 6

### 1.1 Job purpose

Administrator for matters relating to training in specialties overseen by the Faculties Team (i.e. Intensive Care Medicine (ICM) and Pain Medicine). This includes training, assessment and online portfolio. This role will act as the first point of contact for Faculty of Intensive Care Medicine (FICM) and Faculty of Pain Medicine (FPM) trainees and trainers.

### 1.2 Key tasks and responsibilities

#### Training

- Act as first point of contact for all trainee and trainer enquiries on all aspects of Faculties-related training, including administering Faculties Team inboxes
- Maintain working knowledge of specialist medical training curricula and programmes relevant to the Faculties Team and the NHS educational landscape
- Manage the records, meetings and appointment processes for Regional trainers including an events and forum meetings
- Administer Faculties Team training processes, including:
  - Register new trainees
  - Maintain training records
  - Calculate completion of training dates
  - Prepare submissions to the regulator to grant training completion
- Liaise with partner Colleges on the progress of individual trainees
- Process enquiries, applications and decisions concerning entry to the Specialist Register via the GMC CESR 'equivalence' route
- Collaborate with colleagues on Quality work streams as required, which may include assistance with trainee surveys and regional feedback

#### Lifelong Learning Platform (e-Portfolio)

- Administer the FICM Lifelong Learning Platform (LLP) online portfolio system for Faculties-related trainees and members
- Provide first line support to trainee, trainers and deaneries that require assistance and proactively deal with user issues
- Produce materials to support the LLP (statistics, presentation slides, web updates) and ensuring relevant materials remain up to date
- Capture all change requests and ensure the Manager and the College's LLP Team remains updated, as required

#### Examinations

- Assist the College's Examinations Team, where required with Faculties Examinations, including the exam prizes and assisting with the administration of the exam diets and verifying candidates' eligibility

- Coordinate the recruitment of examiners, including advertising, administering results and appointment letters

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 organising long-term and complex events, which may include projects, courses, or examinations
- 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 (verbal and written), including the ability to work with senior members of the organisation and external agencies with confidence
- Excellent IT Skills, including Microsoft Word, Outlook, and Excel

Desirable:

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

Signature: .....

Name: .....

Date: .....