**FACULTY OF SEXUAL AND REPRODUCTIVE HEALTHCARE**  
At the RCOG, 27 Sussex Place, London NW1 4RG  

### JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job title</th>
<th>Specialty Development Manager</th>
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<tbody>
<tr>
<td>Department</td>
<td>Education &amp; Training</td>
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<tr>
<td>Grade</td>
<td>Band 4 (£32,898 - £39,530 pa)</td>
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<tr>
<td>Reports to</td>
<td>Director of Education &amp; Training</td>
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<tr>
<td>Liaises with</td>
<td>Primarily all staff, members, VP Speciality, various committees</td>
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<tr>
<td>Hours/week</td>
<td>35</td>
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**The Faculty and the Team**

The Faculty of Sexual and Reproductive Healthcare (FSRH) is the largest UK professional membership organisation working at the heart of sexual and reproductive health, supporting healthcare professionals to deliver high quality care.

We believe that access to quality sexual and reproductive healthcare is a fundamental right. This is why we are working together with our 15,000+ members and partners to shape better sexual and reproductive health for all. The FSRH has ambitious plans to further develop its training programmes, CPD Portfolio, membership benefits and clinical resources in order to support the development of the competencies of all SRH professionals in primary care and specialist services.

We are located with the Royal College of Obstetricians and Gynaecologists (RCOG) in the London Bridge area. The Faculty offers a package that includes flexible working hours, subsidised gym membership, season ticket loan, a first-class pension scheme and generous annual leave (starting at 25 days per year for full time).

**Purpose of the role**

We are seeking an experienced professional with a background in educational design and assessment frameworks to progress the role of Specialist Development Manager.

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This job description and person specification is a statement of requirements of the job at the time of writing. It should not be seen as precluding future changes after appointment to this role.  
Last updated 10/03/2020
This role will manage the delivery, maintenance and development of a range of products related to the Specialty and specialist level training including recruiting and supporting trainees and supervisors, the cSRH curriculum, membership exams, CESR etc.

The Specialty Development Manager will work closely with Education Strategy Board and associated committees to ensure that the products and programmes continue to be appropriate to the SRH workforce as well as being sustainable.

The SDM will work closely with the Director of Education & Training (E&T), appropriate Vice Presidents (VPs) and committees and FSRH staff to ensure that the programmes and products:

- are appropriate to the needs of the workforce
- are educationally robust
- address equality & diversity (relating to educational access by a range of learners)
- are evidence based
- are sustainable
- positively impact on practice

This post involves managing the Specialty Development Officer.

Dimensions and limits of authority

Responsible for managing the delivery and development of products and projects including:

- Specialty training programme (including supporting trainees and supervisors)
- cSRH curriculum and assessment framework
- CESR, CESR-cp
- Mentoring scheme
- Project management of related projects (including the cSRH curriculum review and MFSRH exam review)
- Other specialist training level products and projects
- Staff management

Main duties and responsibilities

The delivery and development of these programmes and products (including curricula and assessment frameworks) such as:

Managing the Specialty training programme

- To work with senior stakeholders including the GMC to manage the Specialty training programme including project managing the curriculum and...
assessment framework changes in line with the GMC’s, ‘Excellence by Design’ and other guidance documents

- To work with senior stakeholders including the Speciality Advisory Committee to manage speciality recruitment, relevant policy etc
- To ensure that available learning technology is supporting the delivery of the training programmes

**Managing the CESR, CESR-cp routes**

- To work with the GMC, HEE and the FSRH equivalence panel to effectively process applications

**Managing and supporting associated committees**

- To work closely with the committee Chairs & members to maintain and progress the delivery and administration of the programmes and to report to the E&T Director and VP Specialty
- To manage the Specialty Development Officer to support the committees including providing minutes and feedback on the administrative policies and processes relating to proposed changes to training programmes

**Supporting trainees (improving user & customer service)**

- To manage the Specialty Development Officer to deal with enquiries from trainees and to pick up any complex enquiries for the training programmes. To be the first point of contact with regard to complaints relating to the programmes and to collate and escalate as required
- To support trainees through the provision of accessible programme information and suitable learning materials and signposting to opportunities

**Supporting supervisors (improving user service)**

- To manage the Specialty Development Officer to deal with enquiries from supervisors and to pick up any complex enquiries for the training programmes. To be the first point of contact with regard to complaints relating to the programmes and to collate and escalate as required
- To disseminate information to local providers of training (and other stakeholders) and give guidance on programme regulations including any updates and changes

**Management of staff performance and development**

- To manage and support staff to deliver their roles effectively including meeting agreed objectives and targets
- To support staff via 1:1s and appraisals including staff performance and
development

- To report progress and issues with the E&T Director

**Specialist Training Products and Projects**

- To deliver defined projects that support the E&T programmes such as the cSRH curriculum review and the exams review projects
- To manage the development and delivery of current and new products to support the growth of the E&T portfolio

**General duties of a FSRH employee**

- To feed into and support the improvement of policies, processes and systems to allow continuous modernisation of the day-to-day operations of the Faculty
- To stand in for members of the E&T Team as required
- Any other duties as may be needed as part of the effective operation of the Faculty

Signed by job holder: [ ] Date: [ ]
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Last updated 10/03/2020
• Communication and people skills including effective customer services
• Monitoring, evaluations and learning skills
• Learning technology knowledge and skills
• Professional, reliable and non-judgmental attitudes

Competencies

• **Attention to detail**: accomplishes tasks with thoroughness, accuracy and reliability.
• **Analysis/Reasoning**: examines data in order to grasp issues, draw conclusions and solve problems.
• **Team working**: builds and develops appropriate relationships with colleagues, member and suppliers at all level of seniority. Committed team player, with the ability to motivate others.
• **Communication**: expresses ideas effectively and conveys information appropriately and accurately both verbally and in writing.
• **Adaptability/Flexibility**: maintains effectiveness in a changing environment. Able to be flexible in approach to work without losing sight of key objectives.
• **Resilience**: maintains performance under pressure and / or opposition.
• **Staff management**: manages staff in ways that improve their ability and motivation to succeed on the job.

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