

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

JOB DESCRIPTION

Job title	Specialty Development Manager
Department	Education & Training
Grade	Band 4 (£32,898 - £39,530 pa)
Reports to	Director of Education & Training
Liases with	Primarily all staff, members, VP Speciality, various committees
Hours/week	35

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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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

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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

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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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PERSON SPECIFICATION

Qualifications/Training	Essential/ Desirable
<ul style="list-style-type: none"> • Educated to A Level standard or equivalent • Educated to Degree Level • Project Management 	<ul style="list-style-type: none"> • Essential • Desirable • Essential
Previous experience	
<ul style="list-style-type: none"> • Substantial experience of working independently in a pressurised administrative environment, managing own output and that of others • Able to demonstrate experience of delivering educational products and projects (preferably health related) including curricula and assessment frameworks • Experience of improving policies and processes to support product/programme development and customer service • Demonstrable experience work supervision • Demonstrable experience of interpreting data to support management decisions • Demonstrable experience of managing and servicing committees • Experience of line managing staff • Prior experience of project-management including working with senior stakeholders • Experience of producing management information reports and presenting to stakeholders • Prior experience of working within a professional membership body / higher education / NHS background • Experience of working with regulatory bodies such as the GMC, NMC etc 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Essential • Desirable • Essential • Essential • Desirable • Desirable
Key skills/Attributes	
<ul style="list-style-type: none"> • Effective planning and management including review and implementation of strategy, projects etc • A passion for education with educational skills and knowledge • Effective administration 	

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- 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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