

Job Description

SECTION 1 Description

Job Title: Deputy Dean of Education (Symposia)

Location: RCPE, Edinburgh

Reports to: Dean of Education

Date: June 2025

Term: The term of office for the post of Deputy Dean of Education is 3 years, subject to satisfactory yearly review, with the option of a second term with the agreement of RCPE Board.

SECTION 2 Job purpose

The Royal College of Physicians of Edinburgh is committed to promoting and improving the quality of health and patient care worldwide by enhancing accessibility to the profession, developing collaborative partnerships, encouraging innovation and delivering outstanding education, training, quality improvement, and assessment opportunities.

With a knowledge, enthusiasm and passion for medical education The Deputy Dean of Education (Symposia) will be responsible for delivering educational events to over 21,000 delegates annually, and managing the quality of curricula for all core RCPE symposia, including our flagship event the St Andrews Day Symposium, alongside being responsible for our UK academic conferences, and CPD accredited programmes, while also working with other Office Bearers on developing sector leading learning and development initiatives focussed around some of our core themes, such as: Lifelong Learning, Remote & Rural, Global Healthcare Policy, Planetary Health and Digital Health.

The Deputy Dean will support the Dean of Education in leading the design and delivery of an innovative and integrated programme of conferences, symposia and events. In partnership with others, they will focus on growth and leverage of emerging trends to position the College as an exemplar in medical education. As a globally focused

organisation with over 40% of our membership located beyond the boundaries of the UK, including a growing number in digitally developing nations, there is an increasing need for the College to connect, engage and enthuse our global RCPE community to enable them in working collectively to improve the quality of healthcare across the world. The Deputy Dean of Education (Symposia) is supported by the Director of Education, Training & Assessment, the Education Manager and the Symposium Coordinator, and will be required to work closely with other Office Bearers, the Symposia Committee and Senior Management colleagues to deliver a sector leading range of educational events.

SECTION 3 Key responsibilities

Operational Leadership & Planning

- 1) To chair the Symposium Committee, which meets 5 times per year with the remit to oversee and deliver the programme of College symposia and conferences.
- 2) To work closely with the Education Manager and Education Team, in conjunction with the Symposium Committee Secretary, as the first port of call for advice on symposia and conference related issues as they arise.
- 3) To ensure that the planning of each symposium and conference maintains momentum to ensure successful delivery of all CPD accredited educational events.
- 4) To work with the Dean of Education and Director of Education, Training & Assessment to consider budgets, KPIs and reports for Education Executive and RCPE Board.
- 5) Work with the Director of Education, Training and Assessment and the Education Manager to translate the strategic priorities into operational objectives, including making the business case for the introduction of new activities and identifying appropriate individuals or groups to lead on implementation.
- 6) Support the educational outreach work of the college in the reviewing of applications for college bursaries and awards.

Accessibility & Standards

- 1) To ensure that the College educational activities provide appropriate value to our Fellows and Members (F&Ms), and promote the broader work of the College to increase the number of new F&Ms.
- 2) To meet the educational needs of physicians at all career stages and in all specialties and locations, and ensure that all educational programmes are aligned with the College's Equality, Diversity & Inclusivity policy, and are designed to be accessible for all protected characteristics.
- 3) To improve all aspects of the educational profile of the College and ensure that the College's educational programme continues to match national and international educational standards.
- 4) To critically evaluate and build capacity for high quality automated feedback as a way of supporting continuous quality improvement in education.
- 5) On behalf of the Dean of Education and working with staff responsible for delivering CPD accredited educational events, identify and liaise with external bodies to secure funding and/or collaboration for future delivery of symposia and other appropriate events.

The role of Deputy Dean of Education (Symposia) requires regular attendance at the following committees and meetings:

- Member of RCPE Education Executive (3 meetings a year)
- Chair Symposium Committee (Up to 5 meetings a year)
- Plus deputise for the Dean of Education at other internal/external Committees if/as required.

SECTION 4 Selection criteria

Essential	Desirable
Fellow of the College in good standing	Recent or current involvement in postgraduate medical education and training
Practising physician, registered and licensed with the GMC	Previous membership of a symposium sub-committee or experience of organising educational meetings.
Demonstrable interest in medical education	An awareness of education issues outside the UK, particularly in regions where the College has strong interests
Excellent interpersonal skills <ul style="list-style-type: none"> • Capacity to communicate effectively & sensitively with others • Excellent written communication skills • Excellent team player • Excellent negotiator 	Excellent judgement and decision-making skills
Previous experience of effectively chairing committee meetings	An awareness of, and enthusiasm for the potential of digital technology to support the delivery of education
Demonstrable commitment to equality, diversity and inclusion	

SECTION 5 Application process

Informal enquiries should be directed to the Dean of Education, Dr Kerri Baker, k.baker@rcpe.ac.uk

Formal expressions of interest, stating why you are interested in the role and what you would bring to it, accompanied by a short CV should be emailed to the Education Manager, Kate Hollier, k.hollier@rcpe.ac.uk by 09:00 on **Monday 14 July 2025**.

Interviews to take place online week commencing 21 July 2025.

Any UK Fellow, who is in good standing, may apply for the role, noting the special responsibilities. Nominees should seek approval from their employer to seek election to this post. The time commitment is estimated at 12-15 hours per month.

Job sharing will be considered for this role.