

## **JOB DESCRIPTION**

### **SECTION 1: HEADINGS**

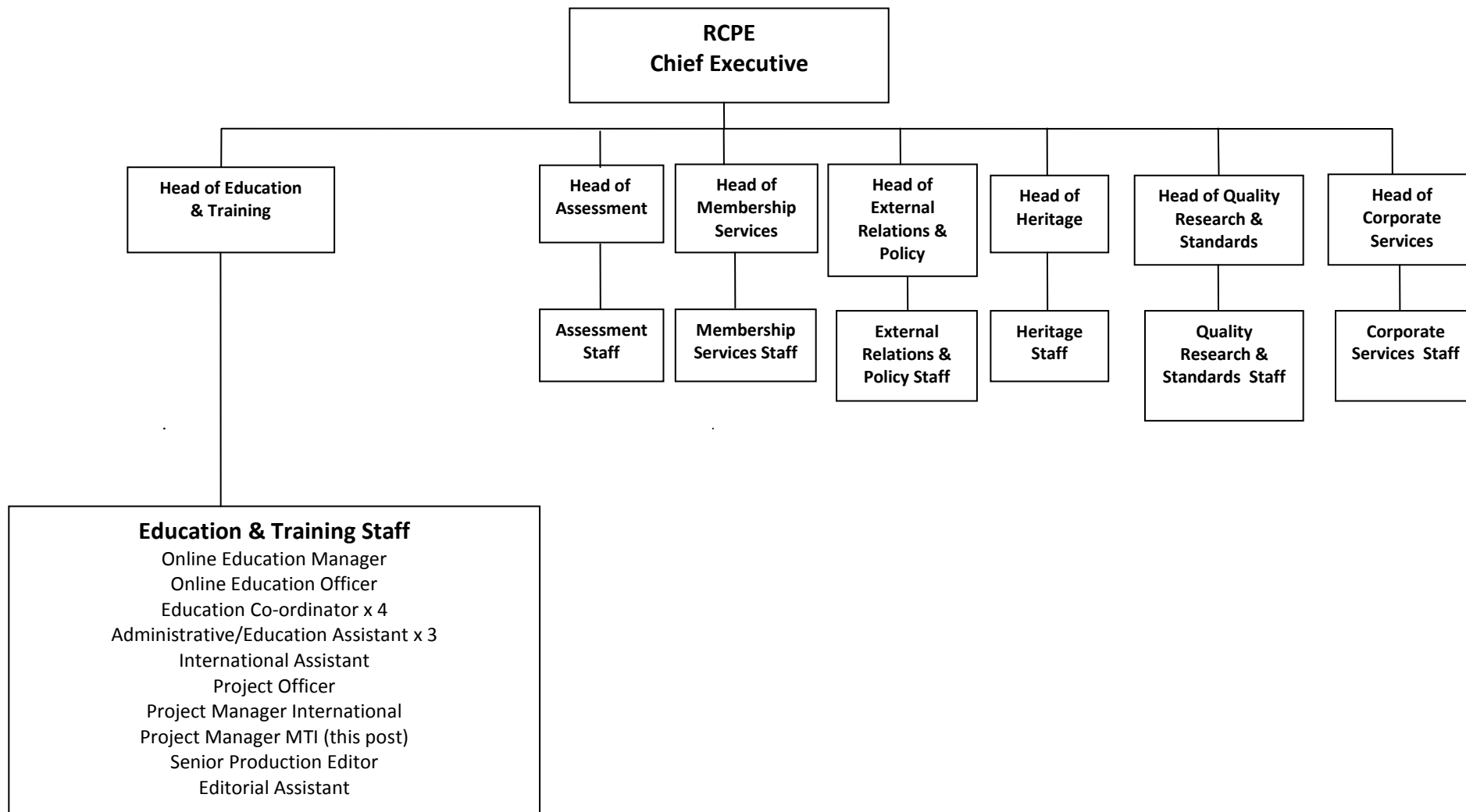
**JOB TITLE:** PROJECT MANAGER (MTI)  
**LOCATION:** DEPARTMENT OF EDUCATION & TRAINING, RCPE, EDINBURGH  
**REPORTS TO:** HEAD OF EDUCATION & TRAINING  
**CONTRACT:** FULL TIME, INITIALLY FIXED TERM 2-YEAR CONTRACT  
**DATE:** 18 MAY 2015

### **SECTION 2 JOB PURPOSE**

This post is a second post to support the International Director, International Development Group and Head of Department (HoD) in delivering the College's Medical Training Initiative, which allows International Medical Graduates to come to the UK for up to two years' training. Working closely with our current Project Manager, we have funding to double the number of placements we support for a two-year period.

### **SECTION 3 ORGANISATION CHART**

An organisation chart for the department is shown overleaf (does not indicate hierarchy – the department has a flat structure).



**SECTION 4      DIMENSIONS**  
(NUMBERS ARE INDICATIVE ONLY)

**Medical Training Initiative:**

- Support 10-15 new placements per year in Scotland (noting only 1 in 10 initial enquiries will result in a placement)
- Support 10-15 on-going placements per year
- Liaise with GMC regarding registration and sponsorship of doctors
- Liaise with employing HR departments to ensure compliance with local policy and procedures
- Liaise with Deaneries regarding training vacancies

**Other international support:**

- Support other short-term initiatives arising from the work of the International Development Group

**SECTION 5      MAIN RESPONSIBILITIES**

- Develop and manage the administrative process for providing international training places and placement applications using the Medical Training Initiative (MTI), including producing the first draft of an annual report to the GMC on our MTI placements
- Be the first point of contact for enquiries relating to the MTI, building relationships with all stakeholders to ensure the effective implementation of the scheme
- Ensure application process is as fast as possible and as easy for the NHS and candidate as possible – taking on as much of the administrative burden as possible
- To respond to enquiries on education matters from overseas Fellows and Members, passing on enquiries on wider College matters as appropriate
- To give input to regional/county-specific communications to be sent by HTML email on behalf of the ADI and appropriate OSRA to help increase engagement of overseas Fellows and Members (programme of communications to be agreed with the ADI/HoD)
- Liaise with Project Manager (International) to ensure synergy between all international workstreams
- Liaise with IMGs re induction, use of e-portfolio, mid-way evaluation of placement and end of placement feedback and evaluation
- Ensure information in MTI database and individual applicant/trainee files is always current
- Ensure content of the website and social media channels about the MTI scheme is up-to date

**SECTION 6      PLANNING AND ORGANISING**

- Schedule an annual workplan, in discussion with the Head of Department
- Working with minimal direct supervision, prioritise weekly and daily workload to incorporate unforeseen or urgent issues without losing sight of prior deadlines and ensure multiple tasks are dealt with
- Working flexibly and accommodating change to plans whilst maintaining a positive, solution-focussed attitude

**SECTION 7      DECISION MAKING**

- Decide on timing, frequency and intensity of communication with partners and trainees
- Respond to enquiries and decide whether onward referral is required

## **SECTION 8 INTERNAL AND EXTERNAL RELATIONSHIPS**

### **External:**

- Respond to enquiries from stakeholders and enquirers to provide the appropriate information
- Liaise with partner organisations in joint or collaborative events to ensure appropriate representation and participation by all partners in the planning and/or delivery of projects

### **Internal:**

- Liaise with Department colleagues to ensure IMGs are aware of all College activities they may benefit from whilst in placement
- Liaise with Fellowship and Membership Department staff regarding communications sent centrally (including HTML emails)

## **SECTION 9 KNOWLEDGE, SKILLS AND EXPERIENCE NEEDED**

The post holder will have:

- Excellent IT skills including of standard office applications (word processing, spreadsheets, power point, email/internet), evidence of the ability to learn bespoke databases and other packages as required (essential)
- Good written and verbal communication skills with the ability to establish and maintain effective working relationships with a wide range of physicians, College staff and partner organisations in the medical and academic sectors (including stakeholders whose first language will not be English) (essential)
- A flexible approach with the ability to plan own workload, to work both independently and in a team, and to deal with multiple tasks and competing priorities (essential)
- Excellent organisational skills and attention to detail with a demonstrable record in meeting deadlines and using own initiative to overcome challenges (essential)
- Experience of project planning and a practical understanding of good practice in project management (essential)
- Experience of co-ordinating meetings (essential)
- A background in HE/FE education and/or understanding of immigration issues and UKBA Tier 5 (desirable)
- Experience using new/social media for marketing purposes (desirable)
- Significant exposure to a number of different cultures and languages, ideally with experience of living and working outside the UK (desirable)
- An education to degree level or equivalent (essential)
- A relevant professional qualification (desirable)

## **SECTION 10 JOB CONTEXT AND SPECIAL FEATURES**

- The role will require an awareness of the work of the UK Federation of the Colleges of Physicians', particularly in relation to MRCP(UK), and or the JRCPTB's requirements regarding Education Supervision
- The role will require an awareness of the work of the Academy of Medical Royal Colleges, particularly in relation to the MTI scheme
- In addition to own role, there will be the necessity to gain a wide understanding of different processes in the department, to provide cover for other members of the team on occasions as required.