

## **Job Description**

### **Assistant Director Online Education**

**Fixed-term appointment: 3 years**

#### **Job purpose**

To facilitate and promote the development of new and existing web-based College educational initiatives, particularly:

- Provision of continuing medical education for Fellows and Members, of relevance to both a UK and an international audience.
- Resources for Continuing Professional Development for trainees and consultants, with reference to best practice in assessment and reflective learning.
- Video conferencing and live webstreaming of educational events.

#### **Key responsibilities**

1. To commission, source and deliver web-based education for physicians.
2. Lead/advise on different uses of web-based content.
3. To provide support for the Directors of Education and Training across a range of College activities relating to postgraduate medical education, training and continuing professional development.
4. To work closely with the Head of Education and Training and the Online Education Manager.
5. To chair the Online Education Group (2 meetings per year) and member of Education Strategy Group (3-4 meetings per year).
6. To deputise for the Director of Education at other internal/external committees as required.
7. On behalf of the Director of Education, and working with staff of the Education and Training Department, identify and liaise with external bodies to secure funding and/or collaboration for future delivery of web-based education and training.

## Job Description

### Assistant Director Online Education

Fixed-term appointment: 3 years

#### Selection criteria

Essential	Desirable
Demonstrable interest in postgraduate medical education and e-learning	Experience with learning management systems
Experience commissioning and/or producing e-learning	Clinical academic publishing experience (e.g. as a journal editor)
Experience in engaging online learning communities	Experience in using web-based technologies to support the delivery of education
Interpersonal skills - able to communicate effectively & sensitively - well-developed written communication - team worker - excellent negotiator - decision-making	
Fellow of the College in good standing	
Practising physician, registered and licensed with the GMC and fulfilling applicable CPD and revalidation requirements	
An understanding of the Federation CPD Scheme for physicians	
Commitment to equality and diversity	

#### Term of office

The term of office for the post is three years, with the option to continue for a second term with the agreement of Council. The time required to fulfil the role varies but is around 12 hours per month. The College will write to the successful applicant's employer to explain the role and seeking explicit permission and support prior to confirming the appointment.

#### Application process

Informal enquiries should be directed to Jeanette Stevenson, Head of Education and Training, or to the current Assistant Director (Online Education), Dr Alison Brown, should you wish to discuss the role in more detail.

Jeanette can be contacted at [j.stevenson@rcpe.ac.uk](mailto:j.stevenson@rcpe.ac.uk) or +44 (0)131 2473628, and Dr Brown at [Alison.Brown@nuth.nhs.uk](mailto:Alison.Brown@nuth.nhs.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 Jeanette at [j.stevenson@rcpe.ac.uk](mailto:j.stevenson@rcpe.ac.uk) by **Tuesday 18 April 2017**.