**Job Description**

**Section 1 Description**

**Job Title:** Deputy Director International

**Location:** RCPE, Edinburgh

**Reports to:** Vice President (International)

**Date:** May 2022

**Term:**

The term of office for the post of Deputy Director International is up to 3 years with annual approval required by Council. A second term of up to three years may be considered with the agreement of Council.

**Section 2 Job purpose**

To develop the reputation of RCPE internationally, including promotion of educational opportunities and access to RCPE education for international Fellows and Members, specialist training schemes for international doctors, and strategic partnerships with international organisations.

**Section 3 Key responsibilities**

1. To liaise at an individual, organisation and government level to facilitate strategic partnerships and evolve, implement and promote the RCPE international strategy.
2. To develop, implement and promote College activities for an international audience including assessment, education and training and the recruitment of Fellows and Members.
3. To work with the Vice President (International) and staff to represent RCPE at Federation and Academy meetings (as required) to discuss international development and ensure cohesion with other College departments and Federation activities.
4. To liaise with and coordinate the international Regional Advisers (RAs) working closely with the Vice President (International), seeking opportunities for international development.
5. To be the point of contact with Postgraduate Deans, with regard to international recruitment keeping up to date on vacancies and training opportunities for international doctors across the 4 nations.
6. To lead the College’s MTI programme
7. To lead educational initiatives for international doctors, supported by functional leads focussed on digital educational material and exploring opportunities for joint events.
8. To identify and potentially propose likely candidates for Fellowship and promote the option of Collegiate and Associate Membership to doctors internationally.
9. To respond to enquiries on College matters from international Fellows and Members, including invitations to send visiting faculties to international events. This will require close liaison with the Vice President (International) and President’s office.
10. To encourage the involvement of international Fellows in all aspects of College life including submitting articles or cases for the Journal or Online Education Portal, contributing to organising committees for our education programme, examining and supporting the exams, and informing us of local issues or items of interest.
11. To Chair the International Executive Group when required, and oversee associated works.
12. To provide an annual report to Council detailing progress against current international strategy and objectives.

**The role of the International Director requires regular attendance at the following committees and meetings:**

* Co-chair of RCPE International Executive (4 meetings a year)
* Member of RCPE Education Executive Group (3 meetings a year)
* Member of RCPE Online Education Group (2 meetings a year)
* Member of RCPE Fellowship Strategy Group (Max 4 meetings a year)
* Member of Regional Advisor network (frequency tbc)

**Section 4 Selection criteria**

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| **Essential** | **Desirable** |
| Demonstrable strategic approach to problem solving |  |
| Understanding of UK training programmes for physicians, assessment methods and curricula | Understanding or experience of training programmes outside the UK |
| Demonstrable interest in MRCP(UK) and SCEs (and must be current examiner) |  |
| Demonstrable interest in education | Current educational supervision of trainees |
| Evidence of effective communication and interaction on educational issues in the UK and international arena | Evidence of ability to deliver effective teaching programmes |
| Demonstrable interest in improving healthcare provision for people in lower and lower–middle income countries |  |
| Excellent interpersonal skills   * Capacity to communicate effectively and sensitively |  |

**Section 5 Application process**

Informal enquiries should be directed to Dr Conor Maguire Vice President (International) [c.maguire@rcpe.ac.uk](mailto:c.maguire@rcpe.ac.uk) should you wish to discuss the role in more detail.

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 Ninette Premdas at [n.premdas@rcpe.ac.uk](mailto:n.premdas@rcpe.ac.uk) **by midnight on 26 June 2022.**

Any UK or International Fellow who is in good standing may apply for the role, noting the special responsibilities. Nominees should ideally seek approval from their employer if applying for this post. The time commitment is estimated at 8 hours per month.

**International Department**

Dr Conor Maguire FRCP Edin. Vice President (International) and International Director

Ninette Premdas, International Manager

Dr Albert McNeill: International Tutor (Development)

Prof Aamir Ghafoor Khan: Assistant Director International (International based)