**Information for Applicants**

**ACADEMY EXTERNAL ADVISER CO-ORDINATOR**

£31,175 per annum pro rata

Edinburgh

Permanent, 28 hours per week.

Additional hours to the 28 per week will be available to cover occasional specific work of the Faculties of the Academy.

We are seeking to appoint a highly motivated individual to provide a comprehensive service to Health Boards and Medical Royal Colleges for the provision of external advisers on consultant appointment panels in Scotland. The Royal College of Physicians of Edinburgh is the employer for this post which provides an essential service to the Scottish Academy of Medical Royal Colleges and Faculties.

**About the Academy of Medical Royal Colleges and Faculties and the recruitment of Medical Consultants in Scotland**

The Academy is an unincorporated umbrella organisation that coordinates the work of the Royal Colleges in Scotland and provides a forum for the exchange of views and ideas. Medical consultants in Scotland are appointed by the NHS and the interview process is defined in law. An important requirement is that all consultant appointments are made with the benefit of independent specialist knowledge provided by another doctor nominated by one of the Royal Colleges. This External Adviser post is one of two staff who support the service established by the Academy to ensure independent panel members are available to the NHS when required.

The Royal College of Physicians of Edinburgh is a member of the Academy and acts as the employer and banker for the Academy.

**About the Royal College of Physicians of Edinburgh**

RCPE is an independent professional membership organisation and registered charity, which exists to support the profession to deliver the gold standard in healthcare provision.

Our five year strategy includes five main aims to:

* Promote excellence through evidence-based medical practice, research and policy.
* Improve public health and healthcare through international partnerships with multi-disciplinary clinicians and the public.
* Be the professional voice of physicians.
* Achieve international recognition as an innovator in medical education, training and standards.
* Share and promote our medical heritage.

We represent over 12,000 Fellows and Members worldwide by improving their skills and knowledge, setting standards and developing policy and guidance. The College helps qualified doctors to pursue their careers in specialist (internal) medicine through our world-renowned education and training programme. We provide resources and information to support and facilitate professional development for physicians throughout their careers. We also ensure that the views and practical clinical experiences of our membership are taken into account by health policymakers throughout the UK.

**The Role**

* Maintain and improve the existing database of external advisers in all medical specialties to participate in consultant appointment panels across Scotland.
* Manage the annual call for nominations from Colleges, processing nominations and confirming arrangements with individual advisers, ensuring advisers are trained and fully aware of their responsibilities and terms of office.
* Liaise with recruiting Health Boards over their needs for external advisers, acting as an ambassador for Colleges/Academy with employers through the provision of this service.
* Liaise with all Royal Colleges and Academy Members over problem areas and act as a trouble shooter for external advisers who have been allocated to consultant appointment panels.
* Contribute to regular reports for the Academy and the Scottish Government to evidence activity and use of budgets.

**The Person**

* Excellent organisational and analytical skills.
* Ability to work under pressure and prioritise effectively when several appointment panels are convened simultaneously.
* Be a strong team player who operates with a flexible and inclusive approach.
* Excellent verbal and written communication skills.
* Advanced keyboard skills including Word, Excel, Access and Outlook with some experience of database design.
* Self motivation and patience, along with the ability to use initiative, exert judgement and work independently with minimal recourse to advice or assistance.

**The Remuneration Package**

The salary for this role is £31,175 per annum pro rata plus benefits. Additional benefits include:

* Pension: with employer contributions of 7%.
* Holidays: 23 days annual leave pro rata with incremental increases leading to 28 days after five years’ service. All employees receive 11 days public holiday/College close downs.
* Life assurance scheme.
* Long-term income protection scheme for those unable to work due to illness.
* Cycle to Work scheme.
* Discounted rates for use of the venue for personal events.

**To Apply**

All applicants are required to submit a completed application form.

Closing Date: 9am on Monday 3rd September 2018.

Interviews: Likely to be held on Wednesday 12th September 2018.

Informal enquiries to Elaine Tait, CEO: 0131 225 7324, e.tait@rcpe.ac.uk

Completed applications should be returned to: m.craven@rcpe.ac.uk