

## Job Description

### SECTION 1 Description

**Job Title:** Director of Education

**Location:** RCPE, Edinburgh

**Reports to:** President

**Date:** October 2019

**Term:** The term of office for the post of Director of Education is 3 years, with the option of a second term with the agreement of Council.

### SECTION 2 Job purpose

The Royal College of Physicians of Edinburgh is committed to delivering lifelong learning for a sustainable health system through offering its Fellows and Members and the wider health and healthcare communities exceptional educational experiences in pursuit of becoming the College physicians turn to for education at every career stage.

With a knowledge, enthusiasm and passion for medical education. The Director of Education will be responsible for the strategic growth of the RCPE educational programme, including the development and management of alliances with innovative universities and industry partners, to bring new medical education and Postgraduate (PG) products and qualifications to the market whilst ensuring maximum impact and income from current agreements.

With overall responsibility for leading the design and delivery of an innovative and integrated programme of conferences, symposia and events. You will focus on growth and leverage the benefits of emerging trends, such as Learning 4.0, 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. Therefore, involvement in the development of the online Education Portal as a world class learning and development resource will become a larger feature of the education remit in the coming years. An interest in how digital can enhance and transform the educational experience and attract collaboration with strategic partners would be extremely beneficial

You will, either directly or in partnership with other Office bearers, continue to build on our success through ongoing development of a sustainable educational offer at the College in Edinburgh, and at our new hub in the north of England, RCPE Manchester, and remote sites across the UK and internationally.

You will be committed to building the profile and reputation of the College internationally, including promotion of educational opportunities and building strategic partnerships with international organisations.

The Director of Education is supported by the Head of Education and Training, while also responsible for working closely with other Office Bearers and Senior Management colleagues to deliver a sector leading range of educational products.

## SECTION 3 Key responsibilities

### **Strategic Leadership**

1. To Chair the Education Executive Group and review, and if necessary lead a refresh of the governance structure to ensure appropriate leadership capabilities, external expertise, and successful delivery of all education activities.
2. To lead the delivery of a 5 year education strategy, linked to the corporate strategy to 2025, and translate in to cost-effective operational plans which support the financial goals of the College.
3. To contribute to the wider strategic development of the College as an active member of Council.

### **Partnerships & Development**

4. To represent the College's educational agenda and policies with external organisations, and to work with other Office Bearers to represent RCPE at Education Strategy events via the Scottish and UK Academies, to shape the future of education development and ensure cohesion with College activities.
5. To proactively manage existing relationships with academic institutions and industry partners while seeking opportunities to collaborate with new partners to develop and deliver high quality PG programmes and qualifications both in the UK and internationally.
6. To seek opportunities to promote and highlight the value of the RCPE education offer to key audiences via increased visibility and engagement in profile building activities.
7. To ensure that the College educational activities provide appropriate value to our Fellows and Members (F&M's), and promote the broader work of the College to increase the number of new F&M's.

### **Accessibility & Standards**

8. 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.

9. 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.
10. To build quality intelligence to enable the development of long term relationships with a world class academic community.
11. To critically evaluate and build capacity for high quality automated feedback as a way of supporting continuous quality improvement in education.

### Digital College

12. In partnership with the Digital Steering Group, develop a sector leading digital campus to reflect the changing needs of learners, through promoting the value of, and improving access to online educational content via multiple platforms and devices.
13. To invest in programmes of work which open our education programmes to new cohorts of learners online and globally, including use of technologies for increased connectivity for learners off campus.
14. To develop and support digital methods and pathways for building greater engagement with the RCPE and healthcare communities.

### The role of Director of Education requires regular attendance at the following committees and meetings:

- Member of RCPE Council (5 meetings a year)
- Member of College Strategy Group (Up to 5 meetings a year)
- Chair of RCPE Education Executive Group (3 meetings a year)
- Member of RCPE Online Education Group (2 meetings a year)
- Member of RCPE Symposium Committee (6 meetings per year)
- Member of RCPE International Executive (4 meetings a year)
- Member of Regional Advisor Development Network (1 meeting a year)

## SECTION 4 Selection criteria

### Person Specification

Essential	Desirable
Demonstrable interest and experience in the delivery of postgraduate or undergraduate medical	An awareness of training and education issues outside the UK, particularly in regions where RCPE has strong interests

education	
An awareness of, and enthusiasm for the potential of online education and technologies to support and extend the delivery of education	An appreciation of current developments in and linkages between, continuing professional development, formal CPD, appraisal and revalidation
Ability to engage and harness the goodwill of Fellows and Members who take part in the education programme and committees	
Current educational supervisor of post-Foundation trainees	PACES examiner
Excellent interpersonal skills - Capacity to communicate effectively & sensitively with others - Excellent written communication skills - Excellent team player - Excellent negotiator	
Capacity to think beyond the obvious	
Good at building relationships and working beyond politics for the greater good of the profession	

## SECTION 5 Application process

Informal enquiries can be directed to the current Director of Education Dr Conor Maguire at [c.maguire@rcpe.ac.uk](mailto:c.maguire@rcpe.ac.uk) or call 07872 421 005 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 Professor Mark Strachan, the Secretary of the College, via Fiona Ferguson at [f.ferguson@rcpe.ac.uk](mailto:f.ferguson@rcpe.ac.uk) **by Midnight on 18 November 2019.**

Any UK or International 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 hours per month.



The College has recently signed up to support the Scottish Government's Partnership for Change, working towards 50/50 gender balance on boards and our Council, by 2020