

Faculty of Occupational Medicine

Professional Standards Co-ordinator

Salary: £26,000 + pension contribution and season ticket loan

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Scottish Charity No SC040060
Registered in England No 07461063
VAT Registration No 798 6604 62

Context:

The Faculty of Occupational Medicine is committed to improving health at work. It is the professional and educational body for the medical specialty of occupational medicine in the UK and seeks to ensure the highest standards in the practice of occupational medicine. It is part of a larger network of medical colleges and faculties and is a member of the Academy of Medical Royal Colleges.

The Faculty sets examinations, oversees training and supports some doctors in their revalidation and continuing professional development.

We are seeking to recruit a Professional Standards Co-ordinator to provide support to the Examinations Manager and Revalidation Manager.

The post-holder will be heavily involved with the organisation and delivery of the Faculty's programme of examinations. They will also assist with the management of the Faculty's revalidation scheme. The Faculty is a designated body for revalidation and its Responsible Officer must recommend to the General Medical Council whether doctors he is responsible for continue to be up to date and fit to practise.

This is a newly created position to support the ever expanding workload in the areas examinations and revalidation. You would be part of a friendly and hard-working team.

This is a good opportunity for someone who is looking for an interesting, varied and responsible role. You should feel comfortable working in a small team environment, but in a very outward facing role. It would be ideal for someone who wishes to follow a career in the area of professional standards.

The successful candidate will be well-organised with solid administrative skills; have excellent communication skills; have the ability to prioritise work; be able to communicate with people at all levels and have excellent IT skills.

For more information and to apply for this vacancy, visit: <http://www.fom.ac.uk/about-us/vacancies>

Closing date: Wednesday 18 February at 5.00pm

Candidates should be available for interview on: Thursday 26 February 2015

Start date: Tuesday 7 April 2015