



Faculty of Occupational Medicine

Head of Professional Standards

Job Profile and Person Specification

Reports to:	Chief Executive
Provides support to:	The honorary posts of Academic Dean and Directors of Training and Assessment, along with the Faculty Responsible Officer (RO)
Responsible for:	Examinations Co-ordinator, Training Co-ordinator (Programmes), Training Co-ordinator (Dissertations and CPD),

MAIN PURPOSE:

1. To provide leadership of the Professional Standards Team and line management of staff members
2. To liaise with and provide support to the honorary officers
3. To provide support to the Responsible Officer (RO) for revalidation, and manage internal office procedures relating to revalidation
4. To manage all aspects of training, examinations, dissertations and continuing professional development

5. To lead, co-ordinate and advise on the development of training and education strategy and policy
6. To oversee all trainee matters including appeals and complaints
7. To manage and co-ordinate professional support and effective communication with all those involved in the training and education process
8. To ensure that the Faculty is effectively linked with relevant external bodies, represent the Faculty as required and deputise for the Chief Executive on educational matters
9. To ensure the training and professional standards information is accurately reflected on the database and used effectively

DETAILS OF ROLE:

1. To provide leadership of the Professional Standards Team and line management of staff members

- Engage fully as Head of Team in leading the team, providing advice, guidance and support in the context of the Faculty's objectives and priorities
- Provide line management of staff effectively and efficiently within the Faculty's human resource policies; ensure individual members of staff have clear job profiles, objectives and priorities; conduct annual staff reviews
- Contribute as required to the Faculty's annual report, and provide policy documents and papers for the Executive Committee and Board
- Develop an annual department work plan which reflects the Faculty's overall strategy and objectives; identify priorities and a timetable for delivery of work
- Establish and maintain a departmental Risk Register

2. To liaise with and provide support to the honorary officers

- Work in close liaison with the Academic Dean and relevant academic officers to ensure they are kept informed of major developments; and seek and act on their advice

3. To provide support to the Responsible Officer (RO) for revalidation, and manage internal office procedures relating to revalidation

- Manage the implementation of the new RO system, ensuring it is fit for purpose and making changes where necessary
- Work closely with the RO to allow him to make timely revalidation recommendations to the General Medical Council (GMC), for each doctor he is responsible for
- Monitor each doctor's progress towards revalidation with the RO
- Manage all Faculty internal revalidation procedures and make improvements where appropriate
- Provide the secretariat for the revalidation governance group and the network of ROs for Occupational Medicine
- To keep abreast of revalidation related policy developments and alert stakeholders, when appropriate
- Effectively communicate revalidation developments to doctors relating to the Faculty RO

4. To manage all aspects of training, examinations and dissertations, including new developments

- Ensure efficient and effective delivery of all the team's activities; manage and co-ordinate the work of the team in administration of all aspects of examinations, workplace based assessments, dissertations and continuing professional development
- Manage all aspects of accredited courses and qualifications
- Prepare for and implement any new developments in examinations

5. To lead, co-ordinate and advise on the development of training and education strategy and policy

- Liaise with the GMC and other Royal Colleges and Faculties to provide advice to the Faculty on national education developments; implement new standards and requirements as needed
- Keep abreast of GMC developments on specialist training standards and training legislation; assess the relevance and importance of guidance and similar documents and ensure the Faculty's compliance with these and other related statutory requirements

6. To oversee all trainee matters including appeals and complaints

- Manage relationships with and support for trainees, trainers and various educational advisers
- Manage the process of appeals, ensuring that the Chief Executive and officers are kept informed, seeking advice from officers as necessary
- Provide first line response to complaints from trainees, seeking advice from the Chief Executive and officers if necessary

7. To manage and co-ordinate professional support and effective communication with all those involved on the training and education process

- Maintain close communication with the Academic Dean and other relevant officers
- Maintain communication and liaison with Specialty Registrars, Trainers, Regional Specialty Advisers, Regional Postgraduate Deans and other relevant people/organisations with regard to Appointments Advisory Committees, assessments, ARCPs (trainees' Annual Review of Competence Progression), examinations and dissertations
- Liaise with the GMC as appropriate
- Liaise with the Deaneries, the Lead Postgraduate Dean for Occupational Medicine and any other relevant bodies regarding specialist training and workforce planning

8. To ensure that the Faculty is effectively linked with relevant external bodies, represent the Faculty as required and deputise for the Chief Executive on educational matters

- Establish and maintain strategic working relationships with senior staff in other Royal Colleges and Faculties, the GMC and relevant government departments
- Act as representative for the Faculty at relevant external meetings and conferences
- Deputise for the Chief Executive as required at appropriate educational activities and meetings
- Accompany the Academic Dean and other officers to educational events as required

9. To ensure the professional standards information is accurately represented on the database and used effectively

- Ensure that all necessary data relating to trainees is efficiently entered onto, kept updated and maintained on the database
- Promote an awareness of the importance of the database for the operation of the Faculty's business
- Liaise with the Head of Finance and Membership and other managers to ensure a co-ordinated approach to the use and management of the database

10. General

- Play a full part as a senior member of staff in the office team and ensure the smooth running of the office
- Act at all times in accordance with Faculty policies and procedures and provide a role model for staff
- Carry out such other tasks as requested by the Chief Executive and/or Academic Dean and other relevant officers

PERSON SPECIFICATION

- Degree or equivalent qualification
- Minimum of three years experience in staff management
- Experience of working as a member of a senior team, providing mutual support to colleagues
- Proven experience in policy development and presentation of policy documents
- Sound administrative skills and IT literate: familiarity with Microsoft Office software, Word, Excel, Outlook, Powerpoint
- Knowledge of database management
- Ability to inspire confidence of senior staff and officers
- Excellent diplomatic skills and ability to act as ambassador for the Faculty
- Proven networking skills and ability to command respect among internal and external colleagues
- Excellent communication skills
- A co-operative and flexible approach to work with ability to work under pressure to tight deadlines

Experience in working at national level in a similar environment would be an advantage

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