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**Specialty Education  
Manager  
Recruitment Pack**





## A message from our CEO

Welcome to the Royal College of Obstetricians and Gynaecologists (RCOG). I am so proud to introduce you to our organisation. You will discover that our core values of high standards, innovation, openness, inclusivity and trust, along with a strong commitment to the values of kindness, integrity, equality and diversity, are strongly embedded in our ethos and working culture.

We have ambitious plans to drive forward our mission to improve the health of women and girls worldwide and recognise that by creating a culture that supports staff wellbeing and productivity, values diversity, and allows individuals to thrive, our staff become the very best they can be.

Fostering and advocating for Equality, Diversity and Inclusion (EDI) is a hugely important area of our work, and we have made a clear commitment to creating an inclusive workplace for all of our staff through the development of an EDI strategy and action plan, overseen by our EDI Committee. We recognise the importance of being a diverse College to allow our staff and members to be their true selves at work, where the diversity of people's backgrounds and experiences are positively valued. Our work is ongoing, and I am proud we are taking strides forward.

We have worked through unprecedented times, but in adapting to recent challenges we have embraced the opportunity to adopt new and flexible ways of working. Our Agile Working Policy enables our staff to work in a hybrid way, with a blend of home and office working with a focus on delivering the business need. We strongly believe work is about what you do, not where you do it and as such, we place a strong emphasis on supporting our staff to deliver output-based objectives.

Our focus at the RCOG is on growth – not only expanding our global reach and influence to bring about positive change to improve the health of women and girls but also in how we support our staff to grow and thrive.

I hope you will agree that the RCOG is a wonderful place to build your career and I do hope you will feel inspired by what we do.

With best wishes,  
Kate Lancaster, CEO





## What we do

The Royal College of Obstetricians and Gynaecologists (RCOG) has been transforming women's healthcare for over 90 years. Founded in 1929, we now have over 16,000 members worldwide, half of whom are based outside the UK, and we are seen as a leader in women's healthcare both in the UK and overseas.

We work with a range of partners to improve women's healthcare across the world. We're committed to developing the accessibility and quality of education, training and assessments for doctors wishing to specialise in O&G.

- Read our [strategic plan](#), which sets out our key objectives and strategic goals.
- Read our [annual reports and reviews](#).





## Our work

### To improve women's health we:

- Work with the RCOG Women's Network to ensure women's views on the care they receive are at the heart of everything we do
- Work with our global membership to ensure their O&G expertise is embedded in all areas of our work
- Develop clinical guidelines that, amongst other things, set standards to support our members and other healthcare professionals to deliver high-quality women's healthcare
- Publish patient information leaflets explaining medical conditions in lay terms and the levels of care women can expect to receive
- Support our members' lifelong learning through education, training and exam programme for doctors wishing to specialise in O&G
- Provide a continuing professional development programme for our members, including practical skills courses and educational and scientific meetings and conferences, to ensure their skills remain up to date
- Carry out audit and quality improvement projects to improve women's healthcare
- Promote academic work in O&G, to ensure continued improvement in the service our members offer to women
- Work with international partners to improve sexual and reproductive healthcare and reduce maternal morbidity and mortality worldwide
- Contribute to policy development as it affects our members, the health service and wider women's health concerns
- Advise the government and other public bodies on healthcare matters relating to O&G
- Publish statements and reports on issues of public importance relevant to O&G
- Support other organisations with similar objectives to the College, including specialist societies.





## Our values

### High standards

We have a shared commitment to producing consistently excellent quality work. We are professionals who are outcomes-driven and customer-focused. We continuously look for ways to evaluate past practice and improve our ways of working. We care about the College and about achieving our shared vision to improve women's healthcare worldwide.

### Innovation

We encourage new ideas and creativity, looking at the bigger picture for ways to shape the future of women's healthcare everywhere. We value diverse perspectives and approaches and use technology and data to inform decisions. We think critically and imaginatively, seeking new and challenging opportunities to grow and deliver the best value for women's health.

### Openness

We are honest and transparent about what we do, how we act and the challenges we face. We respond positively to challenging and constructive feedback, acknowledging mistakes and approaching change bravely and with an open mind. We work collaboratively, sharing important information promptly and fully.

### Inclusiveness

We work with diverse partners in the UK and across the world and we treat everyone as an individual, listening to one another's needs and preferences. We actively support each other in reaching our professional potential and do this by engaging in peer-to-peer knowledge sharing, skills development and learning. We create a positive and safe workplace free of harassment, bullying or discrimination.

### Trust

We are fully engaged in the work of the College and are empowered to take responsibility. We are encouraged to speak up if we need help and/or have concerns. We encourage a culture of mutual support, respect and trust, working every day to do what is right for the College.





## Diversity and Inclusion

We believe that diverse teams will deliver the best outcomes for women's healthcare and we strive to be an inclusive employer. We are therefore looking for candidates whose backgrounds, experience and identity enhance the diversity of our existing team. We aim to achieve a workforce that is diverse in age, disability, ethnicity, gender identity or expression, race, religious belief, sexual orientation, social background and any other forms of identity.

We are particularly encouraging applications from underrepresented groups at the College such as those from black, Asian and minority ethnic backgrounds and those with a disability. To find out more, please see our [Diversity Policy](#) and [Equal Opportunities Policy](#).

We have an Equality, Diversity and Inclusion Committee that reports to our board alongside a working group made up of staff across RCOG including the people team and our executive leadership team. Both the committee and working group lead on recommendations for improvements as part of our Equality, Diversity and Inclusion Strategy and action plan.

We are committed to taking an inclusive approach to recruitment. We use a system called [Applied](#), which helps us remove bias from the selection process by anonymising applications, making hiring decisions based purely on skills, and creating an even playing field for all job applicants.





# RCOG benefits

## Community

- Diversity Network Groups
- Staff Representative Committee
- Networking events
- Up to 2 Volunteering days per year to use to support a mission-aligned organisation
- Quarterly Staff Celebration Awards

## Family

- Enhanced Occupational Maternity, Paternity, Adoption, Shared, Neonatal and Pregnancy lost leave
- Paid time off for fertility/IVF treatments
- Family-friendly working options and Job coaching

## Agile and flexible working

- We value the opportunity to collaborate with colleagues, so most roles are not completely remote but you can work from home as often as you need and in line with business needs
- We provide you with equipment to work comfortably from any location

## Learning and development

- Tailored, in-house learning programme
- Access to LinkedIn Learning
- 1 day development per year leave plus additional study leave and financial support toward relevant development

## Pay, pension and loans

- Up to 10% employer pension contribution after probation
- Interest-free bike, season ticket and technology loans after probation

## Holidays

- 25 days annual leave, plus bank holidays and office closure from 25 December to 1 January
- Annual leave increase based on service
- Discretionary special paid leave options for unforeseen circumstances

## Health and well-being

- Free lunch (onsite only)
- Daily 'Wellness hour' to support staff to take breaks and focus on wellness
- Lifestyle discounts
- Employee Support Service –24/7 confidential advice line and counseling
- Life Assurance Scheme (after probation)
- Free eye test and flu vaccine
- Contribution to glasses/contact lenses
- Mental Health champions group
- Group income protection scheme if you become too unwell to work
- Free wellbeing workshops and events through Better Bankside





# Specialty Education Manager

- Salary:** £38,736 - £40,972
- Reporting to:** Specialty Education Manager
- Contract:** Permanent
- Hours:** Full time, 35 hours per week (part time to be considered)
- Flexibility:** Agile and hybrid working environment

## Purpose of the role

The post holder is responsible to the Head of Specialty Education for the ongoing development and quality assurance of the College's four Sub Specialties – Gynaecological Oncology, Maternal and Fetal Medicine, Reproductive Medicine, Urogynaecology, which includes specialty training curricula, educational quality assurance and management of the O&G curricula and associated training programme activities.

The post holder provides professional support to doctors submitting to subspecialty training, acts as the first point of contact and line manages the Trainees' Administrator.

## The Department

The Department is responsible for all aspects of postgraduate education and training as follows:

- Support for Vice President (Education) and the College's Strategic Plan.
- Liaison with GMC, deaneries and other stakeholders on education and training issues
- Processes for the efficient administration of training and education, to include: CCT, SITM, ARCP, OOPE, LTFT, Trainees' Register and the Portfolio Pathway.
- Secretariat and project management support for committees dealing with education and training matters, specifically: Education Board, Specialty Education and Advisory Committee, Faculty Development Committee, Heads of School, Curriculum and e-portfolio, Subspecialty, Portfolio Pathway, SITM Directors, Ultrasound Advisory Group, Trainees and Editorial Board.







## The Department cont../

- Quality assurance systems for education and training in accordance with the GMC's national quality and standards frameworks, including externality and Trainee Surveys.
- Coordination of information systems to support education and training (ePortfolio, Trainees' Register).
- Management of e-learning resources for trainees and trainers.
- Quality metrics for education and training, including ARCP and GMC Trainee Survey.

The department is also responsible for the College's international education programmes, both philanthropic; Medical Training Initiative (MTI) and income generation opportunities that includes Accreditation. All Education activity reports into the College's Education Board via multiple committees, working to support RCOG's strategic goals.

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## Main responsibilities

- Apply expert knowledge to support the Chair of the Subspecialty Committee and Special Interest Training Committee to achieve their objectives.
- Subspecialty Committee and Special Interest Training Committee:
- Provide committee support services (preparing policy papers, agendas and minutes)
- Act as secretary for both committees and ensure that the Chair is adequately briefed and that the Committees are exposed to up-to-date education and training policy developments and guidance.
- Manage the committee recruitment and induction governance procedures for the Subspecialty Committee, Special Interest Training Committee and Externality, including the appointment cycle for Chairs and Assessors, adhering to College protocols.
- Manage and knowledge of the Subspecialty assessment processes for subspecialty trainees:
- Organise panels of assessment (March and October)
- Report and record the outcomes of assessments
- Follow up on outstanding clarifications from the panels
- Manage and knowledge of the Subspecialty centre applications, ensuring the committee approves new and ongoing centre applications.
- Understand and apply the GMC's standards for Stage Three/Special Interest Training of the curricula, managing the internal RCOG processes to review the curricula.
- Develop and manage communication plans for implementing changes, approving documents and updating the Subspecialty and Special Interest Training website pages.
- Collate reports and monitor reoccurring topics and themes and reporting the findings to the Specialty Education Advisory Committee and Head of Specialty Education.
- Contribute to the Training Excellence Framework (TEF) project team, attending meetings and taking forward actions from the project processes. This involves the reporting of Trust outliers, Data Sharing Agreement and Trust/Educator awards are presented at the College's Award Ceremonies.
- Represent and contribute to national recruitment, working in collaboration with the clinical Recruitment Leads for ST1 and ST3, taking forward actions as appropriate.





## Main responsibilities

- Represent the RCOG at GMC/Medical Royal Colleges meetings in relation to Subspecialty curricula.
- Calculate the budget required for the Subspecialty and Special Interest Training each year, including related events. Work with the Head of Specialty Training and Director of Education ensuring the budget is approved.
- Delegate effectively to Trainees' Administrator and other team members to review and support the work of Specialty Education workstreams. Upskill members of the team when changes to standards or curriculum are made.

## Other

- Line manage Trainees Administrator
- Revise and review Standard Operating Procedures and records management for retention and the CRM are kept up-to-date and consistent with College policies.
- Support effective communication and consistent management of College policies and procedures throughout the Department.
- Provide support to others, when needed in the Education Department.
- Provide support to College activities e.g. examinations, ceremonies, sub-specialty and MTI panels, when required.
- Represent the Department at College-level projects e.g. CRM project.
- Deputise for the Head of Specialty Education as required.

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the job holder.





## Person specification

### Education

#### Essential criteria:

- Educated to degree level or equivalent knowledge gain through experience

#### Desirable criteria:

- Qualification in a relevant subject (medical education, life sciences, social sciences, humanities or any equivalent field of study) or equivalent experience and expertise in the field
- Project management qualification/ training or equivalent knowledge gained through experience

### Experience

#### Essential criteria:

- Effective people management ability gain through experience, mentoring or coaching
- Proven ability to effectively deliver an operational unit with multiple workstreams, within allocated resource
- Evident capability of costing, researching and developing business cases and business plans
- Practical understanding of governance frameworks and exposure to servicing committees and minute taking
- Proven track record of producing written work of a high standard, e.g. clinical applications, reviews and appeals
- Demonstrable capability of producing project documentation and reports
- Previous engagement in managing and coordinating multiple tasks under competing deadlines, delivering high-quality outputs

#### Desirable criteria:

- Exposure of working with legal or regulatory bodies
- Background of working in the membership organisation, not for profit, healthcare or education sectors
- Confident in working with medical/clinical colleagues
- Practical understanding of educational standards in medical education





## Person specification

### Skills

#### Essential criteria:

- Ability to manage large scale and complex programmes of work
- Effective organisational, time management skills with meticulous attention to detail
- Ability to apply a systematic approach to the management of complex processes
- Ability to write clearly, concisely and accurately
- Effective IT skills and confident working knowledge of Microsoft Office
- Effective communication and interpersonal skills with the ability to engage effectively with diverse stakeholders
- A proactive self-starter with the ability and willingness to work independently as well as part of a team
- Practical understanding of ensuring compliance with information governance rules, especially in relation to GDPR

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#### Desirable criteria:

- Practical working knowledge of UK quality assurance frameworks within higher education or the health sector
- Practical understanding of project management


### Other requirements

#### Essential criteria:

- Comfortable presenting to and liaising with a wide range of stakeholders
- Demonstrates a flexible and adaptable approach to work
- A demonstrable commitment to the College values

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#### Desirable criteria:

- A genuine interest in the field of women's health
  - Interest in personal professional development
  - Capacity to adapt to changing priorities and willingness to undertake varied tasks as required by the team or organisation
  - Contributes positively to team dynamics
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## How to apply

We are committed to taking an inclusive approach to recruitment. We use a system called **Applied**, which helps us remove bias from the selection process by anonymising applications, making hiring decisions based purely on skills, and creating an even playing field for all job applicants.

You will be asked to respond to questions which will allow you to express your match against the person specification. Your answer to each question will be viewed in isolation and reviewed against the job specification. Please ensure enough detail in your response and evidence in that single response, without any references to your other responses.

**Please click here** and visit **Applied** to complete your application.

Deadline for applications is **10.00 am on Monday 9 September 2024**.

**We encourage candidates to apply early and reserve the right to close the advert and appoint before the closing date.**

**Interview dates: We will be interviewing candidates as applications are received.**



Find out more at [rcog.org.uk](https://www.rcog.org.uk)  
and [rcog-careers.org](https://www.rcog-careers.org)

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