

Job Title – Specialist Applications Casework Manager

Salary – £31,453 pa

Contract Type – Permanent, Full-time

Location

About us

The Royal College of Surgeons of England is one of the best known professional membership organisations in the world, with a name and reputation that speak for excellence in the UK and across the globe. We provide education, assessment and development to nearly 30,000 surgeons, dental surgeons and members of the wider surgical and dental teams at all stages of their career; we set professional standards, facilitate research and champion world-class surgical outcomes for patients.

The post sits in the [Joint Committee on Surgical Training \(JCST\)](#). Although based at the Royal College of Surgeons of England (RCS England), the JCST is an intercollegiate body, working on behalf of the four Surgical Royal Colleges ('the Colleges') of the UK and Ireland. Our mission is to develop, promote and ensure the highest standards of surgical training for the benefit of patients and the future of surgery.

About the role

One of JCST's key roles is to evaluate applications for entry to the General Medical Council's (GMC) specialist register via the Portfolio Pathway (formerly the Certificate of Eligibility for Specialist Registration (CESR) route). We do this on behalf of the GMC and support the process by providing expert advice to the GMC on whether applicants meet the standard. To be entered on the GMC's Specialist Register doctors who have not completed a UK training programme are required to demonstrate they have the 'knowledge, skills and experience (KSE) required for practising as an eligible specialist or GP in the UK'.

Responsibilities

The post holder will manage applications for entry to the GMC's Specialist Register, by

- Supporting the Specialty Advisory Committee (SAC) members (the 'evaluators') by circulating applications and supporting papers, minuting meetings, initiating and drafting related correspondence, and organising 'evaluation' virtual meetings as required;
- Providing guidance to evaluators on the regulations and legislation required for entry to the GMC's Specialist Register;
- Drafting applicant guidance for the JCST's website and contributing to the guidance published by the GMC;
- Dealing with enquiries from prospective applicants, those whose applications are currently in progress and those who wish to discuss recommendations following unsuccessful applications;
- Maintaining accurate databases and records to enable the JCST to respond appropriately to any data subject access or freedom of information requests in conjunction with the GMC;
- Providing regular reports for the GMC, the JCST and Colleges on workload and other matters;
- Attending various meetings in an advisory capacity, including SAC meetings and meetings with the GMC's team, and deputise for the Head of Specialist Applications at meetings as required;
- Support and deputise for the Head of Specialist Applications when required, including assisting in the preparation of appeal submissions and advising the SAC evaluators on aspects of the appeal process

About you

- Educated to degree level or equivalent or proven track record in a similar role

Skills / Experience

- Experience in managing an area of work

- Use of IT systems, including familiarity with Microsoft 365 applications (e.g. SharePoint)
- Experience in a busy customer-facing environment
- Experience in casework roles
- Experience in committee work
- Excellent written skills, including report writing
- Ability to interrogate and synthesise large amounts of information and present these in a cogent written format
- Attention to detail
- Excellent communication and presentation skills, including the ability to explain complex/ technical concepts
- Ability to work under pressure and to set deadlines
- Excellent communication and presentation skills, including the ability to explain complex/ technical concepts articulately
- Experience of working with a broad range of internal and external stakeholders at all levels and building lasting relationships
- Excellent interpersonal skills including the ability to influence and gain support or actions from others
- Demonstrable experience of working effectively as part of a team
- An understanding of and commitment to equality and diversity at work
- Highly organised with an ability to work effectively under pressure and to strict deadlines.
- Positive attitude and resilience, and ability to work in a rapidly changing environment.

What we can offer you

- 27 days paid holiday + bank holidays and up to 4 college closure days
- Flexible working
- Enhanced contributory pension scheme & other leave entitlements
- Variety of learning and development opportunities
- Wellbeing programme & Employee Assistance Scheme

Interested Candidates:

If you wish to apply or if you have any questions about this position please email your CV together with a cover letter to RCSHR@rcseng.ac.uk.

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a period of 6 months before deletion. If you would like your information removed sooner, please contact RCSHR@rceng.ac.uk

Closing date: 30 September 2025

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to race/ethnicity, nationality, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.

Please note that this advert may close early if we reach the maximum applications