

# Job description

<b>Job title:</b>	<b>Editorial and Learning Innovation Assistant</b>
<b>Grade:</b>	
<b>Department:</b>	<b>Learning: Learning and Innovation Team</b>
<b>Responsible for:</b>	<i>N/A</i>
<b>Accountable to:</b>	<b>Learning Innovation Manager (direct report) Head of Learning and Innovation and Director of Learning (indirect, focussing on stakeholders including the Learning Committee and Education Advisory Network)</b>

## Job summary

The Learning and Innovation team work with clinical leads and stakeholders to develop educational programmes to support surgeons at all stages of their career. We produce high quality learning material and courses delivered across the UK and Internationally.

The post holder will be responsible for planning, organising, and coordinating tasks that support the whole team across a variety of activities.

They will play a key role in supporting the development, editing, and delivery of high-quality educational content for medical professionals. Working closely with subject matter experts, project managers, educators, producers, and learning technologists, the postholder will support the development of learning materials that are accurate, engaging, and aligned with the Royal College of Surgeons of England's educational standards.

The post holder will gain insight across all learning innovation functions, offering a broad understanding and knowledge as a foundation for growth and progression.

## Role weighting

Below indicates the expected amount of time the postholder will spend on the responsibilities listed, however this will vary depending on business needs.

Material production,	60%
Education Advisory Network	10%
Stakeholder communication and support	20%
Business and financial administration	10%



**Collaboration**



**Respect**



**Excellence**

## Specific duties and responsibilities

### 1. Material production

Responsible for:

- Assisting in the development of learning content including eLearning modules, course materials, handbooks, and assessments for surgical training.
- Working with project managers, to manage editorial and publishing workflows
- Working with digital learning producers and educators to produce learning content that meet agreed clinical and educational requirements, are branded within corporate guidelines and are consistently presented
- Developing and maintaining strong working relationships with volunteer surgeons and clinical leads with whom we write and create content.
- Collaborating with freelance content specialists such as editors, instructional designers, graphic designers, medical illustrators and video producers
- Assisting with the editing and proofreading of written content for clarity, consistency, grammar, and adherence to house style, maintaining version control.
- Seeking copyright permissions and maintaining accurate copyright and IP records
- Sourcing images and media content, including medical images, working with subject matter experts.
- Drafting copy for our Virtual Learning Environment (VLE) and website, including course descriptions and campaigns to recruit volunteers.
- Uploading and managing content within our VLE and website.
- Undertaking quality assurance (QA) testing of eLearning content and courses on the VLE during production.
- Supporting development of courses for our new Extended Reality Lab (XRL) involving immersive simulation technology.

### 2. Education Advisory Network

Responsible for:

- Supporting membership of the Education Advisory Network including becoming the first point of contact for members and stakeholders
- Developing and maintaining analytics and statistics of network membership such as diversity and inclusion data and suggesting actions to improve the diversity profile of individuals, their employing organisations and sectors
- Working with the co-chairs and other members of the team to identify and engage potential stakeholders
- Managing the proof of concept application process and liaising with marketing and applicants at all stages of the process
- Working with the full team to arrange demos of new technologies and supporting trials and proof of concept studies



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### 3. Stakeholder communication and support

Responsible for acting as first point of contact around and managing the following activities, groups and processes:

- Coordination of meetings/ events as necessary including
  - Planning and coordinating College governance committees (such as the Learning Committee) and strategic stakeholder and sponsor meetings, faculty development days, working group meetings, course pilots and project meetings; these will be face to face or virtual
  - Supporting the organisation of events including for the Parents in Surgery and Emerging Leaders Programmes
  - Booking resources (a/v, catering and accommodation etc) for faculty and others and managing availability, using agreed procedures and processes
  - Producing briefings, coordinating and finalising papers, taking notes and recording decisions
- Working group and freelancer records, including sourcing and validating potential freelancers, sending and recording relevant consent forms, terms and conditions and/or contracts
- Clinical lead recruitment and management processes including website promotion, collating applications, arranging shortlisting and interviews, coordinating and managing the appraisals process including collating and coordinating supporting documentation
- Collate diversity and inclusion data for clinical leads and volunteers

### 4. Business and financial administration

Responsible for:

- Invoicing and expenses processes, ensuring that
  - our Faculty and volunteers can submit and receive expense claims
  - all costs are invoiced and recorded correctly and have been receipted by month end
  - Raising Purchase Orders (POs) and receipting orders.
- Working with the Head of Learning Innovation to support new opportunities including research and collating funding bids
- Co-ordinating resources and information to support planning and preparation of new products as we grow provision in the Bjorn Savern Centre

### 5. General

Responsible for:

- Representing the College in a professional manner in relation to their responsibilities and ensuring their own continuing professional development.
- Undertaking such duties appropriate to the grade, as required by the director including providing cross-team support to trouble-shoot issues arising that may adversely affect quality or customer service



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This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

July 2025

## Person specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A levels and a minimum grade C English and Maths GCSE, or ability to demonstrate experience in a similar role</li> </ul>	<ul style="list-style-type: none"> <li>Degree or equivalent</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Offering stakeholder support and a customer driven service</li> <li>Managing and supporting committees, working groups and other meetings</li> <li>Working as a team player and supporting others where necessary</li> <li>Identifying and suggesting opportunities to improve diversity and inclusion</li> <li>Processing invoices and expense claims</li> <li>Data input and use of databases</li> <li>Strong working knowledge of Microsoft Word, Excel PowerPoint and Teams</li> </ul>	<ul style="list-style-type: none"> <li>Working in, education, training, or a healthcare setting with some autonomy</li> <li>Experience editing or producing educational or academic content</li> <li>Experience of image sourcing and seeking copyright permissions</li> <li>Experience of digital learning technologies</li> </ul>



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<b>Experience and skills</b>	<ul style="list-style-type: none"><li>• Excellent written English and attention to detail</li><li>• Ability to work independently on tasks with minimal supervision, demonstrating initiative</li><li>• Excellent organisational skills and methodical approach</li><li>• Ability to work to tight deadlines and competing priorities</li></ul>	<ul style="list-style-type: none"><li>• Ability to handle difficult conversations and situations effectively and sensitively</li><li>• Ability to source and evaluate potential opportunities to engage in funding/research bids</li></ul>
<b>People and interpersonal skills</b>	<ul style="list-style-type: none"><li>• Excellent interpersonal skills, ability to establish trust and build relationships with people at all levels</li></ul>	Ability to identify, contact and build new relationships with potential stakeholders (organisations and individuals)
<b>Other</b>	<ul style="list-style-type: none"><li>• May involve out of hours and weekend work as well as some UK travel with overnight stays</li><li>• Annual leave requests may be restricted where it falls within key committee or other meeting dates</li></ul>	



The post holder will also need to demonstrate the following values:

<p><b>Collaboration</b></p>	<p><b>We embrace our collective responsibilities working collaboratively and as one college.</b></p> <ul style="list-style-type: none"> <li>• We work together, using our collective expertise and experience to effect positive change</li> <li>• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments</li> <li>• We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work</li> </ul>
<p><b>Respect</b></p>	<p><b>We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.</b></p> <ul style="list-style-type: none"> <li>• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others</li> <li>• We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team</li> </ul>
<p><b>Excellence</b></p>	<p><b>We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.</b></p> <ul style="list-style-type: none"> <li>• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve</li> <li>• We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work</li> <li>• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience</li> </ul>

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 age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.



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