

JOB DESCRIPTION

POST:	Head of Education & Qualifications, FGDP(UK)
GRADE:	5a
DEPARTMENT:	Faculty of General Dental Practice (UK)
RESPONSIBLE FOR:	Education & Qualifications Programme Managers (3)
RESPONSIBLE TO:	Director of FGDP(UK)

JOB SUMMARY

Leading and overseeing the development of the organisation's standing as a world-class provider of postgraduate training in dentistry, to support career development in the profession and to contribute income that supports its wider mission.

Leading and shaping the development of the postgraduate programmes to inspire confidence in delivery, quality and governance amongst all stakeholders.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Lead the development of a programme of professional development in dentistry that builds on the core structure of membership and establishes a broad-based and income-generating **portfolio of activity** for the future College.
2. With the Director, develop **academic governance** systems across the Faculty's programmes in education, engaging the Chair of the Education & Qualifications Committee and Chair of the Academic Board.
3. Oversee the development and delivery of the programme of **specialist postgraduate courses** that strengthens the national reputation of the organisation and that make a primary contribution to its income.
4. Manage the development of the organisation's **Fellowship** award, to offer a coherent and accessible progression from Membership.
5. Oversee the promotion of, and recruitment for, the overall education and qualifications offer.
6. Oversee the management and development of quality assurance and quality improvement systems across the organisation's education and qualification programmes.
7. Ensure the provision of appropriate tools for the management of course content, candidate information and progression.
8. Oversee the engagement, commissioning, training, coordination and performance monitoring of contributors to the education and qualifications programme, including tutors and assessors.
9. Ensure the provision of appropriate accommodation for the organisation's programme of education and qualifications, including specialist facilities as required.
10. Lead and manage the Education & Qualifications Team, ensuring effective support and performance management, according to policy.
11. Plan, manage and monitor a budget for Education & Qualifications, in concert with the business development agenda for the organisation.

12. Contribute to the leadership and management of the organisation as a member of the senior management team, including the development and delivery of the business plan and management of relationships with key suppliers and partners.
13. Any other duties that might reasonably be required of the postholder.

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.

The Royal College of Surgeons of England is an Equal Opportunities Employer.

All College employees are responsible for records held, created or used as part of their work for the College including patient/client, corporate and administrative records whether paper-based or electronic, which also includes emails. Records should be managed and stored appropriately and should in all cases comply with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation. Employees should have read and understood the College's Data Protection Policy and Records Management Policy and should follow all agreed records management and data protection procedures, seeking advice where necessary.

PERSON SPECIFICATION

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All of the following are essential unless otherwise stated.

For example:

Qualifications & Experience

- Postgraduate qualification in a relevant subject, or equivalent experience
- Leading and managing “end to end” postgraduate or professional education programmes
- Financial management of income-generating activity
- Managing a staff team, and leading or managing processes of organisational change
- Managing contracts with service providers, consultants and external programme contributors
- Leadership in a senior management context is desirable
- Experience of planning and executing a business strategy would be an advantage
- Experience of managing the implementation of technologies to support learning, including virtual learning environments (VLEs) would be an advantage

Skills

- Ability to foster innovation in an educational context and translate into practice
- Ability to engage credibly and with authority with the professional community and with senior colleagues
- Ability to engage productively with committees to achieve desired outcomes
- Proven ability to work with people at all levels and from diverse backgrounds
- Ability to work under pressure and to prioritise rigorously
- Diplomacy, discretion and sensitivity
- Highly competent use of business technology

Knowledge

- A thorough understanding of assessment principles and process
- A good understanding of practice and policy in UK healthcare education and training

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

Diversity - we value diversity and treat each other with respect.
<ul style="list-style-type: none">• I listen effectively and treat each person as an individual• I value people with different skills, expertise and knowledge to myself• I ensure that everyone I meet feels welcomed at the college• I trust the people I work with and know they will work to their best ability• I am inclusive and build good relationships with everyone I work with

- I take time to understand different views to myself for the sake of the college

Improvement - we seek continuous **improvement**, and improvement requires change.

- I use my expertise to question, challenge and improve the way we carry out our tasks
- I identify opportunities to innovate and present ideas to improve our products and service
- I am open and positive to new ideas and ways of working which help the college
- I adapt to change positively
- I help my manager communicate change to others
- I learn from my mistakes and do things differently as a result

Responsibility - we take personal **responsibility** for all we do.

- I set challenging goals for myself
- I deliver what I say I will deliver
- I take informed decisions which are within my control and hold myself accountable for them
- I take initiative and am proactive in all I do
- I constantly work to the best of my ability
- I work with integrity in the best interests of the College and its priorities

Collaborative - we are **collaborative**, both across the College and with our stakeholders across the world.

- I build positive relationships with the people I work with
- I work collaboratively with others to deliver exceptional performance
- I always work for the greater good of the College
- I highlight behaviours which are inconsistent with the College standards
- I consistently live the College values
- I involve others in key decisions I take at work

Prudent - we are **prudent** in our use of resources.

- I deliver excellent work and customer service with the resources available to me
- I am efficient with the resources I use
- I find effective solutions to problems
- I escalate issues quickly when resources are stretched
- I prioritise my work effectively
- I follow the rules at work so that I minimise risks to the College

Professional development - we are committed to personal **professional development** that benefits the individual and the College.

- I seek learning opportunities for my personal and professional development
- I support, encourage and help my colleagues to develop
- I put my learning into practice in my role
- I ask for regular and honest feedback on my performance and learn from what is said
- I create opportunities to share my knowledge within and across teams
- I know my areas of expertise and convey this with confidence to my colleagues

The appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for shortlisting and selection. Failure to provide evidence of the required qualifications will result in the offer of employment being withdrawn.

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6 November 2018