

JOB DESCRIPTION

POST:	Head of Learning Innovation
DEPARTMENT:	Learning
DIRECT REPORTS	3
RESPONSIBLE FOR:	Learning Design team (6 FTE), Educators (2), Research and Innovation function, ad hoc consultants and researchers
RESPONSIBLE TO:	Director of Learning
GRADE:	5b

JOB SUMMARY

Provide education and development expertise, actively contributing to the development of the learning strategy in line with the developing RCS 5 year business plan.

Oversee, direct and update the implementation of the strategic direction and business plan, working closely with the Head of Learning Operations and the Director of Learning to prioritise and plan.

Provide educational expertise to support the delivery of College priorities, working collaboratively with Council, Clinical Leads, College staff and other interested parties, leading and overseeing the development of high quality, sustainable learning offers.

Lead and develop the Learning Innovation Team, ensuring the effective delivery of design and development projects and innovation and research work to a consistently high standard and underpinned by sound and up to date educational principles and practices.

The post holder will work closely with the Professor of Surgical Education, the Council Lead for Learning, the Director of Learning, the Executive Director of Learning and Quality, other colleagues across the College and a wide variety of external stakeholders to horizon scan and identify development and innovation opportunities. The post holder will ensure opportunities are scoped for educational impact and revenue potential and projects are resourced and delivered, maintaining a flexible approach to allow a prompt response to new work streams and opportunities.

The post holder will take forward the strategic direction for education research and innovation, growing and implementing the function across a 3 – 5 year period.

SPECIFIC DUTIES AND RESPONSIBILITIES

1 Strategy and business planning

Responsible for:

- Actively contributing to the development of the learning strategy
- Implementing the strategic direction for learning innovation in line with business drivers, revenue generation opportunities, the College's strategic priorities and the learning strategy

- Leading the implementation of the business plan for Learning Innovation, securing and allocating resources, agreeing and overseeing the annual budget, identifying and managing any risks to the delivery
- Actively contributing to governance meetings, including, writing papers and reports for Learning and Assessment committee, Learning Committee, Council, other committees and working parties
- Deputising for the Director of Learning

2 Horizon scanning, business development and opportunities

Responsible for:

- Networking and horizon scanning; bringing information and learning back to the College, including researching and attending conferences and sitting on special interest groups
- Identifying opportunities for new business, working closely with clinical experts, technology companies, Healthcare funding bodies (such as HEE, Health Foundation) and other stakeholders
- Generating business opportunities with industry or higher education institutions (including research projects, innovation projects, partnership work), undertaking the high level discussion and acting as the key College contact
- Leading the work of learning innovation to scope feasibility for new opportunities, including identifying high level resource, scoping educational impact, environmental needs and revenue potential, writing business cases, tender and funding bids
- Proactively building and maintaining effective relationships with Council and committee members, Clinical leads, external stakeholders, consultants and others with an interest in educational innovation and development
- Working collaboratively with colleagues across the College to keep abreast of new areas of work, review new opportunities and establish the learning requirements to meet College priorities including the membership offer

3 Educational expertise

Responsible for:

- Representing the College in matters concerning learning innovation and education expertise, including working parties, committees, interviews and external events
- Providing education, learning innovation and development expertise to support the delivery of business drivers and College priorities
- Acting as the key contact and subject matter expert for the Surgeon Educator conference and allied initiatives, working closely with the Events team, clinicians and external stakeholders
- Leading and being accountable for an advisory service to clinical leads and others seeking to design and develop educational activities, using and upholding sound and up to date educational principles and practices
- Leading and being accountable for educational expertise to support College priorities, membership offer and business needs such as curriculum development, developing training programmes/packages and developing technology solutions to meet learning needs

4 Project Transform

- Acting as the learning innovation subject matter expert for Project Transform across relevant areas and specifically on the Professional Surgical Centre project (P31)
- Advising on future requirements and capabilities for simulation-based and digital technologies for surgical education
- Using the outcomes of the Commission on the Future of Surgery and research on surgical education (working with the Library Information team, educators, clinicians and industry) to inform future requirements and practices

5 Leading learning design and development

Responsible for:

- Maintaining the overview of criteria, decision making, policy and processes for learning design and development
- Acting as project sponsor or senior user on learning design and development projects
- When necessary, taking the lead in high stakes projects, including diverse and high level stakeholder engagement
- Negotiating with and commissioning external consultants and third party providers such as agencies to deliver educational services
- Negotiating and agreeing a feasible development pipeline and prioritisation of development work, working collaboratively with the Head of Learning Operations, the Learning Design Service Manager and other College stakeholders (e.g. Membership Engagement, Quality and Research, Exams)

6 Leading Education Research and Innovation

Responsible for:

- Leading the strategic direction for education research and innovation across a 3 – 5 year period, including establishing and implementing a resourcing strategy
- Advocating, promoting and progressing education research and innovation work, engaging with internal and external stakeholders, establishing key environmental factors and creating productive collaboration and cross-College working
- Integrating education research and innovation work and resourcing within Learning Design and Learning Operations, working closely with the Learning Design Manager and the Head of Learning Operations

7 Financial Management

Responsible for:

- Agreeing and overseeing the Learning Innovation budget (in excess of £500K per year), working closely with the Head of Learning Operations to establish the feasibility of redevelopment costs and future business models
- Ensuring new opportunities are developed with practical and sustainable business models, working closely with Head of Learning Operations and other key business contacts
- Agreeing the annual budget with managers, taking the overview of the monthly management accounts, and supporting and developing the team to take individual responsibility for reporting against project budgets and monitor and resolve issues
- Managing the grant in hand for Learning Innovation, proactively seeking opportunities for appropriate usage, proposing annual and mid-year spend, monitoring and resolving issues, actively seeking to streamline processes and reporting mechanisms

8 Leadership and Management

Responsible for:

- Recruiting and selecting team members to meet College priorities and business need
- Leading a team of staff with subject matter expertise in learning and innovation and directing their activities
- Setting and monitoring team KPIs and targets to meet business plan and College priorities, managing performance against targets
- Coaching and mentoring the team, developing and supporting team members through change
- Actively participating as a member of the Senior Leadership Team in Learning and as a member of the Learning and Quality senior team

9 Developing self and others

Responsible for:

- Identifying own development needs and setting personal development objectives in discussion with reviewer
- Proactively keeping up to date with evidence-based practice
- Proactively keeping up to date with information technology and digital learning
- Updating own knowledge and skills to keep up to date with current theory and practice
- Enabling others to develop and apply their knowledge and skills
- Actively seeking a good understanding of the learning and professional development requirements of surgeons throughout their careers including keeping up to date with any relevant policy changes

General

- The post-holder is expected to represent the College in a professional manner in relation to his or her responsibilities and in ensuring their own continuing professional development.
- Undertake such duties appropriate to the grade, as required by the Director.

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.

March 2019

PERSON SPECIFICATION

POST: Head of Learning Innovation

DEPARTMENT: Learning

DIRECT REPORTS 3

RESPONSIBLE FOR: Learning Design team (6 FTE), Educators (2), Research and Innovation function, ad hoc consultants and researchers

RESPONSIBLE TO: Director of Learning

GRADE: 5b

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education/Qualifications <ul style="list-style-type: none"> Postgraduate qualification in management, adult education or training and development or proven sustained and successful track record in these areas 	Education/Qualifications
Experience/Knowledge <ul style="list-style-type: none"> Experience of managing a team, including subject matter experts in learning development or training Expert knowledge of adult learning industry trends in tools, techniques and technologies Expert knowledge in simulation-based education and digital technologies and techniques Experience of networking, horizon scanning and a track record of successful business development Demonstrable track record of writing successful business cases, funding or tender applications Comprehensive experience of designing and developing education activities to meet a variety of needs Commissioning, monitoring and working successfully with external agencies, partners and consultants Planning, controlling and monitoring the use of financial resources against budget Good working knowledge of Word, Excel and PowerPoint packages 	Experience/Knowledge <ul style="list-style-type: none"> Delivering (teaching) education programmes at postgraduate level including management and leadership Designing, developing and delivering programmes to doctors up to consultant level Developing simulation training programmes Experience of innovation methodologies and processes Understanding of the education research environment Knowledge of the principles and theories of change management and leadership Coaching and mentoring
Skills <ul style="list-style-type: none"> Evidence of strategy development, business planning and implementation Evidence of strong project and programme management skills with a 	Skills

<p>demonstrable track record of managing multiple projects, and ensuring project delivery to budget and on schedule</p> <ul style="list-style-type: none"> • Adopting a flexible and responsive approach to learning and development • Taking decisions that balance own view, the perspective of other individuals and the organisation as a whole • Excellent interpersonal skills, including the ability to influence and persuade individuals at all levels • Evidence of excellent negotiating and influencing skills to achieve a satisfactory outcome, adapting personal style to meet different situations • Excellent communication skills, including the ability to clearly articulate complex / technical concepts and to identify, summarise and convey the critical points of an argument • Understanding and acceptance of principles of equality of opportunity 	
<p>Other</p> <ul style="list-style-type: none"> • Recent evidence of personal and professional development • Willingness to travel in UK and internationally with overnight stays where necessary • May involve occasional out of hours and weekend work 	

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

Diversity - we value <i>diversity</i> and treat each other with respect.
<ul style="list-style-type: none">• I lead my team well; they know they are valued, respected and trusted• I motivate, inspire and encourage each person in my team• I empower my team and trust them to deliver great results• I create an inclusive environment where everyone can deliver their best• I build teams whose diverse strengths complement one another• I listen effectively and treat each person as an individual
Improvement - we seek continuous <i>improvement</i> , and improvement requires change.
<ul style="list-style-type: none">• I deliver strategic change and evaluate the impact of it• I challenge established views and processes to improve our service• I anticipate trends in the sector and adapt my strategy accordingly• I encourage my team to innovate and present ideas to improve our service.• I present a clear case for change which people understand• I help people adapt to change and to continuously improve
Responsibility – we take personal <i>responsibility</i> for all we do.
<ul style="list-style-type: none">• I develop a clear, long term strategy to deliver the college priorities• I deliver what I say I will deliver and ensure my team do the same• I take strategic decisions and hold myself accountable for them• I set stretching performance and behaviour standards for myself and my team• I build a culture of trust for the benefit of staff, the college and decision making bodies• I anticipate internal and external customer needs and deliver solutions to address them
Collaborative – we are <i>collaborative</i> , both across the College and with our stakeholders across the world.
<ul style="list-style-type: none">• I communicate a compelling vision, strategy and direction for the college and our department• I build positive relationships with all my stakeholders• I encourage participative decision making and delegate decision making to the appropriate level• I inspire staff to work together to deliver exceptional performance• I challenge behaviours which are inconsistent with college values• I always work for the greater good of the college
Prudent - we are <i>prudent</i> in our use of resources.
<ul style="list-style-type: none">• I lead my team to deliver excellent customer service with the resources available• I use my influence to overcome barriers to delivery• I anticipate complex risk and legislative changes and ensure there is no negative impact on the college• I take tough decisions and prioritise the key projects effectively• I tackle underperformance in my team quickly• I improve efficiency by regularly reviewing the use of resources

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

- I identify opportunities for my personal and professional development
- I coach and develop others to build their knowledge and expertise
- I provide regular and balanced feedback to improve performance
- I identify and develop talent within the College
- I lead with confidence and integrity
- I ask for regular and honest feedback from my manager, peers and team and learn from what is said

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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March 2019