

## **JOB DESCRIPTION**

<b>POST:</b>	<b>Medical Training Initiative (MTI) Officer</b> <b>8 month fixed term contract (maternity cover).</b>
<b>DEPARTMENT:</b>	<b>International</b>
<b>RESPONSIBLE FOR:</b>	<b>n/a</b>
<b>RESPONSIBLE TO:</b>	<b>Head of International</b>
<b>BAND:</b>	<b>3B</b>

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## **JOB SUMMARY**

The International Surgical Training Programme (ISTP) operates under the generic Medical Training Initiative (MTI) and allows the RCS to facilitate GMC registration and visa sponsorship for International Medical Graduates (IMGs) from outside the UK/EU/EEA enabling them to receive training in UK hospitals for a maximum of 2 years.

The RCS manages the ISTP and acts as a “match-maker”: vetting prospective candidates, and, in conjunction with the employing hospital trust, selecting suitable candidates for appropriate training posts in the UK. The programme is overseen by the RCS International Director, with input and collaboration of a trainee selection panel consisting of Council members, specialists and clinical leads.

The MTI Officer is responsible for managing all aspects of the ISTP

The post holder will be expected to undertake overseas developmental trips with senior contacts at institutions and government bodies, and organise interviews overseas if, and when necessary.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

### **1. Administrative duties**

- To act as the main contact for all MTI queries and negotiations between the RCS and external stakeholders (overseas organisations, UK hospital trusts and deaneries, GMC)
- To manage the programme in order to deliver the outputs according to specified objectives
- Liaise with Trusts, Deaneries, Consultants and Medical Staffing departments to identify spare workforce capacity appropriate for the ISTP
- To establish and maintain relationships with overseas Partner Institutions
- Liaise with overseas Partner Institutions to identify suitable IMGs to fill UK vacancies
- To liaise with other associated bodies, including the AoMRC, attend meetings as appropriate and remain fully familiar with any changes affecting the MTI programme
- Prepare and provide reports on a regular basis for both International Group meetings and any other meetings where the MTI will be a topic
- To ensure that external stakeholders, particularly overseas Partner Institutions, are kept abreast of the trainees' performance and the progress of the programme

- To collate and produce feedback reports from both IMGs and the UK Supervising Consultants on the training progress
- Provide on-going support to IMGs and Trusts throughout the period of the ISTP placement
- Ensure the ISTP contacts database is kept updated

## **2. Facilitating GMC sponsorship**

- Manage all aspects of the GMC registration process and ensure IMG and Trust paperwork is processed in a timely manner to meet requirements
- Issue GMC Certificates of Sponsorship for IMGs accepted onto the scheme
- Liaise with the GMC on behalf of overseas trainees
- Ensure the ISTP complies with the GMC contractual agreement

## **3. Facilitating Tier 5 visa sponsorship**

- Liaise with recruiting Trust's and Deaneries to ensure visa documents (including extensions and transfers) are received in a timely manner and adhere to RCS and AoMRC requirements
- Ensure the RCS and IMGs are kept abreast of UKBA changes that affect the Tier 5 visa sponsorship route and that documentation is updated

## **4. Organisational**

- Organise and facilitate interview panels (set agenda, organise panel, book AV and catering and ensure interview assessment forms are completed)
- Organise meetings between RCS and participating Trusts, ensuring that agreed actions are progressed
- Organise meetings between RCS and overseas Partner Institutions when appropriate
- Organise induction days and annual symposiums
- Organise end of placement certification ceremony for IMGs

## **5. Budget responsibilities**

- Management of the RCS MTI budget
- Continue to grow the scheme and ensure it operates on a cost-recovery basis
- RCS MTI accounts payable and receivable
- Manage the record of annual JCST fees payable by the MTI account
- To explore funding opportunities pertinent to the MTI scheme

## **6. Public Relations**

- Receive visitors, arrange hospitality and enhance public relations on behalf of the International (MTI) department
- To liaise as appropriate with Council members, RCS staff directorates and consultants
- Represent the RCS and promote the ISTP at UK and international conferences and events

## **7. Marketing**

- Produce marketing material as and when required
- Ensure ISTP materials are provided to RCS directorates attending regional, UK-wide and international events
- Write articles for the *Bulletin* as and when required
- Maintain the ISTP pages on the College website

## **8. General**

- The post holder will at times be required to travel both within the UK and abroad; this may occasionally involve several consecutive days and nights away from the RCS.
- 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 Head of International.

**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.**

**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 1998. Employees should have read and understood the College's Records Management Policy and should follow all agreed records management procedures, seeking advice where necessary.**

## PERSON SPECIFICATION

### POST: Medical Training Initiatives (MTI) Officer

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>Education/Qualifications</b> <ul style="list-style-type: none"> <li>▪ Degree educated (or equivalent that can demonstrate the essential criteria below)</li> </ul>	<b>Education/Qualifications</b>
<b>Experience/Knowledge</b> <ul style="list-style-type: none"> <li>▪ Experience in managing and delivering programmes with a strong focus on people</li> <li>▪ Experience of organising and running large meetings, such as Committees and interview panels. Including setting up agendas and taking minutes</li> <li>▪ Experience in liaising with senior clinicians and other relevant stakeholders of a similar level</li> <li>▪ Understanding of workforce issues in the UK health care sector</li> </ul>	<b>Experience/Knowledge</b> <ul style="list-style-type: none"> <li>▪ Understanding of UKBA policy and working policies in the UK</li> <li>▪ Understanding of the organisation of the health service</li> <li>▪ Experience of working successfully with a variety of global cultures</li> </ul>
<b>Skills</b> <ul style="list-style-type: none"> <li>▪ Excellent interpersonal, oral and written communication skills</li> <li>▪ The ability to develop new initiatives</li> <li>▪ Computer literate with excellent IT skills, including Microsoft Excel</li> <li>▪ The ability to manage multiple and conflicting priorities whilst working under pressure</li> <li>▪ Strong organisational skills</li> <li>▪ Good numeracy or budgetary skills</li> <li>▪ Demonstrable ability to work independently</li> <li>▪ Proven ability to write clear and concise reports for both internal meetings and for external stakeholders and meetings</li> </ul>	<b>Skills</b>

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

**Diversity** - we value ***diversity*** and treat each other with respect.

- 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.**

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

*November 2018*