# Flexible Working and Training Advisor

## Job Application

Background

The Royal College of Surgeons of England (RCS) actively supports the concept of flexible training and working within surgery. Given the nature of surgery, those wishing to pursue a flexible career often need advice and guidance to help them through the processes and find the right work-life balance for their circumstances.

To assist in this, the RCS provides advice and support through a Flexible Working and Training Advisor, who advises individuals on a 1:1 basis and represents the RCS at national and local meetings.

Following a number of successful years in this role, the current advisor is demitting office and the RCS is seeking to appoint a replacement to carry on this vital role. The advisor works closely with the RCS Engagement team.

Job description

To provide advice and support on flexible working and training issues.

**Responsibilities**

1. Develop expertise and collect information related to training on a less than full time basis.
2. Provide information and advice on flexible training in surgery on a case-by-case basis in response to individual enquiries by telephone, e-mail and in face to face meetings.
3. Support the Engagement team in ensuring that published guidance is accurate and up to date.
4. Attend and contribute to internal meetings as necessary, such as the Women in Surgery Forum meetings.
5. Report to College committees as required on how flexible working and training can become more mainstream.
6. Represent the College at external meetings as and when necessary, such as COPMeD’s LTFT Forum, Academy of Medical Royal Colleges (AoMRC) Flexible Careers Committee, and others as they arise
7. Support workshops and speak at a range of regional and national events aimed at medical students, trainees and trainers.
8. Support the Engagement team’s communication efforts in raising awareness of issues around flexible training and working.
9. Contribute to research into flexible training.

Person specification

**Essential**

* Excellent relationship-building, interpersonal and communication skills.
* Creative and dynamic team player.
* Ability to develop and sustain partnerships.
* Experience of delivering presentations and participating in workshops.
* Working full or part-time in the NHS (six or more sessions per week).
* Fellow or member of the Royal College of Surgeons of England.

**Desirable**

* 2 or more years’ experience as a consultant or equivalent senior SAS role.
* Experience of providing advice and support on a formal or informal level.
* Experience of working flexibly or arranging flexible working on behalf of others.
* Knowledge of current parental leave arrangements and an awareness of senior surgeons' pensions' arrangements in general (e.g. through information available at [www.nhsemployers.org](http://www.nhsemployers.org) or [www.bma.org.uk](http://www.bma.org.uk)).

Remuneration

The RCS will reimburse the post holder’s trust for two sessions per month. This post is offered on a one year contract in the first instance. The employer can thus make appropriate local arrangements to cover clinical commitments and the surgeon has no break in service, resuming his or her own contract when the post as advisor is relinquished.

Timeline

**Applications close:** Monday 8 April

**Interviews:** Interviews will take place in late April/May

The successful candidate will commence their position from **June 2019** and will be invited to attend the Women in Surgery Forum meeting on **Wednesday 12 June.**

# Flexible Working and Training Advisor

#### Application form

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| **Name** |  | | |
| **Email address** |  | | |
| **Telephone** |  | **RCS number** |  |
| **Grade** |  | **GMC Number** (if applicable)**:** |  |
| **Have you worked LTFT?** | **Yes No** |

Personal statement

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| **Please provide a short statement (max 300 words**) outlining the experience and skills you have that would make you a suitable candidate for this role. Please ensure you consider the points highlighted in the job description and person specification. |
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Please return this form to: careers@rcseng.ac.uk by **12pm on Tuesday 30 April**.