



## **Admin Officer**

### **Medical, Professional Development**

NHS Education for Scotland

2021

- Location: Remote friendly
- Grade: Agenda for Change 4
- Salary: £23,709 to £25,982 pro rata per annum
- Job Status: Fixed term/secondment opportunity up to 31<sup>st</sup> of March 2023

We actively encourage applicants from a range of backgrounds, regardless of gender, age, religion, race, sexual orientation, religion or belief.

# Candidate Brief

## About the Directorate

### Medical Directorate

The Medical Directorate is responsible to the NES Board and through the Board to Scottish Government for the commissioning and delivery of postgraduate medical education in Scotland. This training is delivered in general practices and health boards to standards set by the General Medical Council (GMC). The role of the Directorate is to oversee training, manage the trainee's progress through the training programme and ensure the training is delivered to GMC standards.

The five regional offices are an integral part of the NES Medical Directorate and staff contribute to various training management, quality and professional development activity. This also facilitates close working relationships with the wider NHS through regional workforce and local Health Board structures, and with the five Scottish Medical Schools.

There are 66 separate speciality curricula leading to a recognised Certificate of Completion of Training; and some 38 recognised sub-speciality programmes. These curricula are promulgated by some 15 medical Royal Colleges and faculties are delivered in both primary and secondary care environments under the control of the 14 NHS Scotland territorial boards. The Scotland Deanery is responsible for the overall quality and management of the training programmes that deliver these curricula. The Directorate has a number of roles encompassing areas specific to Medicine in addition to more corporate responsibilities:

- a. Support the education of undergraduate medical students through the distribution and performance management of the Medical Additional Costs of Teaching (ACT funding). The distribution exercise is undertaken in close collaboration with the University Medical schools and NHS territorial Boards through four Regional Medical ACT groups. Performance management data is collected to provide information on the quality of training placements.
- b. Through a robust system of educational governance operate all approved foundation and speciality -including GP- training programmes.
- c. Ensure the effective delivery of the Quality Improvement Framework for medical education and training as laid down by the General Medical Council (GMC), through a system of Quality Management able to demonstrate that Local Education

Providers are meeting the GMC standards. This is undertaken as part of a wider corporate responsibility to ensure the delivery of high quality training in all health disciplines.

- d. Recruit to and manage the postgraduate training of doctors in Foundation, Core and Speciality (including GP) programmes.
- e. Manage study leave, clinical academic training, flexible training, careers guidance, trainer development and training for doctors in difficulty.
- f. Support and manage the work of the Remote and Rural Health Education Alliance (RRHEAL) and the Community Hospital Improvement Network (CHIN).
- g. Support and manage with others Quality Improvement, Clinical Skills, Patient Safety and Human Factors training across NES.
- h. Corporate executive leadership for educational governance.
- i. Contribute to the agenda of supporting the development of multi-professional education where appropriate.

## **About the Role**

The purpose of this post is to provide full and comprehensive support within the Quality Improvement Team and project management support to the Strategic Development Unit.

Key tasks will include but will not be limited to:

- Provide administrative support to the Strategic Development Unit
- Contribute to development of learning resources
- Support the development, management and maintenance of all resources relevant to taught programmes
- Support cross organisational working groups

## **Applying for the role**

Complete the Assessment section of the online application form by referring to the Person Specification and NES Leadership Behaviours below.

- Complete Question 1 ('Why do you think you are suitable for this role?') by explaining how you meet the criteria in the Person Specification.
- Complete Question 2 ('Why do you want to work for the NHS?') by showing how your own values are aligned with each of the five NES Leadership Behaviours.

# Person Specification

## Essential Criteria

These attributes are required for the role. Applicants who do not demonstrate the essential requirements in their application will normally not be considered.

## Desirable Criteria

These attributes would be useful for the role. When shortlisting candidates, these criteria will be considered when more than one applicant meets the essential criteria.

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Professional Qualifications</b>		<ul style="list-style-type: none"><li>• Educated to SCQF Level 7 (i.e. HNC; Modern Apprenticeship; Advanced Higher; SVQ Level 3; NVQ Level 3/4; AS/A-Level)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Demonstrable experience in an office administrator role or equivalent including diary management, dealing with correspondence, preparation of meeting papers and general administrative duties.</li><li>• A good working knowledge of Microsoft packages (eg Word, Excel, Access, PowerPoint) and hands on IT experience of database packages including electronic filing systems.</li><li>• Team worker</li><li>• Ability to work independently</li></ul>	

**Specific Skills and Knowledge**

- Awareness of Data Protection legislation and appreciation of the need for discretion and confidentiality in the workplace.
- Advanced keyboard skills with proven speed and accuracy.
- Ability to efficiently manage your time, resources, and tasks
- Ability to prioritise own workload and work to deadlines
- High level of customer service skills: a desire to maintain high quality work and suggest improvements where necessary
- Strong numeracy and analytical skills
- Ability to produce reports
- Ability to collage statistical information
- Excellent written and communication skills: ability to share and interpret information with others in a variety of different formats. Includes reading, writing, listening, talking and note taking
- Demonstrate honesty, integrity, care and compassion when dealing with others, utilising tact and persuasion skills when necessary

# NES Leadership Behaviours

The five NES Leadership Behaviours describe how we work at NES, and how we want colleagues to behave, whatever their role:

## Inspiring

- Passionate about our purpose and about excellence
- Communicating with enthusiasm
- Innovative and learning from success as well as setbacks

## Empowering

- Giving our colleagues space and authority to deliver outcomes
- Investing in learning and development
- Being approachable and open to constructive challenge

## Adaptive

- Responding flexibly to changing requirements and helping others to do the same
- Recognising that required expertise may not always sit at the top of the hierarchy
- Actively encourage good ideas/input from all levels

## Collaborative

- Committed to working together and across professional, clinical and organisational boundaries internally and externally to achieve our objectives
- Sharing knowledge and skill for the benefit of the organisation as a whole
- Seeking feedback from colleagues to ensure quality

## Engaged and Engaging

- Committed to our values, agreed ways of working and our strategic and operational direction
- Visible to our stakeholders and to our teams
- Straightforward and honest in our communications