



ROYAL COLLEGE OF
PHYSICIANS AND
SURGEONS OF GLASGOW

Education & Assessment Development Manager

35 hours per week

Salary grade 6A – £35,441

The Royal College of Physicians and Surgeons of Glasgow is a worldwide community of inspiring health professionals working together to advance the profession and improve patient care. Together we're a force for good, determined to make a positive difference, and passionate about speaking up for the profession.

Our community is made up of the expertise and experience of our 15,000+ outstanding, hardworking members, supported by over 100 College staff. Together, our clinicians, all of whom give their time freely to the work of the College, and staff are committed to providing an innovative, relevant and inspiring programme of activity across the College, with the ultimate aim of enhancing patient safety.

With care and compassion at our core, our work is guided by our values of inclusivity, integrity, community, innovation, and inspiring, and we are committed to living these values and behaviours through the way we work and interact with each other. The College promotes an agile, flexible workforce and while this is a full-time post, applications from individuals seeking part-time, job-share, or flexible working arrangements are welcome.

The Role

The Education & Assessment Development Manager is responsible to the Director of Education & Assessment for the direction, planning and delivery of all new or amended products within the Education & Assessment Unit. This will include new clinical and non-clinical courses/conferences, with both face-to-face and online delivery, and the launch of examinations in new locations.

An integral member of the senior Education & Assessment Unit, the post-holder will collaborate with colleagues in this and other Units to ensure that new product offerings are aligned to the College strategic goals, assisting with the overarching College aim of being the 'Go To' Royal College. S/He will assess possible product(s) suggested by our Education and Assessment Boards to present a recommendation on whether or not to progress a project, based on the prospective market, financial return and alignment with College strategy.

The post-holder will project manage the creation of new products to ensure that they are delivered within agreed timescales, and using available resources. S/He will plan for the product entering the market and ensure that it meets the needs of our members and prospective members. S/He will be accountable for the product from initial concept to date of launch when it will pass to the Education Managers or Assessment Managers to deliver. Working together with colleagues across College and 1599 Ltd (the College's venue and event planning company), the post-holder will share opportunities for corporate development.

How to Apply

Successful candidates will have the requisite ability and experience to meet the specific requirements of the post. If you believe you have the skills to be part of our team then apply by submitting your CV, with a covering letter and Equal Opportunities Monitoring form **via our recruitment partner for this post, Morgan Philips, using the contact details below.**

The closing date is Monday 11th October 2021 at 12 noon. If you have any queries, or would like to apply, please contact Erin Boyle at erin.boyle@morganphilips.com