



Job Description

Section 1 - Description

Job Title: Education & Assessment Development Manager
Location: Education & Assessment Unit
Reports to: Director of Education & Assessment
Grade: Grade 6A - £35,441
Date: September 2021

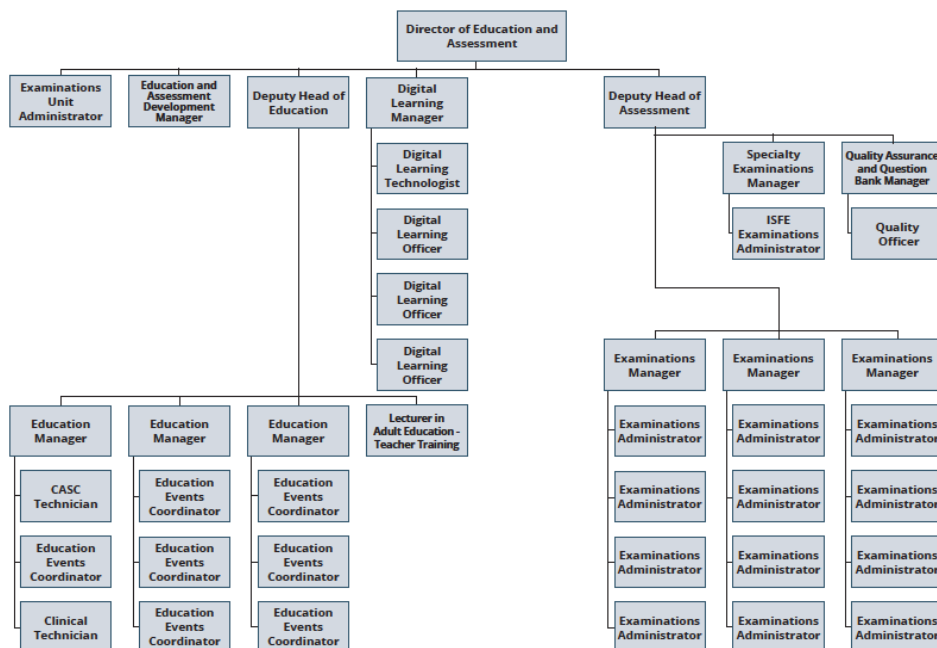
Section 2 – Job Purpose

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.

Section 3– Organisational Structure





Section 4 – Job Dimensions

- Direction, planning and delivery of all new Education & Assessment products
- Expected to be responsible for five to ten projects at one time, with predicted income ranging from £5,000 to £50,000
- Working with 5 Faculty Education Boards and up to 20 senior volunteer clinicians
- Significant liaison with external parties, including educational establishments and possible collaboration partners

Section 5 - Main Responsibilities and Role

- Lead and manage the development and launch of all new education and assessment products, ensuring clear project management processes are set and adhered to, and that regular clear reporting is provided to all key stakeholders.
- Attendance at relevant Education and Assessment Board meetings, to understand needs of each Faculty, and to report back on progress of new product development.
- Development of a clear process for review of all suggested new products, considering product market, financial return and related opportunities. Use of this process to make recommendations to Director of Education & Assessment and other members of the College Leadership Team.
- Development of a clear College approach to the project management of the development of a new education or assessment product.
- Budget management for each product in development, including clear reporting to stakeholders.
- Lead contact with all key clinicians involved in the development of a product, scheduling milestones, deadlines and activity to ensure the project is delivered within agreed timescale, working within agreed financial and human resources, within agreed timescales.
- Identification of possible collaboration partners for appropriate products, assessing their fit to the project and making recommendations in this respect to the Director of Education & Assessment.
- Consideration of possible accreditation models for any new education products, holding initial discussions with possible educational partners.
- Provision of educational advice across College ensuring educational provision follows best practice and is contemporary and modern in terms of content and delivery.
- Business development and development of market intelligence in relation to developing or potential education or assessment products, working with colleagues across the College, including the Marketing and Communications team, Global Engagement Team and the 1599 Ltd venue team.
- Cross-College collaboration, aligning with and helping to shape future corporate development strategies.
- Participate in PR and promotional activities for the College to potential Fellows and Members, possible collaboration partners and other academic institutions.
- Integral member of the senior team within the Education & Assessment Unit.
- Any other tasks as directed by Director of Education & Assessment



Section 6 – Planning and Organising

- The post-holder will be required to project manage a number of projects simultaneously, dealing with scheduling of clinician time and tasks, appropriate timelines of activity and organisation of clear reporting back to all stakeholders.
- Excellent planning and organisational skills and proven track record of financial and commercial acumen.
- Management, setting and prioritisation of budgets, and decision making within cost constraints

Section 7 – Decision Making

- The post holder will lead the development of the College's new education and assessment products, two critical cornerstones of the overall College strategic plan.
- The post-holder will have autonomy on the management and day-to-day decisions relating to new products, within the delegated authority set by the Director of Education & Assessment.
- The post-holder will conduct meetings with potential collaboration partners and/or educational establishments on their own, taking responsibility for decisions taken in these meetings.
- Working alongside the faculty members, the post holder will have significant influence and gravitas and be a key contributor to the development of the College strategic plans
- As part of the senior team within the Education & Assessment Unit, the post-holder will contribute to Education & Assessment decision making along with other colleagues in that team.

Section 8 - Knowledge, Experience and Skills Required

- Qualified to degree level with additional qualification/experience in educational development
- Complimentary management skills, gravitas and experience to work alongside healthcare professionals and clinicians
- Detailed understanding of education/training/CPD interventions and how they add value in a professional membership organisation
- Knowledge and experience of educational accreditation of courses.
- Proven track record of partnership building
- Strong communication and influencing skills.
- Strong financial and commercial acumen.
- Proven project management experience, including all elements of financial and resource management, process –setting and reporting.
- Strong stakeholder influencing skills, with a proven ability to take a wider external perspective
- Experience in development of digital learning products and blended learning products is highly desirable.
- Understanding of the medical sector, and how CPD and lifelong learning can contribute to the knowledge and skills of medical professionals is desirable but not essential.