

# International Development Training Coordinator (Healthcare)

## Recruitment Pack

**Closing date:** Midnight on **Sunday 24 Sept 2023**

**Interviews:** Tuesday 3 Oct 2023

Thank you for your interest in the role of International Development Training Coordinator at the Academy of Medical Royal Colleges.

Equality, diversity and inclusion are an integral part of the Academy's culture of encouraging, supporting and celebrating differences. In seeking candidates for this post, we strongly encourage applications from individuals of all ages, races, genders, physical abilities, sexual orientations and perspectives.

The Academy supports flexible and hybrid working.

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# Academy of Medical Royal Colleges

## About the Academy

The Academy is the umbrella body for the UK and Ireland's 24 medical royal colleges and faculties, each of which represents a different medical specialty. Health and healthcare policy are complex matters which are constantly evolving. With so many cross-specialty issues affecting the whole of the medical profession, it is the Academy's role to ensure a united voice is heard by policy makers and key decision makers.

By coordinating the views of our members, who between them represent 220,000 doctors, the Academy has a unique and powerful constituency. The organisation has grown in both stature and size in recent years and the friendly, diverse and talented team comprises sixteen staff who are based at our offices in Clerkenwell. The staff team works with more than 400 doctors and healthcare policy professionals who serve on our standing committees and carry out the work of the Academy.

## Work of the Academy

Our work falls into two principal areas:

1. Detailed policy development in medical education and training
2. A broader focus on workforce, standards and quality of care, public health and improving health and care services across the UK

These two elements are inevitably interlinked and are reviewed at each of the Academy's quarterly Council meetings. The Council comprises the leaders (Presidents, Deans or Chairs) of all 24 member colleges and faculties, along with delegates from the devolved nations and the Academy's three representative committees (Patient & Lay, Trainee Doctors, and SAS Doctors). This body sets policy objectives and in effect is what gives the Academy its authority.

Policy priorities are set annually by members every September. They are currently:

- **Workforce:** To ensure we have the right workforce, in the right numbers and that it is properly supported and valued
- **Doctors' education and training:** Supporting members by sharing good practice on issues relating to postgraduate medical education and training

- **Improving today's NHS:** Highlighting issues that hinder the delivery of good quality care across the UK
- **Improving tomorrow's NHS:** Helping to shape positive change and ensure a sustainable future for the NHS.

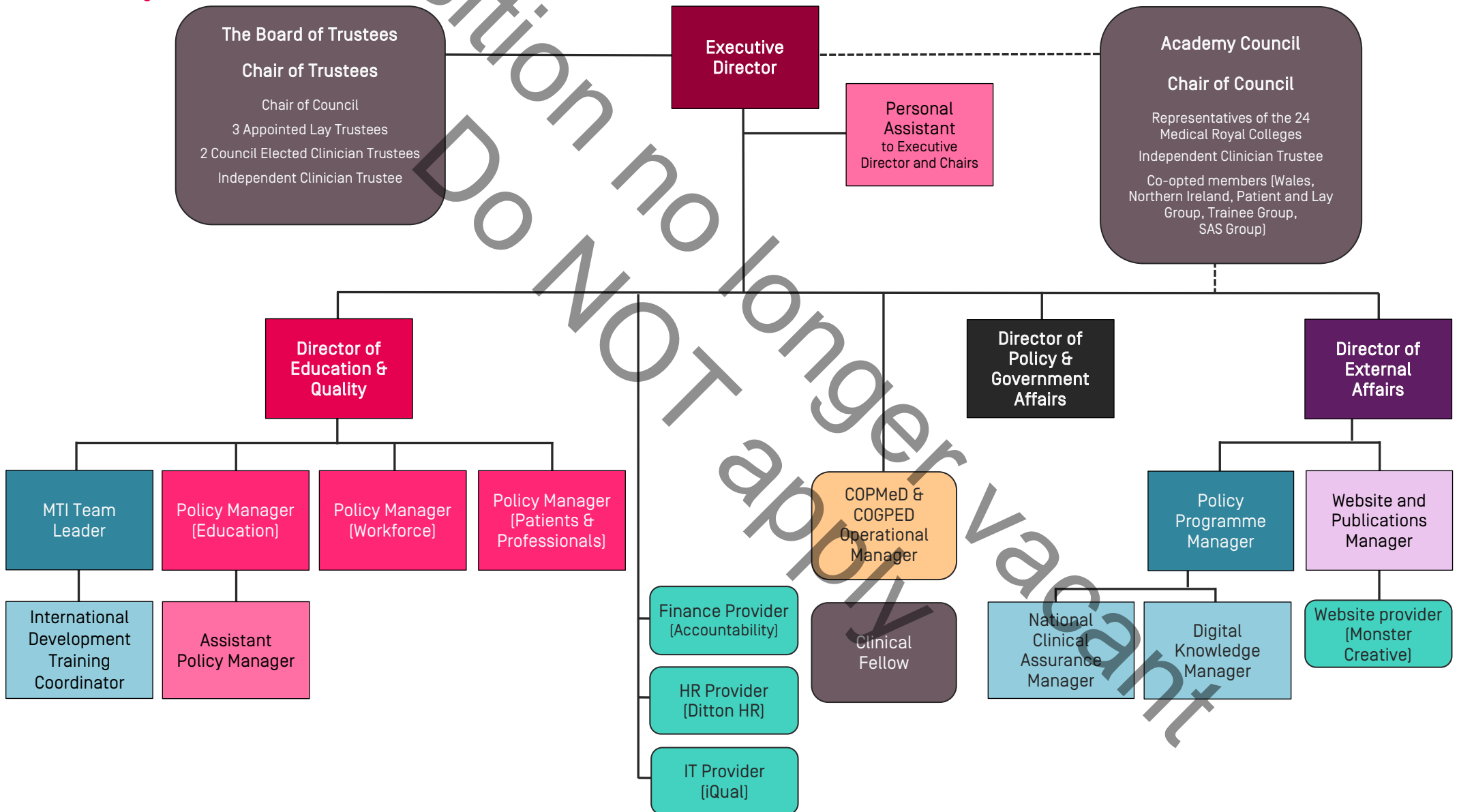
### The Medical Training Initiative

The [Medical Training Initiative scheme](#) is a highly regarded earn-learn-and-return training opportunity which is featured as an exemplar in the [DHSC Code of Practice for international recruitment](#). The scheme allows a fixed number of international medical graduates to work and train within the NHS for a maximum of 24 months.

The primary purpose of the MTI scheme is to contribute to improving the quality of healthcare in developing countries by sharing knowledge, experience, and best practice. The benefits are widespread, helping the international doctor, who gains training and development from the NHS; their home country, to which they return with knowledge, skills and experience; and the NHS which has spare training capacity filled by suitable graduate doctors.

Funded by NHS England, the Academy acts as the national visa sponsor for the UK Visas and Immigration Department, ensuring compliance with relevant requirements, and working with medical royal colleges and NHS employing organisations to ensure the smooth running of the administrative processes.

# Academy organisation chart



## Job description

<b>Job title:</b>	International Development Training Coordinator (Healthcare)
<b>Salary:</b>	Band A – starting salary of £27,682 with incremental progression to top of band at £31,201
<b>Contract:</b>	Permanent
<b>Hours:</b>	Full time (35 hours/week), Monday to Friday; there may be some very occasional out of hours work required.
<b>Benefits:</b>	<p>The Academy operates a hybrid working model; staff work from the office two or three days a week and work remotely for the rest of the week. The Academy is supportive of flexible working; if you have any other flexible working requests, please state them in your application.</p> <p>Other benefits include 25 days annual leave, rising to 30 days with service, and an enhanced pension scheme with up to 10% employer contributions.</p>
<b>Location:</b>	Academy of Medical Royal Colleges, 10 Dallington Street, London, EC1V 0DB
<b>Department/Team:</b>	Medical Training Initiative (MTI)
<b>Reports to:</b>	MTI Team Leader
<b>Line reports:</b>	None
<b>Budget responsibilities:</b>	None

### Key working relationships:

- MTI team
- Other Academy staff
- MTI leads in colleges and NHS employing organisations
- Key contacts in main stakeholders including NHS England, UK Visas and Immigration department, and the four Statutory Education Bodies

### Role summary

This is an ideal role for someone interested in either international development or healthcare policy. Working at the Academy offers a grand-stand view of how healthcare policy is debated and formulated in the UK and beyond. In addition, this role is a chance to work at the front line of a highly successful international development scheme which delivers tangible benefits to developing nations. Academy staff are values-driven, talented and diverse. We promote from within wherever possible and several previous holders of this post have gone on to management positions. This post is ideally suited either to someone who wishes to gain experience in a national policy environment or to someone who is seeking a role that offers work-life balance and high degree of job satisfaction through assisting international doctors. Job shares and flexible working requests will be considered.

As part of the small team, the post holder will be responsible for administering the MTI scheme. This involves implementing all processes required to fulfil the Academy's role as national sponsor for the UK Visas and Immigration department (UKVI). The role will involve use of a bespoke Access database and online application process.

### Duties and responsibilities<sup>1</sup>

- Process MTI applications for certificates of sponsorship for UKVI approval using a newly created online process, liaising with all relevant stakeholders throughout the process.
- Administer all MTI processes in an effective and timely manner, maintaining up to date systems, publications, documents, and records.
- Deal effectively with all enquiries and information requests relating to the MTI scheme from applicants, prospective applicants, and all other stakeholders.
- Ensure that the relevant section of the UKVI database is kept up to date and produce regular and ad hoc management reports as required.
- Provide full administrative support for MTI meetings, in liaison with the Chair.

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<sup>1</sup> This job description is an indicative summary of the role and not an exhaustive list of all duties and responsibilities. Roles are likely to evolve with time and exact duties may change, including new responsibilities being added.

- Ensure MTI content on the Academy website is up to date.
- Deliver excellent customer service to all stakeholders and continually seek to improve and develop ways of delivering the service.

### General duties

- Contribute positively to a working environment where everyone is treated with dignity and respect.
- The Academy is a small organisation, and all staff are expected to be flexible and contribute to its operations as necessary.
- A commitment to diversity, equality and inclusion, and compliance with all relevant law and Academy policies relating to equality and diversity.
- Collaborate with colleagues, provide support when needed during busy periods, and provide cover during absences to provide a seamless service to members.
- Maintain a safe and healthy working environment by complying with all relevant Academy health and safety policies, procedures, and practices.
- Safeguard confidential and sensitive information, complying with relevant data protection legislation and Academy policies.
- Any other duties appropriate to the job and the purpose of the Academy.

## Person Specification

Criteria		Essential / Desirable
Education / Qualifications	— Educated to graduate degree level or equivalent administrative experience	E
	— Demonstrable commitment to continuing professional development and to acquire new knowledge and skills	E
	— Knowledge of medical training and staffing issues	D
	— Knowledge of NHS medical recruitment processes and practices	D
Experience	— Proven track record of delivering work to agreed timescales	E
	— Experience of juggling multiple tasks and prioritising effectively	E
	— Experience with/confidence using the full range of Microsoft Office packages (including Access) and with remote meeting software such as Teams/Zoom	E
	— Experience with a wide range of technology solutions, able to offer suggestions to improve business processes	D
Skills / Ability / Knowledge	— Excellent verbal and written communication skills, with the ability to communicate messages effectively with a variety of professional audiences including academics and clinicians	E
	— Excellent attention to detail and organisational skills to deliver work on time	E
	— Strong customer service skills	E
	— Digitally confident and willing to learn	E
	— Analytical, critical thinking and problem-solving skills	D
	— Knowledge of JotForm or a similar platform	D



Personal qualities / Attributes	– Well-developed interpersonal skills that demonstrate the ability to establish, sustain and develop productive relationships with professional and partner organisations to achieve shared objectives	E
	– Confident and articulate	E
	– A collaborative team player who is respectful of differences of opinion and offers constructive solutions	E
	– Awareness of the sensitivity of managing personal data in keeping with General Data Protection Regulations	E
Other	– Ability to work on own initiative in a small, flexible organisation	E

Position no longer vacant  
Do NOT apply

## How to apply

### Key dates

The closing date for applications is midnight on **Sunday 24 September 2023**.

Interviews will take place on Tuesday 3 October 2023.

### Application process

Equality, diversity, and inclusion are an integral part of the Academy's culture of encouraging, supporting and celebrating differences. In seeking candidates for this position, we strongly encourage applications from individuals of all ages, races, genders, physical abilities, sexual orientations, and perspectives. This is a part-time role. The Academy supports flexible working.

Please email your CV and a covering letter (no more than 2 pages) by midnight Sunday 24<sup>th</sup> Sept to [sophie.slavin@aomrc.org.uk](mailto:sophie.slavin@aomrc.org.uk) with the job title in the subject line.

If you have any questions about this process or if you would like an informal chat about the role, please contact Sophie Slavin, MTI Team Leader using the email address above.

Your cover letter should outline:

- Why you are applying for the role
- How you meet the person specification criteria
- Your availability to start in the role
- Contact details: mobile telephone number & home address
- Where you heard about the role.