

Post Specification

Post Title	Education Specialist
Post Status	Fixed Term
Department/Function	Education Development – Professional Affairs
Reference Number	RCPI-07-18

Post Summary

RCPI is seeking to appoint an Education Specialist. The successful candidate will have primary responsibility for the design and development of an extensive range of postgraduate medical educational programmes for doctors in training and for fully qualified specialists.

The successful candidate will work closely with a range of RCPI departments (Heads of Functions & department managers, Professional Affairs team, National Specialty Directors (NSD) and the Postgraduate Training and Education Department) and external stakeholders including the Medical Council and the HSE.

Reporting Relationship

The Education Specialist will report to the Head of the Professional Affairs Function.

Standard Duties of the Post

Duties will involve, but are not limited to:

Courses Development

- Develop and implement curricula-driven education programmes and other new educational programmes as required both on-line and face-to-face workshops
- Liaise with Subject Matter Experts (SMEs) and external vendors from inception to roll-out of all new development initiatives

Research and development

- Research and implement suitable medical education courses and workshops
- Participate in the ongoing development and quality assurance of medical education courses
- Deliver on certain courses where appropriate

Assuring high standards and quality

- Standardise and align all medical education programmes with national and international guidelines
- Review aims and objectives of educational programmes delivered to ensure stated objectives are met
- Develop and implement national medical education initiatives where appropriate
- Develop trainers support mechanism and trainer development programmes

Project management

- Manage small, medium and large scale medical education projects including internal reviews, programme reviews, course assessment development, new course development etc.

Person Specification

- Postgraduate qualification in Education, Healthcare, Education, Psychology or equivalent
- Minimum of three years' experience in a comparable roles including development of training or educational programmes
- Experiential knowledge and sound understanding of education development and quality assurance of educational programmes
- Strong communication skills (written, verbal and interpersonal) to be able to work with wide ranging groups and individuals
- Demonstrated capacity to convert research and national and international standards to practical and implementable educational initiatives
- Ability to handle a varied and diverse workload to meet deadlines
- Experience in working with vendors
- Good understanding of Learning Management Systems
- Ability to analyse and synthesize information quickly and accurately
- Ability to work independently and as part of a team
- Advanced IT capacity with MS products and on-line development
- Ability to manage small to medium projects using some common sense tools and techniques

Application Requirements

You should submit a cover letter and CV and specifically address the following points in their application. Candidates who do not specifically respond to these screening questions will not be included in the short listing process.

Can you also please answer the following two questions?

1. What are your current salary expectations?
2. What is your current notice period?

You should submit your application, taking notice of the application requirements set out above to:

Email: jobs@rcpi.ie