

WE'RE HIRING

ROYAL COLLEGE OF PHYSICIANS OF IRELAND

About Royal College of Physicians of Ireland (RCPI)

We are a postgraduate medical training college dedicated to ensuring that doctors have the skills to provide patients with the best possible care. While our role in society has undergone profound changes since our foundation in 1654, we remain first and foremost a college – dedicated to the education and training of doctors. We are committed to helping doctors enhance their skills, competencies and professionalism throughout their working lives.

What's the opportunity?

We are looking to recruit programme coordinators who will have primary responsibility for coordinating and supporting the planning and delivery of postgraduate medical specialist training programmes and training body matters.

ABOUT THE ROLE

What will I be doing?

As a programme coordinator you will:

- Coordinate and oversee postgraduate specialist training programme activities
- Work directly with senior RCPI clinicians to provide administrative support
- Support trainees on their postgraduate specialist training programme journey
- Manage relevant training programme governance committees
- Organise and manage events related to postgraduate specialist training programme(s)
- Communicate and collaborate with multitude of stakeholders including Health Service Executive (HSE) and Medical Council amongst others
- Maintain accurate up-to-date records across a number of IT platforms
- Highlight operational process improvements and efficiencies

What skills do I need?

- 2 years' experience in a similar role.
- Experience working in a high level administration environment and collaborating with senior stakeholders.
- Proven organisational capability and high levels of personal effectiveness with meticulous attention to detail.
- Great communication skills - both verbal and written.
- Self-starter with high motivation and the ability to work flexibly on own initiative and as part of a team to achieve goals within agreed timeframes.
- A highly collaborative way of working with experience working with multiple sites and stakeholders at all levels of the organisation.
- Excellent ICT skills.

WORKING AT RCPI

What's it like to work here?

You will have the opportunity to work with Ireland's longest established postgraduate medical college in Ireland. Medicine is constantly evolving and we as an organisation are going through a period of transformative change from a governance, operating model and digital perspective. You will get the opportunity to be a part of this significant change in the college that will shape our future direction. Activities and projects are interesting and employees are given scope for creativity and innovation.

Our Values

Our core values provide a framework for leadership and daily decision making and encompass how we collaborate with our trainees, members, fellows, colleagues and broader stakeholders. These values are the embodiment of what makes RCPI a great place to work.

- Competitive salary in a dynamic and innovative work environment
- Flexi time that allows you to balance your work and life demands
- Training policies that support the continuous development of our employees
- 5% contribution towards your pension to help you plan for your future
- Career progression opportunities

- Yoga lessons with an instructor which take place in our office
- Monthly walks to get to know new employees members
- A great central location in the heart of Dublin city centre
- If you're cycling or commuting by public transport, we've got Cycle-to-Work and TaxSaver schemes
- We love to celebrate all occasions in our employees' kitchen!
- Our biggest benefit is our friendly and talented people!

Application:

Candidates should submit a cover letter and CV and specifically address how their experience fits with the requirements of the role.

Please answer the following two questions;

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

Candidates should submit their application, taking notice of the application requirements set out above to: Email: jobs@rcpi.ie