

# Post Specification

<b>Post Title</b>	<b>Education Development Specialist</b>
<b>Post Status</b>	<b>Maternity Cover</b>
<b>Department/Function</b>	<b>Education Development – Professional Affairs</b>
<b>Closing Date</b>	<b>Friday 8 January 2021</b>
<b>Reference Number</b>	<b>RCPI-30-2020</b>

## Post Summary

RCPI is seeking to appoint an Education Development 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 Function & department managers, Professional Affairs team, National Specialty Directors 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 Manager of the Education Development Department.

## Standard Duties of the Post

Duties will involve, but are not limited to:

### Course Development

- Develop and implement curricula-driven education programmes and other new educational programmes as required both via eLearning and face-to-face workshops
- Manage end-to-end production of new and updated eLearning courses including: needs analysis, project planning, coordination, writing, editing, multimedia development, quality assurance, usability testing, delivery, and evaluation
- Liaise with Subject Matter Experts (SMEs) and external vendors from inception to roll-out of all new development initiatives
- Deliver on certain courses where appropriate

### Research and development

- Research and implement suitable medical education courses and workshops
- Participate in the ongoing development and quality assurance of all educational offerings
- Represent RCPI at national and international medical education conferences

### 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

### Project management

- Manage small, medium and large-scale medical education projects including internal reviews, programme reviews, course assessment development, new course development etc.
- The ability to take responsibility and be accountable for the delivery of agreed objectives
- A logical and pragmatic approach to workload, delivering the best possible results with the resources available

## Person Specification

### Professional Knowledge and Experience

- Qualification Ireland Level 9 or higher major academic award in Education, Healthcare, Psychology or equivalent
- Minimum of three years' experience in a comparable role including development of training or educational programmes with up to date knowledge of current trends and best practice in the postgraduate education sector
- Experience of designing, developing and evaluating education or training programmes in a complex environment
- Experiential knowledge and sound understanding of education development and quality assurance of educational programmes
- Demonstrated capacity to convert research and national and international standards to practical and implementable educational initiatives
- Advanced IT capacity with MS products and on-line development including a good understanding of Learning Management Systems

### Communication

- Strong communication skills (written, verbal and interpersonal) to be able to work with wide ranging groups and individuals
- Experience of working collaboratively and cross functionally with multiple internal and external stakeholders including third party vendors
- The ability to present information clearly, concisely and confidently when speaking and in writing
- The ability to build and maintain relationships with colleagues and other stakeholders to assist in performing the role

### Workload and Project Management

- Strong planning and organising skills including, structuring and organising own work load with the ability to handle a varied and diverse workload to meet deadlines
- The ability to take responsibility and be accountable for the delivery of agreed objectives
- A logical and pragmatic approach to workload, delivering the best possible results with the resources available
- Flexibility and willingness to adapt, positively contributing to the implementation of change
- Evidence of proactively identifying areas for improvement and the development of practical solutions for their implementation
- Ability to work independently and as part of a team

### Desirable

- Familiarity with the following software/technologies: Adobe Captivate, Articulate, Adobe Dreamweaver, Camtasia, Audacity, Statistical Package for Social Sciences (SPSS)

## Application Requirements

To apply please send a cover letter, detailing your relevant experience for this role, and an up to date CV to [jobs@rcpi.ie](mailto:jobs@rcpi.ie). Please answer the following two questions:

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