

## POST SPECIFICATION

<b>Post Title</b>	Programme Coordinator
<b>Post Status</b>	24 month fixed-term contract (Full-time)
<b>Department/Function</b>	National Office for Traffic Medicine (NOTM)

### Post Summary

The Royal College of Physicians of Ireland and the Road Safety Authority jointly established the National Office for Traffic Medicine in 2011. Our goal is to help doctors and licensing authorities to promote safe mobility in Ireland. We produce national medical fitness to drive guidelines, develop and deliver courses and we also engage in research and public outreach activities.

The Traffic Medicine Programme Coordinator will support the Programme Director and Programme Manager in the delivery of the national programme initiatives in traffic medicine. The successful candidate will be responsible for the completion of programme administration tasks and the creation of project planning/programmatic documentation.

### Reporting Relationship

The Programme Coordinator will work on a collaborative basis with the National Programme Director and Programme Manager and members of the programme Steering Group and RCPI Working Group on Traffic Medicine to execute their role.

### Standard duties of the post include

- Ensure the efficient administration of the National Office for Traffic Medicine (NOTM) including the management of Steering, Working and Sub-groups meetings documentation to include setting meeting agendas with relevant Chairs and notating and tracking the decisions and actions made at each meeting.
- Maintain and update the NOTM Calendar with internal and external events related to the Traffic Medicine programme.
- Manage and coordinate the National Programme Director's diary.
- Coordinate and track correspondence.
- Manage, coordinate and publish the Traffic Medicine Ezine.
- Manage and coordinate delivery of a national essay prize in traffic medicine for medical undergraduates.
- Assist in outreach activities including participation in external exhibitions and events e.g. National Ploughing Championships
- Support the Programme Manager with the marketing, delivery and further development of the Traffic Medicine education programme.
- Maintain and update the RCPI/ Traffic Medicine private and public websites to foster, promote and communicate traffic medicine initiatives being delivered by the office.
- Manage and coordinate all travel bookings for NOTM including the coordination of Working Group members representing the Office on international panels.
- Manage and coordinate room bookings and catering for NOTM and all Committee meetings and events.
- Administer all NOTM expense claims, generating and filing POs assisting the Programme Manager to track expenditure of the overall Programme budget.

- Support the management of key stakeholder's relationships including coordinating RSA, queries for NOTM / Director's attention.
- Support the development and delivery of events, including booking event facilities and managing logistics.
- Work with the NOTM Director and Programme manager to deliver annual updates to the National Medical Fitness to Drive Guidelines, patient advice leaflets and other programme activities as they arise.

### **Person Specification Required**

- Relevant third level qualification with proven capability and 2-3 years' experience in a comparable role.
- Strong communication and interpersonal skills combined with sound judgment are required to facilitate work with a wide range of individuals and groups.
- Demonstrated capability and sensitivity to manage key business relationships as the role involves a high degree of interaction and collaboration with key stakeholders.
- 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.
- Strong writing skills with experience in drafting and preparing reports, letters, presentations etc.
- Ability to manage time and prioritise with an ability to be flexible in the approach to work.
- Proven organisational capability and high levels of personal effectiveness. The person is expected to handle a varied and diverse workload to meet deadlines while ensuring accuracy, timeliness and meticulous attention to detail.
- Strong intellectual, analytical and thinking skills.
- Strong IT capability, in particular, advanced MS Excel, Word & Outlook skills, and the ability to work efficiently with multiple systems of information.

### **Desirable**

- Experience in a medical administration environment
- Experience working with databases / website editing
- Experience with online education delivery platforms e.g. Brightspace, Moodle, Blackboard etc
- Experience with project management

### **Application Requirement**

Candidates should submit a cover letter and CV, taking notice of the application requirements set out above, to [notm@rcpi.ie](mailto:notm@rcpi.ie)

## **Royal College of Physicians of Ireland (RCPI)**

The Royal College of Physicians of Ireland (RCPI) with its Faculties and Institute, provide postgraduate medical training and professional development opportunities to doctors working in 25 specialties. Collectively, we are the largest provider of postgraduate medical training in Ireland. Our mission is to ensure that patients receive the best possible care. We do this by training and assessing doctors and providing accredited education and professional development programmes. We also quality-assure standards in specialist medical practice and promote good health through our policy and public outreach initiatives.

Our Fellows and senior management team are heavily involved in the current transformation of the Irish health service. We work closely with the Medical Council of Ireland, the Health Service Executive, the Department of Health, and other postgraduate medical training bodies.

We are also undergoing significant internal changes. We are implementing a major programme of transformation that has seen the creation of new business initiatives, the internationalisation of the organisation and closer collaboration with key policy leaders in healthcare.

We are continuing to adopt a more proactive and progressive role in the Irish and international health sector and have become a more outward-looking organisation in recent years as a result. As new initiatives have been developed, our workforce has grown, and we now employ over 90 people. We value creativity and innovation and encourage our staff to 'think outside the box'.

Our staff surveys consistently show that the Royal College of Physicians of Ireland is a great place to work, with a friendly, supportive atmosphere and a sense that everyone is playing their part in improving Irish healthcare.

### **Some benefits include**

- 21 days annual leave; additional College days
- 35-hour week
- Sick pay scheme
- Support for learning and personal development; support for professional membership; support for pursuit of further education
- Contributory pension scheme
- Life assurance and permanent health insurance
- Bike to Work scheme

Full details on any of the above benefits will be provided on request.

**RCPI is an equal opportunities employer**