

## Post Specification

<b>Post Title</b>	Programme Coordinator, International Affairs
<b>Post Status</b>	12 Month Fixed Term Contract
<b>Department/Function</b>	International Affairs
<b>Reference Number</b>	RCPI-22-2021

### Post Summary

The International Affairs department are looking for a Programme Coordinator.

The Programme Coordinator has primary responsibility for coordinating and supporting the planning and execution of the international medical graduate training programmes. The Coordinator supports the relationship between RCPI and trainees throughout the training programmes, ensuring both integrity and quality is maintained. They are also responsible for communicating and involving relevant stakeholders including Trainees, Trainers, Programme Directors and National Specialty Directors.

The Programme Coordinator also has responsibility for coordinating and supporting the planning and execution of all national and international travel related to the International Affairs Department. The Coordinator supports the relationship between RCPI and overseas stakeholders regarding initial engagement for the international training programmes, ensuring both integrity and quality is maintained.

The role works closely with the Head and Deputy of International Affairs and IMG Manager within the Function and also involves close collaboration with all functions within RCPI to ensure the work of the International Affairs Department is understood and communicated throughout the organisation.

This position is an excellent opportunity to make a lasting, tangible difference to RCPI.

### Reporting Relationship

This role reports to the Team Lead, International Affairs

### Standard Duties of the Post

Duties will involve, but are not limited to:

- Coordination of the trainee Recruitment and Selection for International Clinical Fellowship Programme (ICFP), including scheduling of interviews, communication of outcome to candidates and their sponsors, provision of declaration and registration documentation, and associated file and data management
- Coordination of the onboarding and induction process for all trainees in assigned specialties on the ICFP
- Provision of Programme Coordination for all assigned specialties on the ICFP, including scheduling of key events, such as training Site meetings, End of Year Evaluations and graduation ceremonies, and ongoing provision of support to Trainees, Trainers, National Specialty Directors (NSDs), etc.
- Coordination of contact with third party non-academic service providers, relating to the ICFP, including Castel Education, the Irish Medical Council, the Forum of Irish Postgraduate Medical Training Bodies, Department of Justice, the Irish Naturalisation and Immigration Service, and the HSE National Doctors Training and Planning (NDTP) department
- Supporting candidates in conjunction with the Training and Faculties Office and the Postgraduate Medical Education and Training Centre, with regards to curricula development, course registration, Study Day attendance, evaluations, and other matters arising
- Provision of timely reports to Team Lead, Manager, Head of Function and third parties regarding assigned ICFP specialties, including information on intake numbers to NSDs, the HSE NDTP and the Forum, and evaluation reports to sponsors
- Engaging with Trainees, Trainers and NSDs regarding trainee progress, to assist with issues arising and to identify potential trainee issues/difficulties as early as possible, and to escalate to Team Lead and Manager as appropriate
- Maintenance of trainee files and complete appropriate data management within Department folders and other information systems (e.g. Quercus, Trainee Management System, etc.)
- Acting as customer service liaison for assigned specialties and respond in a timely manner to trainee and trainer queries, gather feedback
- Supporting collaboration across departments such as the Training and Faculties Office to help develop and implement initiatives of the International Affairs Department
- Coordination of all monthly national and international travel for relevant IA team members and other key stakeholders (e.g. Executive team, NSDs, etc.), including coordination of logistical arrangements for flights, accommodation, visas, etc.
- Coordination of all aspects of the itineraries for each traveling party, including meeting arrangement, drafting of required meeting materials such as agendas and presentations, and completing meeting follow up as required

- Maintenance of update contact details, files and information for overseas stakeholder contacts.
- Coordination of overseas stakeholder and training queries and applications
- Completion of general administrative activities such as tracking correspondence, expenses, maintaining files and archives and International Affairs initiatives as outlined in the business plan.
- Working with Team Lead, Manager and Head of Function on department projects as they arise

### **Person Specification**

- 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

### **Essential**

- Educated to degree level standard or equivalent
- 2-3 years experience in a comparable event or education coordination role
- Excellent organisational and inter-personal skills with skilful attention to detail
- Excellent ICT skills with the capacity to maximise technology to increase efficiencies in processes and procedures

### **Desirable**

- Experience in a medical administration environment

- Experience in collaborating with clinical specialists
- Experience working with databases/website editing
- Project Management experience

## **Application Requirements**

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

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

## **Equal Opportunities Policy**

RCPI is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.