

Job Title: Senior Training Administrator
Directorate: Training Department
Reporting to: Training Manager

Duties and responsibilities:

Training Department:

- Assist the Training Manager with the following:
 - Assisting with the Administration of the Specialist Anaesthesiology Training Programme
 - Maintaining accurate records on the College Database for trainees
 - Answering any queries on the telephone, email or in person

Administration Management for the Faculty of Pain Medicine:

- Administrative work including answering telephone enquiries, dealing with mail and email and other communications.
- Committee meeting preparation for the Board, Examinations, Training & Credentials, and other committee work as it arises.
- Management of Board elections.
- Assisting the Dean in the preparation of Annual Reports.
- Preparation for Educational events including the management of registration and speaker liaison.
- Support the Events administrator with the Annual Scientific Meeting.
- Management of the Clinical Research Medal Competition.
- Support the officers in the implementation and administration of a new Specialist training programme.
- Supporting the Officers of the Faculty in the discharge of their roles.
- Membership management including registration of members with e-platforms and collaboration with finance department for invoice dissemination.
- Assisting in the management and organisation of recruitment of doctors to the Pain Medicine training programme. Organise the application and interview processes.
- Assisting with trainee hospital allocations.
- Tracking of trainee progression through review of the e-Portfolio for training and organising exit interviews.
- Maintaining the Faculty website as required.
- Documentation and maintenance of process and procedures.
- Dealing with any other administrative activity that evolves for the faculty as guided by the Dean and Board of the Faculty.

Administration of the Credentials Process:

(Assessment of applications for registration on the Specialist Division of the Medical Council):

- Manage and respond to all Credentials related queries across Anaesthesiology, Intensive Care Medicine, and Pain Medicine, including phone, email, and application queries.
- Manage the assessment process for applications received from the Medical Council, ensuring they are completed within the agreed timelines.
- Organise and administer the Credentials Committee, agenda preparation, minute taking and preparation of reports on behalf of the Committee.
- Organise an annual Credentials Training Day for Assessors.
- Organise the Credentials symposium at the CAI Annual Congress event.
- Assist the Chair in preparation of annual reports.
- Supporting the Chair of the Credentials Committee in their role.

Miscellaneous:

- Any other duties that might be reasonably required by the Training Manager or the Chief Operations Officer of the College or their nominee.

Person Specification:

- Ability to use standard Microsoft Software including word, PowerPoint, and Excel to a daily user level.
- Experience of handling administrative work of a considerable variety and volume and prioritising successfully under pressure.
- Excellent communication and presentation skills.
- Highly developed organisational and administrative skills, with the ability to work to deadlines while maintaining attention to detail.
- High level of confidence and interpersonal skills for dealing with doctor's face to face and on the telephone.
- Ability to form excellent working relationships at all levels and to work as part of a small team.
- Willingness to contribute to wider College activity when required.

Experience and Qualifications:

- Minimum three years administrative experience in a comparable role.
- Experience in an academic or medical environment highly recommended.