

Job Description

Job Title: Senior Administrator, Training Department
Directorate: Training Department
Reporting to: Training Manager and Chief Executive Officer

Training Department

Assist the Training Manager with the following:

- Maintaining accurate records on the College Database for trainees
- Answering queries on telephone or by email
- Providing support for the SAT Recruitment programme

Main Responsibilities:

- Management of Education Programmes for Trainees
- Management of the allocation of Trainees to Mandatory Training and SIM courses
- Management of the CAI, Education Committee
- Administration support for the CAI, e-Curriculum of Training

Outline of Main Responsibilities:

Management of Education Programme for Trainees:

- Administration and management of the five mandatory training courses for CAI trainees and non-training doctors. This involves co-ordination and management of the course leads for each course, allocation of trainees & non-trainee doctors to the courses, tracking of attendance and support on the day of the courses.
- Administration and support with running the Pilot National Lecture Series, which involves co-ordination and allocation of trainees to the courses, providing IT support on the day of the lectures and management of the respository system for the lecture recordings. These lectures are run approximately 3 times a month.
- Administration and management of the annual CAT Consultant workshop & Careers evening.
- Update and maintain all college systems to record trainee & non trainee attendance at all courses.

Administration of the CAI Education Committee:

- Manage and respond to all Education related queries, including phone and email.
- Organise and administer the Education Committee, agenda and report preparation and minute taking on behalf of the Committee.
- Manage and administer the College Educational products which are available for trainees, members and fellows.
- Supporting the Chair of the Education Committee in their role.

Administration Support for the CAI, e-Curriculum of Training

- Adminstration support to the Directors of Training on the review of the e-Curriculum of Training.
- Co-ordination and management of any sub-committee meetings that may be required and minutes arising from the meetings.
- Management of drafting updates and version control of the e-Curriculum of Training.

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 doctors 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:

- Third level degree or equivalent
- Strong administrative experience
- Worked in an academic or medical environment