

# Job description

<b>Job title:</b>	<b>Specialist Applications Casework Manager</b>
<b>Grade:</b>	3a
<b>Department:</b>	Joint Committee on Surgical Training (JCST)
<b>Responsible for:</b>	N/A
<b>Accountable to:</b>	Head of Specialist Applications

## Job summary

The post sits in the [Joint Committee on Surgical Training \(JCST\)](#). Although based at the Royal College of Surgeons of England (RCS England), the JCST is an intercollegiate body, working on behalf of the four Surgical Royal Colleges ('the Colleges') of the UK and Ireland. Our mission is to develop, promote and ensure the highest standards of surgical training for the benefit of patients and the future of surgery.

One of our key roles is to evaluate applications for entry to the General Medical Council's (GMC) specialist register via the Portfolio Pathway (formerly the Certificate of Eligibility for Specialist Registration (CESR) route). We do this on behalf of the GMC and support the process by providing expert advice to the GMC on whether applicants meet the standard. To be entered on the GMC's Specialist Register doctors who have not completed a UK training programme are required to demonstrate they have the '*knowledge, skills and experience (KSE) required for practising as an eligible specialist or GP in the UK*'.

The post holder will be responsible for managing applications for entry to the GMC's Specialist Register, by supporting JCST's evaluators and the evaluation process, and performing other duties as directed by the Head of Specialist Applications to ensure the Surgical Royal Colleges fulfil their contractual and legal obligations as required by the GMC.

## Specific duties and responsibilities

The post holder will be responsible for managing the specialist applications in the specialties allocated to them and providing support to members of the team when necessary.

Duties and responsibilities will involve:

### 1. Support for Specialty Evaluation Panels

- Supporting the Specialty Advisory Committee (SAC) members (the 'evaluators') by circulating applications and supporting papers, minuting meetings, initiating and drafting related correspondence, and organising 'evaluation' virtual meetings as required.
- Providing guidance to evaluators on the regulations and legislation required for entry to the GMC's Specialist Register.



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- Drafting guidance and training materials for the specialty assessment panels, and training of the new evaluators.
- Distributing applications to evaluators evenly and tracking their progress against contractual deadlines, ensuring these have been met.
- Ensuring databases and records are updated accurately, including the contact details for SAC Chairs and evaluators.

## 2. Support to Portfolio Pathway Applicants

- Drafting applicant guidance for the JCST's website and contributing to the guidance published by the GMC
- Dealing with enquiries from prospective applicants, those whose applications are currently in progress and those who wish to discuss recommendations following unsuccessful applications.
- Maintaining accurate databases and records to enable the JCST to respond appropriately to any data subject access or freedom of information requests in conjunction with the GMC.

## 3. Other

- In conjunction with the Head of Specialist Applications and the team, keeping processes and procedures under review.
- Providing regular reports for the GMC, the JCST and Colleges on workload and other matters.
- Attending various meetings in an advisory capacity, including SAC meetings and meetings with the GMC's team, and deputise for the Head of Specialist Applications at meetings as required.
- Support and deputise for the Head of Specialist Applications when required, including assisting in the preparation of appeal submissions and advising the SAC evaluators on aspects of the appeal process.

## 4. General

- The post holder is expected to represent the JCST in a professional manner in relation to their responsibilities and in ensuring their own continuing professional development.
- The post holder is expected to undertake such duties appropriate to the grade, as required by the Head of Specialist Applications.

**This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.**

**November 2024**



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# Person specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent or proven track record in a similar role</li> </ul>	<ul style="list-style-type: none"> <li>Experience in working in a healthcare or training-related organisation</li> <li>Experience in managing projects and/or improving processes</li> </ul>
<b>Experience and skills</b>	<ul style="list-style-type: none"> <li>Experience in managing an area of work</li> <li>Use of IT systems – including experience in using databases</li> <li>Experience in a busy customer-facing environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience in casework roles</li> <li>Experience in committee work</li> </ul>
<b>People and interpersonal skills</b>	<ul style="list-style-type: none"> <li>Excellent written skills, including report writing</li> <li>Ability to interrogate and synthesise large amounts of information and present these in a cogently written format</li> <li>Ability to work independently with limited supervision.</li> <li>Attention to detail</li> <li>Excellent communication and presentation skills, including the ability to explain complex/ technical concepts articulately</li> <li>Experience of working with a broad range of internal and external stakeholders at all levels and building lasting relationships</li> <li>Excellent interpersonal skills including the ability to influence and gain support or actions from others</li> <li>Demonstrable experience of working effectively as part of a team</li> </ul>	



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	<ul style="list-style-type: none"><li>• An understanding of and commitment to equality and diversity at work</li><li>• A confident computer user, including Microsoft 365 applications</li><li>• Highly organised with an ability to work effectively under pressure and to strict deadlines.</li><li>• Positive attitude and resilience, and ability to work in a rapidly changing environment.</li></ul>	
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The post holder will also need to demonstrate the following values:

<b>Collaboration</b>	<b>We embrace our collective responsibilities working collaboratively and as one college.</b>
	<ul style="list-style-type: none"><li>• We work together, using our collective expertise and experience to effect positive change</li><li>• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments</li><li>• We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work</li></ul>
<b>Respect</b>	<b>We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.</b>
	<ul style="list-style-type: none"><li>• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others</li><li>• We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team</li></ul>
<b>Excellence</b>	<b>We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.</b>
	<ul style="list-style-type: none"><li>• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve</li><li>• We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work</li><li>• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience</li></ul>

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.



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