



Royal College of Surgeons of England

ADVANCING SURGICAL CARE

Job Title Committee and Trainee Services Manager

Salary £30,167

Contract Type – 10-month fixed-term contract, Full-time,

Location – Central London office (20% of days per month in the London office, 80% working remotely)

About us

The Royal College of Surgeons of England is one of the best known professional membership organisations in the world, with a name and reputation that speak for excellence in the UK and across the globe. We provide education, assessment and development to nearly 30,000 surgeons, dental surgeons and members of the wider surgical and dental teams at all stages of their career; we set professional standards, facilitate research and champion world-class surgical outcomes for patients.

About the role

Committee and Trainee Services Managers are responsible for the effective delivery of all aspects of the trainee surgeon certification pathway, and play a key role in monitoring, guiding and making decisions on trainee progress. They also manage the Specialty Advisory Committees (SACs) and the Training Interface Groups (TIGS), expertly advising and supporting their Chairs and members. The Committee and Trainee Services Managers liaise with key stakeholders regarding training/trainee related matters, processes, and procedures in accordance with the JCST's and other regulatory requirements. They manage the enrolment process for appointing trainees to highly competitive surgical training programmes, analyse trainee surgeons' progress throughout training, review and agree to certification date changes, and supervise and verify the process of making recommendations to the relevant regulator on completion of specialty training.

About you

Qualifications

- Educated to degree level or equivalent or proven track record in a similar role

Experience and Skills

- Significant experience in post(s) in a busy customer-facing environment
- Experience of committee work
- Experience of managing an area of work independently
- Experience of report/minute writing
- Experience of project and policy work
- Use of IT systems – including experience of using databases
- Experience of working in a healthcare or training-related organisation (Desirable)
- Quality assurance/improving processes (Desirable)
- Experience of line management (Desirable)

People and interpersonal skills

- Excellent communication skills, written and spoken
- Proven ability to take initiative
- Ability to work under pressure
- Ability to work as part of a team but also independently
- Ability to work flexibly in a rapidly changing environment
- Ability to influence stakeholders
- Ability to assimilate and interpret complex information and explain it to others
- Keen eye for detail
- Ability to take ownership for own workload but also that of the department
- Proactive approach
- Ability to adapt to a constantly changing environment
- Ability to “think outside the box”

What we can offer you

- 27 days paid holiday + bank holidays and up to 4 college closure days
- Flexible working
- Enhanced contributory pension scheme & other leave entitlements
- Variety of learning and development opportunities
- Wellbeing programme & Employee Assistance Scheme

Interested Candidates:

If you wish to apply or if you have any questions about this position please email your **CV and tailored cover letter** to RCSHR@rcseng.ac.uk.

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a period of 6 months before deletion. If you would like your information removed sooner, please contact RCSHR@rceng.ac.uk

Closing date: Friday 21st March 2025

Interviews to be held: Friday 28th March or Monday 31st March (TBC)

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 and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.

Please note that this advert may close early if we reach the maximum applications