

Medical Education Administrator – Band 3

Recruitment Profile – This is a summary of the Job Description and Person Specification

About the Role

To provide a range of administrative duties to a busy Medical Education Centre (MEC). Where you will undertake tasks individually and as part of a team and to support clinical and non-clinical course organisation for Doctors and Dentists.

To provide administrative support to the Medical Education Admin Co-ordinators in organising educational events and training programmes.

Responsible administrator for the efficient organisation of study leave administration to support education activity for doctors within the trust.

Experience and Knowledge

- Knowledge of Microsoft Office (Word, Excel and Outlook).
- Knowledge of admin procedures and systems such as answering queries, problem solving and progress chasing
- Experience of working in a customer focused environment

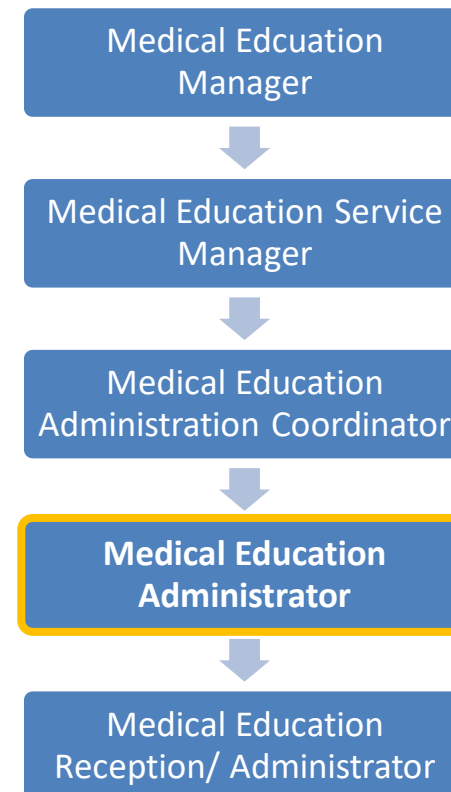
Qualifications and Training

- Educated to GCSE Level or equivalent. English at C or above – or equivalent qualification/demonstrable experience.
- Typing skills/qualifications such as RSA/OCR 3 or equivalent demonstrable experience.

The following would be an advantage but are not essential:

- ECDL
- Experience of working in a NHS environment.
- Trained in Customer Service

Organisational Structure:



The core duties of the role are:

- Responsible for all administrative elements of the Consultant study leave process to include authorising, monitoring and reporting on study leave activity and expenditure.
- To support the Medical Education Manager in processing doctors in training study leave using the Accent Leave Manager
- To manage the study leave allocations in line with Trust policy and NHSE
- To use Microsoft Excel to report and record study leave data.
- To provide accurate and up to date financial reports for the Medical Education Manager
- To authorise reimbursement of expenditure on respect of completed study leave in line with Trust policy
- The processing of emails queries in a timely manner.
- To provide admin and practical support with Medical Education Technology for training events hosted within the Centre.
- Reviewing and updating working practices. Following and implementing policies within the team and contributing/proposing changes to policy where necessary.
- Administrator for Trust Grand Round and Seminar series with responsibility of ensuring the smooth running of arranging the programme and faculty to present the teachings.
- Facilitator for courses which may include ATLS, Training in Transfer (*list not exhaustive*)

About you

This section details the skills and abilities required for this role. If you feel these describe you, we would welcome your application.

This section details the personal attributes we require for this role which align with our Trust Values:

Kindness – We are respectful, fair and helpful.

Openness – We listen, collaborate and are inclusive.

Excellence – We are professional, demonstrate integrity and are ambitious.

Skills and Abilities

- I am able to communicate effectively where language barriers exist.
- I can deal with difficult situations with empathy, sensitivity and diplomacy.
- I understand the importance of maintaining confidentiality.
- I am organised and can prioritise my own workload and take responsibility for delivering results within agreed timescales with changing priorities, pressures and with frequent interruptions.
- I am committed to development and improvement of myself and the wider team. I welcome the opportunity to implement change and improvements.
- I can function effectively as part of a team.
- I can flex my approach and adapt to new demands.
- I can use my own initiative, exercise judgment, resolve problems and stay calm under pressure.