

Senior EDI Education Officer

Job Description

Responsible to	Director of Education
Key working relationships	Director of Education, Dean, Chief Examiner, Chair of TSC, Chair of CSC, VP Education, EDI Chairs, GMC, EMTA, EMSAS, ACP.
Grade	2
Contract	24-month FTC, part time
Job Purpose	<p>The EDI Education Officer is responsible for the coordination and oversight of the College's new and existing education activities and initiatives in relation to create fairer training cultures and reducing differential attainment across College educational activities.</p> <p>The post holder will play a key role in the implementation of the College's GMC Action Plan and College Operational Plan to ensure that the College meets its objectives and takes advantage of every opportunity to excel further in its education and EDI-related programs and activities.</p>

Key Responsibilities

- Ensure coherence and communication across the College's educational departments in initiatives related to delivering the GMC Action Plan and College Operational Plan in relation to creating fairer training cultures
- Liaise regularly with central College committees and teams, to establish responsibilities and requirements to deliver the GMC Action Plan and College Operational Plan
- Promote and support the implementation of new and existing initiatives to support creating fairer training cultures
- Contribute to the analysis, report writing and continual assessment and revision of initiatives to support creating fairer training cultures
- Consult with and provide advice to groups or individuals within the College's departments looking for guidance on developing EDI-related educational initiatives as well as ensuring that existing initiatives support creating fairer training cultures
- To keep up to date with and provide expertise on College and sector-wide developments and best practice in the area of equality, diversity and inclusion.
- To coordinate and manage relevant College projects and working groups related to education and delivering the GMC Action Plan
- To provide support to individual departments for the implementation of agreed educational initiatives and projects in response creating fairer training cultures
- To manage records of education projects and initiatives that support creating fairer training cultures in departments and the wider College, and proactively share such information across the College Membership
- Liaise with the GMC on all matters EDI and Action Plan related

Values

Respect each other's experience.

We celebrate the rich diversity of the RCEM ecosystem - employees, members and stakeholders. We respect each other's experience, meeting each other with dignity and humanity at all times.



This comes to life when we:

- Each contribute actively to strengthening a culture where different perspectives are expressed, encouraged and heard.
- Treat colleagues, members and stakeholders as valued equals.
- Do our best to be present for each other, interacting in an open and transparent manner.
- Acknowledge & challenge inappropriate behaviours and practices, offering support and seeking solutions.

Act with integrity, always.

We hold ourselves to the highest ethical standards, fostering trust and transparency within our College and with our members.



This comes to life when we:

- Do what we say we will do, communicating clearly and openly.
- Take responsibility and accountability for our actions, celebrating when things go well and staying curious about how we can learn from mistakes.
- Demonstrate patience and flexibility, even when things don't quite go to plan.
- Commit to a strong work ethic, striving to produce high quality work that is consistently delivered on time.

Collaborate for growth.

We know that teamwork and initiative are the key to achieving our strategic aims, and we actively seek opportunities to work together and leverage our diverse perspectives.



This comes to life when we:

- 'Collaborate by default', continually looking for ways in which we can join forces with colleagues, members and stakeholders to meet the College's objectives.
- Pay attention to the quality of our relationships, cultivating connection and fostering a positive working environment grounded in respect and integrity.
- Ask for feedback, reflect on it and learn from our personal and collective experiences.

Innovate relentlessly.

We create the conditions for a culture of continuous improvement, nurturing creativity and the pursuit of new ideas to drive positive change within our organisation.



This comes to life when we:

- Identify creative ways to optimise our resources by planning ahead and anticipating organisational, operational and customer needs and demands.
- Anticipate and welcome change as an inherent part of a growing, evolving organisation, and meet this change with hope and optimism.
- Acknowledge the importance of psychological safety as a prerequisite for innovation, actively encouraging risk-taking and creating a 'no-blame' culture.
- Have the courage to step outside our comfort zones, learning new skills and trying new approaches.
- Prioritise sustainable solutions, with choices that are in the long term interest of the College and our organisational objectives.
- Embrace the value of automation, by refining and automating processes - personally and operationally - wherever possible, to improve efficiency and effectiveness.

Person Specification

Essential

Desirable

Qualifications

- Educated to GCSE level
- Qualification in EDI related field

Practical experience

- Experience of committee administration and management, including preparation of Papers
- Significant experience in using Microsoft Excel and Word, as well as experience in using other Office applications
- Experience of data analysis and report preparation
- Experience of working in a similar role undertaking similar activities

Skills

- Ability to work effectively with senior members of staff across a range of disciplines
- Ability to manage own workload through effective ordering of priorities working to tight deadlines
- Excellent oral and written communication skills
- Strong organizational and project management skills and the ability to coordinate the planning of a range of different events simultaneously
- Flexibility, with an ability and willingness to support cross-team events/activities and new initiatives
- Effective analytical and problem solving capability
- Strong analytical skills, with the ability to interrogate complicated data sets

Knowledge

- Knowledge of EDI principals within an educational setting
- Knowledge of UK Medical Training
- Knowledge of issues facing International Post Graduate Doctors in Training

Personal qualities

- Accountability
- Responsibility
- Initiative

Policies & Guidelines

College Policies and Procedures

The post holder is expected to follow all College policies and procedures including those covered in the College HR manual.

Confidentiality

All employees are under an obligation to ensure that any information that he or she has access to, relating to RCEM business is kept confidential.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Risk Management

All staff have a responsibility to identify risks and report these to their line manager. In addition to report all accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

Equal Opportunities

The RCEM is committed to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

Additional Information

This role profile is intended to provide a broad outline of duties that may be required and is not intended to be exhaustive. It is subject to review and amendment in consultation with the post holder in order to reflect changes in the pattern, organisation and development of the services required.

Organisation chart

