

## **Education & Standards Administrator (Curriculum & Courses)**

Do you want to help improve the health and wellbeing of a generation?

The UK Faculty of Public Health (FPH) is a membership organisation representing nearly 4,000 public health professionals working across the UK and internationally.

FPH helps develop and grow the public health workforce. We oversee the training of the next generation of public health professionals, including setting and managing their post-graduate public health exams. We also support their further development through the rest of their career. And we're a place for public health professionals across the UK and internationally to seek advice from others working in the same area and to share ideas, new research, best practice and learnings. We also campaign to improve the public's mental and physical health and wellbeing, seeking to help influence a broad range of public health topics – from tobacco to transport, children's health to climate change, violence to viruses.

We are now seeking a talented administrator to join our Education & Professional Standards Team and help us deliver FPH's five-year strategy.

You'll have fantastic administrative skills and be able to hit the ground running in delivering a busy programme of work. You'll be able to juggle a range of different activities and be good at collaborating with others and developing new ideas to improve the way we work. Ideally, you'll have experience in project work and be able to contribute and deliver projects from their start to successful conclusion.

FPH has a small staff team and a passionate and expert membership who are active participants in developing and delivering our strategy. You will need to be able to engage with this membership in order to support our objectives.

We hope you will be as ambitious for your own professional development here as you are in helping FPH to grow its membership and effect change.

And, finally, we want you to have fun and challenge yourself at work – it's even in the job description.

**Job Title:** Education & Standards Administrator (Curriculum & Courses)

**Department:** Education & Professional Standards

**Hours:** 35 per week

**Contract:** Permanent

**Salary:** c£25-27K – plus a generous employer pension contribution, currently at 12.5% of salary

**Reports to:** Education & Training Manager

**Purpose of job:**

To deliver the administration and development of FPH programme of work relating to courses and curriculum, and to administer the FPH role in liaison with training programmes, approving training placements and portfolio applications to the specialist register.

**Impact:**

Delivers the FPH work programme relating to courses, curriculum and training to a high standard, providing a high level of support across the FPH team and enabling a high standard of service to FPH members and other stakeholders and the delivery of strategic targets.

**Main accountabilities:**

- Develop and administer the FPH programme of courses and other events relating to education and training.
- Deliver and develop programmes of work related to the public health specialty training curriculum.
- Support the work of the Equivalence Committee, including the administration of portfolio applications to the specialist register.
- Administer the Faculty Programme Liaison process including management of databases. To provide guidance to, and liaise with, Training Programme Directors.
- Administer out of programme research and training (OOPR/OOPT) applications and to administer the processing of National Treasure placements.
- Administer and support the Equivalence Committee, Courses Steering Group and Curriculum & Assessment Committee.
- Support the development and delivery of the training ePortfolio.
- Support the Education & Training Manager in maintaining clear reporting mechanisms relating to training and courses.
- Support other Education & Professional Standards work programmes.

**Other duties:**

- Collaborate with managers in preparing budgets and monitoring expenses
- Contribute to the development and delivery of the FPH organisational strategy.
- Develop and maintain excellent working relationships with key stakeholders.
- Work with colleagues and members to ensure our education and training activities are closely integrated with, and actively support, other team's activities and organisational objectives and priorities.
- Be an active member of the Education & Professional Standards Team. Offer regular advice and guidance about the team's strategic direction, priorities and delivery and take shared responsibility for the team's development and culture.
- Ensure all operations are compliant with the FPH Equality & Diversity Policy.

- Deal with enquiries to a high level of customer service, replying, referring or responding as appropriate.
- Liaise with colleagues elsewhere in the organisation to ensure good communication, co-ordination and collaboration
- Consistently model FPH's values, actively manage your own personal development, have fun and challenge yourself at work.
- Deputise for managers as required.
- Attend and represent FPH at relevant internal and external committees.
- Travel occasionally, including overnight stays, to represent the organisation or conduct FPH business; including at the FPH annual conference and other relevant events.
- Undertake any other reasonable duties commensurate with the post as directed by the Education & Training Manager or Head of Education & Professional Standards.

## Person Specification

Please note all criteria are essential unless otherwise stated

### Skills

- Ability to demonstrate excellent administrative skills.
- Ability to deliver and support a busy and varied number of work programmes.
- Ability to work independently and use initiative to innovate new ways of working.
- Ability to build rapport and establish effective relationships internally and externally, interacting with others in a sensitive and diplomatic manner.
- Ability to organise own time effectively, create work schedules, prioritise workloads, meet deadlines and multi-task with ease.
- Ability to identify and analyse root causes of problems and develop solutions to improve effectiveness in the short- and long-term.
- Ability to draft agendas and produce notes of meetings.
- Proven ability to communicate (verbal and written) in a manner that is fluent, clear, and compelling to a range of audiences.
- Ability to understand and demonstrate commitment to the FPH's Values, Ethical Policies and Equality & Diversity Policy and to ensure all activities are carried out consistently within this framework.

### Desirable:

- Understanding of the public health sector and the relevance of professional bodies.

### Experience

- Experience of working within an administrative role.
- Experience of working effectively within a team, developing effective and supportive relationships with colleagues.
- Experience of working within a customer-facing environment, and in delivering customer-centric service.
- Experience of developing, implementing and monitoring standard operating procedures.
- Experience of supporting committees.
- Experience of managing budgets.
- Experience of developing and maintaining robust partnerships which are mutually beneficial.
- Experience of Microsoft products to an intermediate level including Outlook, Excel and Word.

### Desirable:

- Experience of effectively running projects.
- Experience of managing budgets.
- Experience of working within an educational context.
- Experience of working in a membership organisation.
- Experience of working with trustees.

### Knowledge

- Good understanding of CRM (Customer Relationship Management) database systems and MS products.
- Degree qualified, or equivalent experience.

## **Role Profile**

**Staff:** Part of the FPH Education and Professional Standards department (currently a team of nine reporting to the Head of Education & Professional Standards) and with organisation-wide responsibilities.

**Service areas:** Training, courses

**Internal Key Contacts:** Senior Management Team, Chief Executive, Officers, Chairs of relevant Committees

**External Key Contacts:** FPH membership, Training Programme Directors, General Medical Council, Royal Colleges.

### **Result Areas:**

#### **Service Delivery: 65%**

Development, co-ordination and delivery of curriculum and courses.

#### **People: 10%**

Team & member engagement

#### **Problem Solving: 10%**

Designing and delivering appropriate recommendations relating to courses and training.

#### **Planning/organising: 5%**

Planning for departmental and individual objectives and targets over short, medium and longer term; project development and delivery

#### **Communication: 10%**

Communicating aspects of education and standards work to FPH membership and other key audiences; reporting formally and informally through the Education & Training Manager to Senior Management Team, CEO, Board and committees.

## **Employee Benefits**

Non-contributory pension – 12.5% of salary

The option to take a portion of pension contribution as a cash bonus

Interest-free travel loans

Cycle-to-work scheme

An additional three days holiday at Christmas and one day at Easter

Employee Assistance Programme (Peninsula)

Paid carers leave

Interest-free loan for personal development (support for development that is not related to your role at FPH)

Sickness policy

£100 towards cost of prescription glasses

Time in lieu policy

Ability to work remotely

Central London location in Regent's Park (10 minute walk from Euston Station)

## **Further information about the Faculty of Public Health**

The UK Faculty of Public Health (FPH) is a faculty of the three Royal Colleges of Physicians of the UK and was established in 1972 as the professional body for specialist public health consultants.

We are committed to improving and protecting people's mental and physical health and wellbeing. Our vision is for better health for all, where people are able to achieve their fullest potential for a healthy and fulfilling life through a fair and equitable society. We work to promote understanding and to drive improvements in public health policy and practice.

As the leading professional body for public health specialists in the UK, our members are trained to the highest possible standards of public health competence and practice – as set by FPH. With nearly 4,000 members based in the UK and internationally, we work to develop knowledge and understanding and to promote excellence in the field of public health. FPH has been at the forefront of developing and expanding the public health workforce and profession for over 40 years.