

Job Title: **Revalidation & Workforce Administrator**

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: Workforce Manager

Purpose of Job:

To deliver the administration and development of FPH programme of work relating to revalidation, and to support the administration of the FPH role in Continuing Professional Development (CPD), senior public health appointments and workforce.

Impact:

Delivers the FPH work programme relating to revalidation and workforce 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:

- Administer and develop the FPH revalidation service for those members connected through us to the General Medical Council. (main responsibility, min 60% of time)
- Develop and carry out a professional appraisal scheme for specialists from background other than medicine.
- Administer the CPD scheme in the absence of the CPD Administrator and provide support to the Administrator as required.
- Administer and actively promote the accreditation of events programme.
- Support the recruitment process of senior public health appointments (AACs).
- Manage the FPH buddy scheme and support the development of other methods of supporting an efficient and effective public health workforce.
- Assist the FPH Workforce Committee, relevant other committees and working/project groups.
- Work with the Workforce Manager and regularly communicate with your team about your own work.
- Be available to support colleagues of the Education & Professional Standards team.
- Provide cover within the department as required and assist with general enquiries.

Other duties:

- Contribute to the monitoring and preparation of budgets and 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 professional standards 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 conference and other relevant events.
- Undertake any other reasonable duties commensurate with the post as directed by the Workforce Manager or Director of Education & 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, 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.
- Understanding of revalidation and CPD processes.

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 10 reporting to the Director of Education & Standards) and with organisation-wide responsibilities.

Service areas: Revalidation, CPD, Workforce

Internal Key Contacts: Senior Management Team, Chief Executive, Officers, FPH Responsible Officer, FPH Lead Appraiser, Chairs of relevant Committees

External Key Contacts: FPH membership, General Medical Council, UK Public Health Register, Public Health England, Royal Colleges.

Result Areas

Service Delivery: 65%

Development, co-ordination and delivery of key roles.

People: 10%

Team & member engagement.

Problem Solving: 10%

Designing and delivering appropriate recommendations relating to key roles.

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 & Standards work to FPH membership and other key audiences; reporting formally and informally through the Workforce Manager to Senior Management Team, CEO, Board and committees.

Employee Benefits

Non-contributory Pension – 12.5% of salary

29 days annual leave

Additional leave between Christmas and New Year

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

Ability to work remotely and flexibly

Interest free travel loans

Bicycle scheme

Employee Assistance Programme (Peninsula)

Paid carers leave

Interest free loan for personal development (i.e. development that is not related to your role at FPH)

£100 towards cost of prescription glasses

Time off in lieu policy

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 well-being. 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 forty years.