



FPH Director of Training (Curriculum and ePortfolio)

ROLE DESCRIPTION

This position supports the delivery of work in the Education Team in the Faculty of Public Health (FPH). It is one of three Directors of Training who work closely with the Academic Registrar, Assistant Academic Registrar and FPH Deputy Chief Executive to fulfil and deliver the objectives of the education and training business plan and strategy.

Functions

The key tasks are to ensure, under direction from the Academic Registrar, that the Faculty's curriculum is up-to-date and fit for purpose, and that the Faculty's ePortfolio is also appropriately updated and meeting the needs of registrars and trainers. The Faculty is accountable to the General Medical Council for these tasks. This includes the following:

1. Having a detailed knowledge of the public health curriculum.
2. Leading the current revision of the public health curriculum and working closely with the Academic Registrar, FPH staff team and other stakeholders.
3. Chairing the Curriculum Committee, a sub-committee of the Education Committee (two meetings per year).
4. Attending meetings of the Education Committee (minimum four meetings per year) and other meetings that may at times be required.
5. Supporting training programmes by keeping trainers updated about changes to the curriculum and its tools.
6. Liaison with the UKPHR and GMC regarding the curriculum.
7. Overseeing the development of the e-portfolio system in line with any changes in the curriculum.
8. Advising the Equivalence Committee to develop and implement assessment tools for the GMC portfolio pathway within the GMC framework.
9. Attending meetings of the UKPHR, GMC, CoPMED and the Academy of Medical Royal Colleges (AoMRC) to represent the Faculty on behalf of either the President or the Academic Registrar.
10. Providing specialist advice for enquiries relating to the curriculum and ePortfolio.

Conditions of service

All reasonable expenses are paid, although the post is not remunerated. The post is part-time and may involve occasional attendance at the Faculty offices in London. The workload throughout the year is variable but usually around 0.5 days per week.

Term of office

Three years with possible extension of a further two years, with agreement from the Academic Registrar.

Notice of resignation

Directors of Training would ordinarily serve at least three months' notice of their intention to stand down.

DIRECTOR OF TRAINING - PERSON SPECIFICATION

Directors of Training shall be Members or Fellows of the Faculty and shall be appointed by the Board on the recommendation of the Academic Registrar. They should have held the MFPH or relevant higher qualification for at least three years. They should also have held a consultant or senior specialist post or a relevant teaching post, for at least three years.

The Faculty requires that all those who act on its behalf can demonstrate that they are up to date in their continuing professional development (CPD) requirements, have attended equality and diversity training in the past three years and are in good standing with the Faculty.

Essential

- Should have knowledge and understanding of the various regulatory frameworks governing access to the GMC and UKPHR Specialist Registers.
- Must have a broad understanding of training programmes and postgraduate schools.
- Must have a broad understanding of the public health workforce at all levels.
- Should demonstrate attention to detail and be able to apply regulations fully and consistently as needed.
- Able to deal with individuals with sensitivity and discretion.
- Able to interpret and apply regulatory framework in a rigorous, meticulous and decisive fashion.
- Must be available to visit the Faculty office on occasion, though most work is completed remotely.
- Must be well organised, have strong leadership skills and work well with a wide range of organisations and disciplines.
- Must have a good understanding of the Gold Guide and the FPH curriculum and their application and delivery.

Desirable

- Experience as Educational Supervisor, as Faculty Advisor, CPD Advisor, Head of School or Training Programme Director.
- Experience of ARCP Assessments.
- Experience of using the FPH e-Portfolio.
- Ability to demonstrate understanding of current Faculty policy in the widest context.