



**Examinations and Training Manager
Recruitment Pack**

About the Faculty of Occupation Medicine (FOM)

The Faculty of Occupational Medicine (FOM) is a Faculty of the Royal College of Physicians of London but operates independently in the conduct and management of its administration and its finances.

FOM sets professional standards in occupational medicine and health and, through a variety of activities, influences the quality of occupational health practice within the United Kingdom. FOM also provides assistance to external bodies in the conduct of specialist research activities and advises the government and the profession on all occupational health matters.

FOM defines the curriculum for the training of doctors in occupational medicine, and currently is extending its range of diplomas to meet demand from doctors, nurses and other occupational health professionals, including those based outside the UK.

FOM is a professional membership organisation, offering an annual conference and other events. Membership categories have been widened recently to admit medical students and foundation doctors. FOM also supports doctors undertaking revalidation which is a General Medical Council (GMC) requirement to demonstrate that the doctor is up-to-date and fit to practise.

Through the SEQOHS accreditation scheme, FOM sets quality standards for organisations providing occupational health services in the NHS, military, industry and not-for-profit sectors. SEQOHS accredits against these standards to provide organisations with a well-respected quality mark.

Further information about the work of FOM and SEQOHS can be found at www.fom.ac.uk and www.seqohs.org.

About the role

Job Title:	Examinations and Training Manager
Reports to:	Head of Assessment and Quality
Working hours:	Full time (35 hours per week), permanent.
Location:	Hybrid. Partly at the FOM office at the Royal College of Physicians in London each week, and partly from home, and occasionally at other UK locations.

Main Duties

- 1) To lead Examinations and Training staff in all operational activity to ensure all services are delivered in an effective, efficient and customer-focused manner that consistently adheres to the Faculty's policies and procedures.
- 2) To engage with volunteer examiners, colleagues and other key stakeholders to plan, deliver, evaluate, continually improve and develop examinations and occupational health development opportunities for clinicians.
- 3) To work with the Head of Assessment and Quality to ensure the smooth, timely and successful operationalisation of strategic plans.

Key Responsibilities

To lead Examinations and Training staff in all operational activity to ensure all services are delivered in an effective, efficient and customer-focused manner that consistently adheres to the Faculty's policies and procedures.

- Managing the administration and delivery process of all Faculty examinations and assessments and ensuring the highest possible standards are maintained.
- Working collaboratively as a member of the FOM management team and providing supervision, support and mentoring to those working in the Examinations and Training Department.
- Ensuring smooth running of all IT and digital examination processes that relate to examination, assessment and training activities, and liaising with all relevant IT partners as required.

- Assisting with the recruitment of examiners and contributing to training and induction events for examiners and assessors.
- Ensuring all examinations and assessments are conducted in accordance with FOM regulations, policies and procedures.
- Ensure all external regulatory requirements are adhered to, as required.
- Overseeing the administration of the Certificate of Completion of Training process.
- Overseeing the administration of the Portfolio Pathway (CESR) process, and associated training days-

To engage with volunteer examiners, colleagues and other key stakeholders to plan, deliver, evaluate, continually improve and develop examinations and occupational health development opportunities for clinicians.

- Identifying areas for improvement, considering innovative solutions and writing proposals for change.
- Coordinating the implementation of any agreed changes.
- Ensuring all examination regulations are regularly reviewed and identifying any required changes.
- Ensuring the Head of Assessment and Quality, Director of Examinations and Director of Training are briefed on any new developments or requirements.
- Liaising with staff at the National School of Occupational Health to ensure the Faculty has up to date and accurate records pertaining to the recruitment, retention and status of all trainees.
- Updating procedures, manuals and guidance for examination and assessment activity, as agreed with the Head of Assessment and Quality.
- Networking with staff at other Faculties and Royal Medical Colleges and other partnership organisations.
- Ensuring doctors enquiring about entering the specialty are provided with accurate and timely advice and guidance.
- Ensuring administrative support, including minute taking, is provided for all examination and training committees.
- Work with the Director of Training in relation to the administration of the training programme.

To work with the Head of Assessment and Quality to ensure the smooth, timely and successful operationalisation of strategic plans.

- Ensuring the effective operational delivery of examinations and assessments in line with the Faculty's strategic and business plans.
- Work with colleagues in the development of new qualifications and to manage their implementation once approved.
- Compile reports on examination performance, trainee progress and completion rates as required to advise on strategic development.
- Report on operational changes that may be required to deliver strategic and business plans.
- Any other reasonable task, as requested by the Head of Assessment and Quality or the Chief Executive.

About the person

Qualifications and CPD	Essential	Desirable
Educated to degree level or equivalent.	✓	
Evidence of qualifications and CPD relevant to the role.	✓	
Experience	Essential	Desirable
Experience of leading on the operational delivery of examinations.	✓	
Experience of online examination delivery.		✓
Experience of ensuring regulatory compliance.	✓	
Supervising and monitoring the work of others.	✓	
Experience of managing day to day administrative operations.	✓	
Experience of working with member volunteers.		✓
Experience of assimilating data, statistical analysis and reporting.	✓	
Skills	Essential	Desirable
Strong multi-tasking and prioritisation skills.	✓	
Proven ability to successfully communicate with stakeholders at different levels.	✓	
Able to make informed decisions and troubleshoot where necessary.	✓	
Highly proficient in Microsoft Office applications.	✓	
Excellent organisational, attention to detail and time-management skills.	✓	
Ability to handle sensitive information with tact and discretion.	✓	
Superb written, verbal and numeric skills.	✓	
Knowledge of UK postgraduate medical education and training processes		✓

Attributes	Essential	Desirable
Proven leadership skills that demonstrate an approachable manner.	✓	
Highly professional demeanour that presents as a strong role model for the team.	✓	
Cheerful, positive outlook and 'can do' approach.	✓	
Remains calm under pressure.	✓	
Proactive, resourceful and solutions focused.	✓	
Diplomatic and tactful.	✓	
Able to maintain confidentiality.	✓	
Thrives on working as part of a team but also working alone when required.	✓	
Flexible.	✓	
Understands the importance of equality, diversity, and inclusion in the workplace.	✓	

What we offer

- A competitive salary, reviewed annually.
- 28 days annual leave plus public holidays, with an additional day given for every 2 years of service (up to a maximum of 34 days).
- 5% employer contribution to your pension, rising to 10% after 5 years of service.
- Employee Assistance Programme.
- Travel season ticket loan scheme.
- Staff social events.

To arrange an informal discussion about the role, please email recruitment@fom.ac.uk

To apply, please email recruitment@FOM.ac.uk with your full CV and a supporting statement (max. 2 pages) outlining your suitability for this role.

The closing date for receipt of applications is 6th January 2025.

Thank you for your interest and we look forward to receiving your application.