Job description

Job title: Education Quality Analyst – 12 month fixed term contract
Grade: Level 4
Directorate: Education and Standards
Section: Monitoring and Improvement
Reporting to: Education Quality Assurance Programme Manager
Location: London

Job purpose
To support and deliver quality assurance of organisations that manage undergraduate and postgraduate medical education and training (such as medical schools, postgraduate deaneries, Health Education England, Healthcare Education and Improvement Wales) to ensure GMC standards are met.

Main responsibilities
The main responsibilities will include:

1. Managing education quality assurance reviews of organisations that manage undergraduate and postgraduate medical education and training in the UK and internationally (where required). Responsibilities will include:

   a. Collecting and reviewing evidence of organisations’ compliance with our standards for education and training (promoting excellence), and helping to make judgements on this evidence.

   b. Planning and running quality activity including visits, attending meetings and shadowing quality management organisations.

   c. Making logistical arrangements for visits such as setting meeting and visit dates, organising travel and accommodation for GMC staff and associates, and providing general information and guidance as required.

   d. Planning and delivery of training to associates to prepare them for QA activity.
e Establishing and maintaining positive relationships with education associates and other external partners such as postgraduate training organisations, medical schools and local education providers throughout the QA process. To be the first point of contact for all matters relating to QA activity.

f Advising education associates and external partners on the GMC’s QA framework and processes, and our standards for medical education and training.

g Drafting and finalising quality assurance reports in accordance with specified deadlines, ensuring that findings in reports are supported by evidence and relevant to the GMC standards.

2 Representing the GMC to external partners in assigned regions of the UK, ensuring open communication about our quality assurance. This includes taking ownership of all education QA activity taking place in the region.

3 Analysis of evidence about the quality of education. This will include:

a Regular scrutiny of data and progress updates from external partners to assess areas of risk and the quality of education.

b Analysis of data from the GMC’s annual National Training Surveys, including cross-referencing of this with data provided by external partners and other regulators.

c Contribution to written feedback provided to external partners on the quality of their education provision.

d Ensuring records of scrutiny are kept in a consistent manner, according to the business rules.

4 Working with colleagues to analyse and assess risk and potential good practice in order to identify areas of focus for our quality assurance work.

5 Prepare education evidence reports for a range of purposes both internal and external. Including regional quality surveillance groups, risk summits and the Care Quality Commission.

6 Support the Education Quality Assurance Programme Manager to manage a portfolio of serious educational concerns. This may include:

a Liaison with stakeholders to clarify the concern and inform action to be taken in the enhanced monitoring process.

b Drafting correspondence to external stakeholders regarding concerns.
Analysis of evidence and information regarding concerns and producing recommendations for the Education Quality Assurance Programme Manager detailing further action to be taken in response to the concern.

7 Provide consistent and accurate advice on education data, including data about serious education concerns, to a variety of external stakeholders and to the public.

8 Maintain accurate and clear records of all information, documentation and decisions on GMC databases in line with business rules.

9 Identifying opportunities for continual business improvement and participating in business improvement work.

**General**

10 Attend meetings supporting the development and implementation of monitoring and review, such as quarterly meetings with postgraduate organisations, medical school quality leads and medical Royal College quality leads.

11 Contribute to project work to support the development of the Education and Standards Directorate, as required.

12 Answer queries that arise via written correspondence, e-mail and phone within agreed directorate timeframes and service level agreements.

13 Any other reasonable duties as may be assigned from time to time.

**Travel**

14 The post will require travel to locations around the United Kingdom which will include overnight stays. The post may require travel to locations outside of the United Kingdom.

*January 2020*
Key skills

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Key skill 1 – Technical Knowledge and skills

a The ability to research and analyse large amounts of complex information in a systematic way, and produce written reports of this analysis.

b Effective use of IT systems, including MS Word, MS Excel and Outlook.

c The ability to work within established policies and procedures. Experience of quality assurance is desirable but not essential.

d An understanding of the functions of the GMC and the stakeholders that the GMC works with is desirable, but not essential.

Key skill 2 – Interpersonal skills

e Excellent interpersonal skills and the ability to develop effective, supportive and collaborative relationships with colleagues at all levels, both internally and externally to the GMC.

f The ability to establish credibility and work constructively with colleagues at all levels, both internally and externally to the GMC.

Key skill 3 – Organisational skills

g A flexible approach, with the ability to prioritise work and to accommodate sometimes conflicting and changing priorities without losing sight of the deadlines.
Candidates must be prepared to work flexibly and to tight timelines when required.

h The ability to work to high standards of accuracy and attention to detail.

i The ability to work independently with minimum supervision.

j The ability to forward plan and identify potential future challenges in workload and identify solutions to these challenges independently and in collaboration with colleagues.

k To demonstrate excellent customer service in all interactions with internal and external stakeholders.

**Key skill 4 – Communication skills**

l Strong oral communication skills and the ability to explain information in one-to-one and group situations in a clear and concise manner, adapting style and level of detail as appropriate.

m Confidence when communicating with a wide range of stakeholders both internally and externally.

n The ability to critique the work of others and feedback accordingly.

**Key skill 5 – Innovation and Problem Solving Skills**

o The ability to develop and deliver innovative solutions to complex problems.

p The confidence and ability to provide suggestions for business improvements to work processes in a range of areas.

January 2020
Terms and conditions

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The following terms and conditions apply to this post:

Salary range London based post: £31,482 to £35,000

Annual leave 25 days a year, increasing by one day for each year of service up to a maximum of 30 days. You are required to use up to two of these days should the GMC decide to close its offices over Christmas.

Pension Our workplace pension is the GMC Group Personal Pension Plan, which is operated by Aviva. This is defined contribution scheme where members receive a 15% employer contribution. The GMC also makes a contribution. There is no requirement for you to make an employee contribution, however you may wish to consider which rate you would like to make, which will be deducted from your monthly salary under our salary exchange arrangement. You can choose to join the pension scheme as soon as you start work at the GMC. But if you don’t opt in straight away, you will be automatically enrolled if you are eligible and most people working at the GMC will be. If you are automatically enrolled, but you don’t want to stay in our pension scheme, you do have the right to opt out.

Other benefits Private medical insurance with AXA PPP. Employee assistance programme with AXA ICAS.

Hours of work 35 hours a week, 9:00 to 17:00, Monday to Friday.
**Location**

London post – 350 Euston Road, London NW1 3JN

Some travel to other locations will be required.

*January 2020*