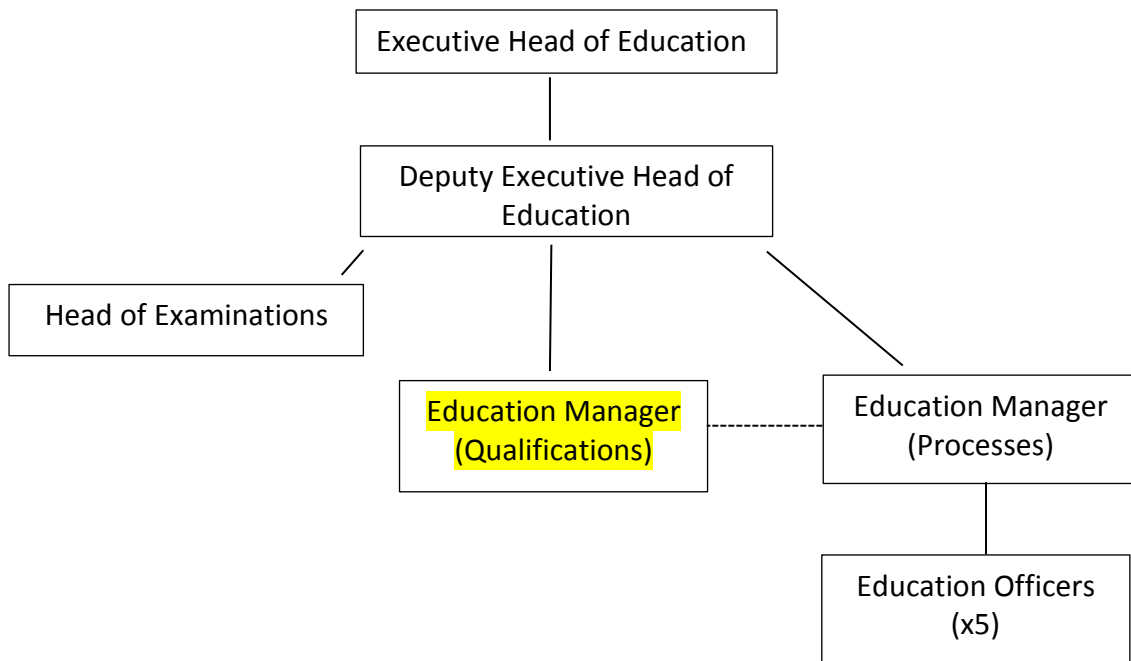


INSTITUTE OF BIOMEDICAL SCIENCE

JOB DESCRIPTION

| | |
|-----------------------|---|
| Job Title | Education Manager (Qualifications) |
| Department | Education Department |
| Grade | Senior Administrative Officer |
| Post Holder | |
| Responsible to | Executive Head of Education |
| Hours | Full Time (35 hours per week) 9.00am – 5.00pm |

The Department:



This is a full time role in the Education department. The department deals with all aspects of professional education and training including the requirements for statutory regulation. The department supports IBMS members who require advice and information on training, examinations and CPD.

Purpose:

The post holder will draw on extensive experience to provide support within the Education Department for activities to deliver training, updates in professional standards and best practice to support IBMS members who require advice and information for all aspects of pre-and post-registration training, preparation for Institute examinations and CPD.

The post holder will report directly to the Deputy Head of Education and will work closely with them to meet the requirements of the IBMS including supporting them in providing reports and analyses for the E&PS Committee.

The post holder will also be required to identify, develop and support training and education for IBMS members

The post holder will deputise for the Education Manager (Processes) as required

There will be a requirement for attendance at IBMS events. This will involve occasional out of hours working, weekend and overnight stays

The role requires strong organisational skills and the ability to work both autonomously and as an integral part of the education team

Main Duties:

1. Education administrative and managerial support

The post holder will:

- a) Work with the Deputy Head of Education in activities to deliver training and updates in current professional standards and best practice to support those requiring advice and information for all aspects of pre-and post- registration training, preparation for Institute examinations and CPD
- b) To assist in the supervision and administration processes as part of the Education Team and deputise for the Education Manager in the line management of the Education Officers when required.
- c) Support the Head of Examinations in the maintenance, review and provision of Institute qualifications
- d) Be responsible for providing statistics and reports for the Education & Professional Standards Committee.
- e) In conjunction with senior education staff, review processes and identify/implement developments and events to support changes to practice.

2. Education and Training

The post holder will:

- a) Support the review of IBMS Qualifications and support the implementation of new initiatives arising from the Education and Professional Standards Committee and the education strategy.
- b) Contribute to the assessment of submitted information and material to determine supplementary undergraduate study required to meet the HCPC standards of proficiency and issuing of recommendations
- c) Take a lead role in degree accreditation visits throughout the UK in the capacity of

Education Officer.

- d) Participate in the assessment of applications for admittance to the Science Council registers (RSciTech, RSci, CSci)
- e) Contribute to project work as appropriate.
- f) Work with the Deputy Head of Education to help prepare supporting business cases for development opportunities
- g) Maintain and monitor the database of external verifiers, examiners and CPD officers, making recommendations for training of people on the database
- h) Work with the Deputy Head of Education in the provision of annual training and development events in support of Institute qualifications and CPD
- i) Undertaking such other duties to ensure the effective administration of the education department.

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:

Date:

INSTITUTE OF BIOMEDICAL SCIENCE

PERSON SPECIFICATION

| Qualifications / Training: | Essential / Desirable |
|--|------------------------------|
| <ul style="list-style-type: none"> Educated to degree level or equivalent in Biomedical Science | Essential |
| <ul style="list-style-type: none"> Biomedical Science background as an HCPC registered Biomedical Scientist or Clinical Scientist | Essential |
| Previous Experience | |
| The candidate will have experience of: | |
| <ul style="list-style-type: none"> Working in a UK based biomedical science laboratory | Essential |
| <ul style="list-style-type: none"> Institute routes to registration and post registration qualifications | Essential |
| <ul style="list-style-type: none"> Running/facilitating training | Essential |
| <ul style="list-style-type: none"> Writing business cases, procedures and policies | Essential |
| <ul style="list-style-type: none"> Working in service user environment | Essential |
| <ul style="list-style-type: none"> Curriculum development | Desirable |
| <ul style="list-style-type: none"> Working in a membership body, charity or not for profit environment. | Desirable |
| <ul style="list-style-type: none"> Project management | Desirable |
| <ul style="list-style-type: none"> People management | Desirable |
| Key Skills / Attributes | |
| <ul style="list-style-type: none"> IT literate and competent in use of Microsoft Office | Essential |
| <ul style="list-style-type: none"> Excellent communication, influencing and presentation skills | Essential |
| <ul style="list-style-type: none"> Strong customer service ethos | Essential |
| <ul style="list-style-type: none"> Excellent organisational skills with an ability to plan and prioritise a demanding workload in order to meet deadlines | Essential |
| <ul style="list-style-type: none"> Meticulous attention to detail to ensure accuracy of information | Essential |
| <ul style="list-style-type: none"> Flexible and proactive approach to workload | Essential |
| <ul style="list-style-type: none"> A dynamic, self-motivator committed to delivering work of the highest quality | Essential |
| <ul style="list-style-type: none"> High levels of professional and personal integrity to work with information of a confidential nature | Essential |

The criteria mentioned above will be assessed through the evidence shown at application and interview process.