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| **Role title:** | Senior Medical Educator (Individual Programme) | **Responsible to:** | Individual Programme Manager  |
| **Division:** | Business Development & Engagement | **Department:** | Risk Prevention Services |
| **Direct Reports and Level:** | N/A | **Scope:** | Development and delivery of risk prevention services globally |
| **Scale:** | No PeopleNo Budget£xxx income |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Implement | **Role Family** | Specialist *(role families for all roles is subject to review)* |

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| **Overall Role Purpose** |
| to deliver courses and services to required standards. To provide expert content and international healthcare context expertise to the Department to support the development of education courses and services, and training faculty in their deliveryto support the Healthcare Programme Lead to ensure the Risk Prevention Services department provides services globally of a world class standard that support MPS strategy.The role is involved in country/organisational client plans, evaluation and quality assurance, and creating of content to promote the department’s services.  |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational Leadership** * Provide leadership across the relevant part of the Individual Programme team to deliver on the overall corporate strategy, business performance, leadership of teams that reinforces the desired culture and delivery of strategic priorities.
* Contribute to the development and delivery of the Individual Programme strategy to plan, cost and quality
 | * Division Plan delivery Vs plan
* Delivery of projects to plan
* Member Experience SLAs Vs plan (specific to education).
 |
| **Financial*** Support the Individual Programme Manager to set and deliver the budget ensuring an efficient and effective team operating model which minimises cost and maximises financial sustainability without compromising the client experience.
 | * Operational budget Vs Plan
* Income Vs plan
* Operational budget Vs Plan
* Return on education Vs plan
 |
| **Member*** Support Individual Programme Manager to monitor and provide robust challenge of emerging risks and issues arising from business activities which fail to deliver appropriate and consistent outcomes for members or are likely to have a material adverse effect on the Group, its operation or financial security
* Support the establishment of a culture and capability in Lean / continuous improvement to drive operational efficiency and great member experiences and outcomes.
 | * Net promoter score
* Member Experience SLA’s Vs plan
* Brand awareness
 |
| **People*** Take personal accountability for own training, competence, performance and engagement of self and colleagues ensuring clarity on own accountabilities and comply with all governance, policy standards and processes.
 | * Delivery of Personal Development Plan to plan
* One to one / performance review meetings Vs Plan
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| **Risk*** Identify and report risks and issues identified within the Individual Programme team and across MPS to enable resolution and mitigation of potential impact on MPS, members and colleagues.
 | * Risk & Control Self- Assessments
* Audit Actions
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| **Responsibilities (RACI)** |
| * Identify issues and topics to be the subject of development of courses and services to individual healthcare professionals
* Support development of Risk Prevention offerings to individual members, providing content expertise and healthcare context input to the department
* Train employees and contract faculty educators to deliver the individual programme globally, ensuring they perform to the department’s quality assurance standards
* Support MPS’s business development, communications and marketing activities to individual members, by providing content expertise to relevant departments, and creating content for and external publications and promotions
* Where required, act as an ambassador alongside the Medical and Dental Directors engaging with key stakeholders, healthcare organisations and members via meetings, conferences, events, face to face, webinars, media and public relations activities
* Support MPS’s business development, communications and marketing activities to individual members, by providing content expertise to relevant departments, and creating content for internal and external promotions
* Undertake other duties and tasks that from time to time may be allocated to the role holder that are appropriate to the level or role.
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| **Key Governance Responsibilities** |
| * N/A
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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking |  |
| Building Capability in Self and Others | Leading Others |
| Influencing Others | Leading Others |
| Collaborating for Results |  |
| Leading Self and Others | Leading Self |
| Commercial and Risk Thinking  |  |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Medical degree
 | * Development of education content
* Evaluation and research
* Business case creation and reporting
* Presentation at a conference and commercial education delivery standard
* Training professionals in content and presentation skills
* Professional publication writing
 | * Clinical healthcare delivery, ideally in a hospital setting
* Development and delivery of education
* Presenting
* Master training of presenters
 |
| **Desirable** | Qualification or experience in one or more of:* Risk management
* Patient safety
* Education / teaching
 |  | * Medico legal
* Hospital leadership role
* Hospital risk management and quality improvement
* Culture change programmes
* Quality improvement programmes/ initiatives
* Publication of peer reviewed journal articles
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