e-LPRAS Director
Job Description

Responsible to: President BAPRAS & Chair of Education Committee

Responsible for: This post is responsible for the operational management of the e-LPRAS programme by ensuring a smooth interface between Specialist Interest Groups (SIG's) and Health Education England (HEE) in the production of educational modules

Grade: Post-FRCS(Plast) – open to senior trainees, SAS Doctors and Consultants

Hours: Equivalent of 0.5 PA's

Role Summary: To be responsible for the effective leadership and operational management of the e-LPRAS programme. The role will include identifying educational modules to be completed, liaising with SIG's to ensure authorship of modules in a timely manner with subsequent delivery to the e-LPRAS website production team.

Key Working Relationships:
President BAPRAS
Chair of Education Committee
Chair of Finance Committee
Heads of SIG groups
e-LPRAS web designers
Health Education England e-LPRAS Lead

Main Duties & Responsibilities:
Leadership of delivery of educational modules and sessions from authorship through to on-line presence.

Identifying gaps in curriculum provision within e-LPRAS with subsequent liaison with appropriate SIG's.

Encouraging SIG's to identify authors for specific e-LPRAS sessions with subsequent production of educational modules.

Ensuring educational modules are produced in timely manner.

Overseeing quality and content of educational modules as well as updating sessions as required.

Liaising with web designers to produce on-line content.

Assisting with acquiring ongoing HEE grants.

Reporting to Educational and Finance Committees on progress of e-LPRAS.

Co-ordinating the provision of e-LPRAS educational modules with the National Training Programme.

Audit the use of e-LPRAS both within and outside BAPRAS membership

Ensure virtual platform fit for purpose.

Person Specification

	Essential	Desirable
Qualifications	• Medical degree • FRCS(Plast)	
Education	• Evidence of active involvement in education	• Educational awards–PGCI/Med/EdD
Training	• Involvement in training and curriculum development	• Previous educational role
Leadership	• Evidence of leading a team	• Previous leadership role
Social media/IT skills	• Previous experience of social media and online learning platforms	• Virtual learning development
Skills/aptitudes/competencies	• People management skills • Involvement in educational CPD • Knowledge of strategic planning • Able to demonstrate motivation to effect change and objectives • Able to work on own initiative • Able to meet deadlines • Able to build effective working relationships • Demonstrable communication skills • Flexible approach to working hours	

References

Two references will be requested including current or most recent employer and an educational referee. Referees should be able to comment on your work and/or educational background particularly with respect to the skills/competencies/aptitudes described in the job description. Referees may be approached before interview.