

February 2024

Dear Applicant,

**Re: ePortfolio Officer**

Thank you for your interest in working for the Royal College of Pathologists.

Pathology is at the heart of modern healthcare. Pathologists work to prevent, diagnose, treat and monitor diseases and are involved in the diagnosis of disorders affecting every organ of the body, from before birth to after death. The majority of tests requested by doctors will be performed and interpreted by a clinical scientist or medically qualified pathologist.

This is a fantastic opportunity to join a royal medical college whose members are at the forefront of tackling the COVID-19 pandemic and furthering high standards of patient care and safety.

**About you**

The ePortfolio Officer will contribute to the development and effective administrative running of the Learning Environment for Pathology Trainees (LEPT) system. The LEPT system is an ePortfolio designed for doctors training to become pathologists.

The ePortfolio Officer will oversee planned and agreed development of the LEPT system to ensure alignment with the curricula and acting as a first point of contact for all UK users which includes pathology trainees, consultants, assessors and deanery/Local Education Training Board (LETB) administrative staff.

For this role you will need to have a demonstrable and relevant administrative experience in a working or learning environment with experience in the technical use of any portfolio or electronic system and ability to share specialist skills, knowledge and expertise with others. You will need experience of proof reading, editing and document formatting.



You will need to have the ability to write, communicate and present information clearly and effectively to a wide range of people either virtually or in person. You will also need to be fully IT literate including experience of working with the Microsoft Office programmes.

To apply, please send a CV and completed supporting information form to [recruitment@rcpath.org](mailto:recruitment@rcpath.org) **by 9am Monday 4 March 2024**. If you apply for the post, I would be grateful if you would complete an optional anonymous diversity monitoring questionnaire to enable the College to monitor the diversity of applicants: [RCPath Diversity Monitoring Questionnaire](#).

If you would like to speak to someone about the role, please contact HR in the first instance on 020 7451 6700, or via [recruitment@rcpath.org](mailto:recruitment@rcpath.org).

I look forward to receiving your application.

Yours sincerely,

**Sandra Dewar**

**Assessment Manager**



# ePortfolio Officer

## Job description

**Responsible to:** Assessment Manager

**Working hours:** Full time 35-hour week (excluding lunch hour) Monday to Friday  
Hybrid working: Office based 2 days a week i.e., Wednesdays and Thursdays for the team and remote working on the other days.

**Location:** The Royal College of Pathologists, 6 Alie Street, London, E1 8QT or any of the place(s) of business of the College as determined from time to time

**Grade:** 3

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## Directorate and team

The ePortfolio Officer will work with the Assessment Manager as part of the Assessment Team which sits within the Learning Directorate. The teams in the Learning Directorate are:

- Assessment
- Examinations
- International
- Training

## Main purpose

The ePortfolio Officer will contribute to the development and effective administrative running of the LEPT system. The ePortfolio Officer will oversee planned and agreed development of the LEPT system to ensure alignment with the curricula and acting as a first point of contact for all UK users which includes pathology trainees, consultants, assessors and deanery/Local Education Training Board (LETB) administrative staff.

The ePortfolio Officer has responsibility for dealing with all initial enquiries from LEPT users via telephone and/or email in a consistent and timely manner. The ePortfolio Officer will have administration access to the back end of the LEPT system in order to investigate and correct simple and more complex issues, escalating anything complicated or requiring further investigation to the Assessment Manager.

The ePortfolio Officer will be responsible for the day-to-day communication with the LEPT system developers to ensure that the LEPT system works for all users and in line with the requirements of the College. This will include carrying out system testing of various functionalities and reporting to the LEPT system developers on required system changes following internal agreement at the College. The ePortfolio Officer will maintain accurate records of requested LEPT improvements as well as carrying out quality assurance testing in the staging version of the LEPT system before changes are made live.



The ePortfolio Officer will lead appropriate and small-scale LEPT projects as agreed with the Assessment Manager. They will also provide administrative support for LEPT Quarterly Management meetings held between the College and Premier IT (the LEPT system developers), including circulating agendas and subsequent minutes and action logs.

The ePortfolio Officer will also support the wider work of the team, for example supporting meetings (virtual and in person) and webinars.

## Key duties

The ePortfolio Officer will have responsibility for the following tasks:

### 1. Customer service

To provide a customer-focused service with clear communications, support, guidance, general information, and explanations about the LEPT system to all LEPT users via email and telephone.

To provide technical support, advice and guidance to all LEPT users including resolution of issues or escalating to the Assessment Manager as appropriate.

To monitor MSF assessments for trainees including keeping track of trainees' MSF progression on the LEPT system, liaising with them and other users to enable timely completion of MSF assessments.

To create and maintain LEPT promotional materials including the instructional videos for LEPT users so that they are easily understood by the intended category of audience.

- To demonstrate use of the LEPT system to new trainees at the annual New Trainee Welcome Day events.

To assist with the maintenance of the College LEPT webpages ensuring the information is accurate and is up to date.

- To refer any training related queries to the Training Team including those to do with completion of training and curricula/syllabus requirements.

### LEPT system development

- To support the Assessment Manager in the building of new LEPT functionalities by carrying out extensive system testing and accurately documenting findings.
- To support and contribute to the planned LEPT system development and maintenance in line with curricula or Gold Guide changes.
- To carry out testing of various live functionalities in the LEPT system and report identified issues to the LEPT system developers.
- To keep track of requested LEPT system changes/improvements to ensure that the system developers are able to deliver in a timely manner.
- To communicate with the LEPT system developers the College's agreed prioritisation of planned LEPT development requests and ensure that they are working on the most essential system alterations.



- To attend meetings with the LEPT system developers to develop the system, to explain issues and discuss how fixes can be made, including suggesting solutions.
- To carry out quality assurance testing ahead of new system releases in the staging version of LEPT.

To embark on appropriate LEPT-related project management activities in line with changing demands.

To provide support and advice to LEPT-related projects/initiatives.

## **LEPT system maintenance**

To load the necessary files/documents to the LEPT system.

To create and maintain LEPT records on the College database to enable LEPT CSV file production.

To investigate issues on the back end of the LEPT system and update the system accordingly.

To carry out daily administrative processes in the LEPT system to ensure that all user records are accurate following the system's daily CSV upload.

## **Project Management**

To prepare and write project initiation documents (PID).

To lead on and complete relevant LEPT based projects within specified deadlines.

To maintain accurate records so that project data is correctly recorded.

To use data and other information gathered to review a project's success.

## **2. Administering of meetings and training events**

To plan the calendar, book and organise meetings (including the quarterly meetings with the LEPT system developers) and LEPT training events, including in-person or virtual meetings as appropriate.

To co-ordinate and support LEPT training events, both in person and virtually.

- To attend and contribute to meetings, taking minutes and providing advice where appropriate.
- To draft accurate and succinct minutes or notes for review and approval within 14 days of the meetings.
- To circulate approved minutes or notes and keep appropriate records of the meetings.
- To maintain an accurate database record of all meeting actions and track them continuously until completion.

## **3. General duties**



- To work closely with all relevant staff in the Training, Examinations, and International teams as required and with relevant individuals from other teams and any other organisations involved in the support of trainees.
- To provide administrative support for the LEPT administration for all specialty medical trainees/doctors that uses the LEPT ePortfolio including ITSS, MTI(Path), CESR doctors.
- To manage own inbox and the LEPT team inboxes.
- To develop and maintain working knowledge of all College curricula and training regulations as it relates to the LEPT system.
- To assist the Assessment Manager with any duties as and when required, (including deputising where appropriate in their absence).
- To maintain professional working relationships and communication with colleagues both within and out with the Assessment Team (e.g., trainees, Fellows, deaneries/LETBs, other Colleges, LEPT system developers).
- To ensure LEPT processes are documented.
- To maintain confidentiality at all times and ensure General Data Protection Regulation (GDPR) compliance.
- To be aware of and adhere to the College service standards and Values and Behaviours.
- To undertake any other such duties appropriate to the post and grade as and when required and within reasonable limits.



## ePortfolio Officer Person specification

Requirements	E	D
<b>Qualifications / Experience / Knowledge</b>		
Graduate (any undergraduate degree) or equivalent		✓
Have a demonstrable and relevant administrative experience in a working or learning environment	✓	
Experience in the technical use of any portfolio or electronic system and ability to share specialist skills, knowledge and expertise with others	✓	
Experience in data entry/use of database	✓	
Experience of working in the medical/education sector		✓
Experience of working within a public sector or not for profit/membership organisation		✓
Experience of administration and supporting meetings including preparing papers, drafting agendas and minute writing		✓
Experience of proof reading, editing and document formatting	✓	
Project management experience - administering project-based activities to accomplish delivery of outcomes		✓
<b>Skills / Abilities</b>		
Effective written and verbal communication skills and the ability to communicate effectively with a wide range of people	✓	
Ability to write, communicate and present information clearly and effectively to a wide range of people either virtually or in person	✓	
Fully IT literate including experience of working with the Microsoft Office programmes	✓	
Experience of working with websites, including updating content		✓
Experience of working with databases and a broad understanding of their capabilities	✓	
<b>Qualities</b>		
Ability to maintain confidentiality and deal with confidential information in a professional and customer-friendly manner	✓	
Ability to prioritise own workload	✓	
Ability to use own initiative and solve problems	✓	
Ability to work independently as well as part of, and in support of, a team	✓	
Ability to meet deadlines	✓	
Attention to detail	✓	
Commitment to equality and diversity and understanding of how this would apply to own role and responsibilities	✓	

**Key** - E = Essential, D = Desirable



## Working for the Royal College of Pathologists

Competitive salary	The salary for this Grade 3 role is £36,707.00 per annum. This also has opportunities for competence-based pay progression.
Hours	Standard working hours are 35 hours per week, Monday to Friday, 7 hours per day (excluding lunch hour
Annual leave	25 days per annum (pro-rotta), plus bank holidays, increasing with length of service.
College closure days	The Trustee Board every July decides whether it will close the College between Christmas and New Year.
Employee discount scheme	The College has an employee discount scheme operated through Reward Gateway. This scheme offers employees discounts and cashback with major retailers.
Pensions	Employees will join the College pension scheme.
Interest-free season ticket loan	You may apply to the College for an interest-free loan to purchase an annual season ticket.
Cycle to work scheme	The College offers an interest free loan as part of our cycle to work scheme.
Employee assistance programme	Through this programme employees have access to a confidential counselling service, health advice, emotional support as well as a comprehensive occupational health service.
Learning and development	The College offers learning and development opportunities for all members of staff.
Maternity pay	Enhanced maternity pay, with up to 8 weeks at full pay, and 18 weeks at half pay.
Paternity pay	2 weeks full pay.
Flexible working	Flexible working is supported.

Note: This is an example of current benefits provided, subject to eligibility requirements, and it is not contractual.





The College's values and behaviours set out the kind of organisation we are, what is important to us collectively, and how we work to achieve success. They apply to staff members, honorary officers and volunteers. We also share our values and behaviours with contractors and others working within the College.



### **Teamwork**

**We achieve excellence by working together.**

- We collaborate, share knowledge and communicate plans.
- We involve the right people at the right time.
- We work cohesively towards common goals.
- We value diversity and the contribution and expertise of others.
- We provide, seek and act on constructive feedback.
- We approach tasks with energy and focus on positives.



### **Service**

**We support members to deliver the best patient care.**

- We provide a welcoming, consistent and professional service.
- We listen to our members to understand and respond to their needs.
- We deliver impartial and accurate information and advice.
- We seek opportunities to improve the value of benefits for all membership categories.
- We are positive, open and transparent.
- We are reliable, delivering within agreed timescales.



### **Ambition**

**We aspire to provide the best quality services and lead innovation for pathology.**

- We strive to be the best we can be.
- We are resilient and determined.
- We take managed risks and learn from our mistakes.
- We take a proactive and solutions-focused approach to our work.
- We use innovation and creativity to improve the quality and efficiency of our work.
- We are committed to continuous learning and development.

