



## **Job Description**

### **National Recruitment Lead for GP Training**

#### **The Organisation:**

The Irish College of General Practitioners (ICGP) is responsible for post graduate specialist medical education, training and research in the specialty of General Practice. The College has a national advisory role in relation to medical standards and interacts regularly with a number of bodies including the Medical Council, Department of Health and Children, the Health Service Executive and the Health Information & Quality Authority amongst others. As a membership organisation, the ICGP is responsible for providing continuing medical education (CME) for established GPs numbering over 4,000 at present.

#### **Background:**

The ICGP is recognised by the Medical Council of Ireland as the accredited training body for General Practice in Ireland. As the recognised training body, the ICGP undertakes recruitment to GP Training on behalf of the HSE.

Prior to 2012, recruitment to GP Training was undertaken locally by the 14 training schemes. In 2013, a nationally agreed shortlisting marking schedule for recruitment to GP training was introduced across all 14 schemes.

In 2014, a national and centralised co-ordinated GP recruitment selection process was established. To facilitate this process, a representative was sought from each of the 14 training schemes to co-ordinate recruitment at national level.

This process was further formalised in 2017 with the adoption of terms of reference for the recruitment leads group, which includes representatives from each of the 14 training schemes.

It is now proposed to create a new role for a National Recruitment Lead within the College. The appointee will have dedicated responsibility and oversight for the entire GP recruitment process, which is an essential and key function of GP Training.

<b>Title:</b>	<b>National Recruitment Lead for GP Training</b>
<b>Duration:</b>	3 years (subject to annual review)
<b>Time Commitment:</b>	1.5 days per week
<b>Reporting to:</b>	The National Director of GP Training and the Postgraduate Training Committee
<b>Salary:</b>	Commensurate with experience

## **National Recruitment Lead for GP Training**

The National Lead will work with the Recruitment Leads Group.

### **Core duties and responsibilities:**

1. To undertake a comprehensive review of the current recruitment processes and develop a recruitment strategy and implementation plan taking into consideration the process, structures, IT systems to aide and improve future processes and best national and international recruitment practice.
2. To guide policy on recruitment into GP training according to best evidence.
3. In conjunction with the Director of Training, oversee all aspects of the GP recruitment process including planning, application, shortlisting, training, interview and reporting processes.
4. Co-ordination of annual recruitment to training schemes in conjunction with the ICGP GP Training Unit, GP Training Schemes, HSE & Forum of Postgraduate Training Bodies.
5. The promotion of General Practice by engagement with key stakeholders, including, HSE, training schemes, current GP trainees/ network of trainees, interns and Medical school graduates.
6. In conjunction with the Director of Training and the Training Manager, manage recruitment budget and costs effectively.
7. Ensure the ICGP recruitment process is in line with the Commission for Public Service Appointments, in particular the following aspects:
  - Plans the process as a competitive merit based process in which all candidates are treated equally.
  - Uses a competency profile to identify relevant criteria against which candidates can be measured (Patterson, Tavabie, Denney, Kerrin, & Ashworth, 2013).
  - Employs effective marketing to afford equality of opportunity.
  - Continuously validates the selection tools to ensure assessment methodologies are in line with best practice.
  - Ensures the selection board is fully informed of responsibilities with regard to freedom of information, data protection and employment equality legislation.
  - Operates an eligibility sift according to the code of practice.
  - Commits to open, timely and effective communication with all candidates.
  - Gives clear, specific and meaningful feedback to explain the decision reached when requested by candidates.
  - Delivers appropriate relevant training to all involved in the ICGP recruitment process.
  - Assures quality in the selection and appointment process through the use of appropriate systems.

**Essential qualifications & competencies**

This post is open to GPs and non-GPs.

**Essential:**

- Experience in delivering a service to regulatory guidelines
- Competent in leading a project with an ability to work independently to a deadline
- Excellent communication, analytical, organisational and report writing skills
- Good Team Worker

**Desirable:**

- Experience in the development and delivery of a recruitment selection processes
- Experience in delivering Medical Education would be an advantage