

Director of Education, Training & Workforce

Last reviewed: March 2024

Next review: March 2026

The Director of Education, Training & Workforce is accountable to the Association for Laboratory Medicine Council through the Executive Committee.

The Director of Education, Training & Workforce is openly advertised to the Association's membership and is elected at the Annual General Meeting. The Director is subsequently re-elected each year. The term of service is usually 5 years, but can be extended by a further 2 years, via approval, in extenuating circumstances.

Purpose of the Role

The Director leads and guides the Association on matters of Education, Training and Workforce, and in ensuring the memberships needs with regards to education, both pre- and post-registration training, are met.

The Director of Education, Training & Workforce is a Company Director position in the Association.

Company director responsibilities

- Be a member of Council and Executive who are individually and collectively responsible for managing the company's affairs in accordance with its Articles and the Law.

Responsibilities of the Role

- To make sure the aims and objectives for the committee are kept up-to-date and align to the Association's strategy
- Agree work priorities for the committee through an annual work plan that is also used to report to Executive and Council
- Ensure the committee is representative of members and roles are advertised and recruited to as necessary
- Chair two meetings per year of the Education and Training Committee
 - Ensure all members are kept up-to-date on matters affecting Education, Training and Workforce
- Ensure oversight of the Biochemistry Education Group and its role in providing an annual education programme of activities to meet members needs
- Lead and give Director oversight to the Laboratory Medicine Learning Academy project and the Digital Learning Board
- Ensure oversight of the Workforce Task Group to assess the current needs and future requirements for the workforce and how the Association can respond to this

- Work with the Regional Committees of the Association for the appointment of Regional Tutors to support trainees and training providers
- Sit on the judging panel for the LabMed Medal Award and other Association Awards as may be deemed appropriate at the time
- Ensure members of the committee are nominated as the EDI liaison and the Green Champion liaison respectively
- In meeting the aims and objectives of the committee, the Director will need to develop stakeholder relationships with:
 - National School of Healthcare Science (NSHCS)
 - Immunology Professional Committee Education representatives
 - Microbiology Professional Committee Education representatives
 - Analytical Toxicology representatives
 - Trainees Committee
 - MetBioNet
 - Royal College of Pathologists (RCPath)
 - Workforce Planning Committee
 - Health & Care Professions Council-UK (HCPC)
 - Academy for Healthcare Science (AHCS)
 - Association of Clinical Scientists (ACS)

Person specification

Essential

- Member of the Association for Laboratory Medicine
- 5 years post HCPC registration
- Obtained FRCPATH module 1 and module 2
- Share Association for Laboratory Medicine values

Desirable

- Previous experience of the Association Committee meetings
- Obtained full FRCPATH
- Work within the biochemistry specialty (in order to be representative of the largest proportion of our current membership and there exists alternative Director roles for Immunology and Microbiology respectively)

Time Commitment

- Attendance at Council meetings (normally 3 per year held virtually)
- Attendance at Executive meetings (normally 4 per year held virtually)
- Attendance at the Executive and Staff Team Strategy Workshop (normally 1 per year held in person)
- Attendance at one workforce meeting per annum (held virtually)
- Chair two meetings of the Education and Training Committee per annum (normally 1 in person, 1 held virtually)
- Attend at least one NSHCS meeting per annum
- Attend LabMedUK, the annual national meeting of the Association