**Job Description**

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| **Job Title:**  **Function:**  **Team / sub-function:**  **Reports to:** | Clinician Engagement & Transformation Coordinator  Clinical  *Head of Clinical Transformation and Strategy* |
| **Job Grade:** | *Please leave Blank* |
| **Job Code:** | *Please leave Blank* |
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**The role**

Reporting to the Head of Clinical Transformation and Strategy, the Clinician Engagement & Transformation Coordinator will provide high level administrative support across the Clinical team, specifically the Clinician Engagement and Clinical Transformation and Strategy pillars.

The Clinician Engagement & Transformation Coordinator will work collaboratively with in function colleagues and colleagues from other functions as required (e.g. Marketing, Technology etc)

The role is a maternity cover position and is expected to last for 10 months.

**Key Accountabilities include;**

* Provide support and assistance across the clinical function, including support with administrative and organisational tasks, projects, events and activities.
* Manage the creation and release of Continuing Professional Development (CPD) certificates from educational events.
* Support the management of our clinician WhatsApp channel
* Develop and maintain efficient electronic and manual records where required (e.g. Monday.com)
* Production of reports and analysis as required for the team and wider internal audiences
* Creation and release of promotional material for internal events on platforms such as Canva, SharePoint and Eventbrite
* Support the successful running of events including coordination with speaker, attendees, and other colleagues
* Attending clinical events as required to support with venue liaison
* Support the production of materials for clinical events
* Ensure the compliant running of events with coordination with the Clinical Governance Team
* Upload and maintain content on the internal SharePoint site
* Support the internal Clear Aligner Programme with calendar management/ maintaining live databases on Monday.com and clinician engagement as required
* Creating agenda and circulating such for meetings, coordinating invites
* Supporting and recording delegates, including enquiries about clinical courses
* Maintaining accurate records of budgets for events

**Skills and Experience**

* Experience within dental industry
* Proficient in the use of Microsoft (especially teams)
* Well organised
* Self motivated
* Dynamic, fast paced and energetic
* Understands and lives the PortmanDentex values
* Able to work in an agile fashion
* Problem solver – able to see creatives ways through obstacles and barriers
* Highly collaborative and able to work through cross-functional and matrix teams
* Willingness to travel to all sites in the UK and ROI, including overnight stays