



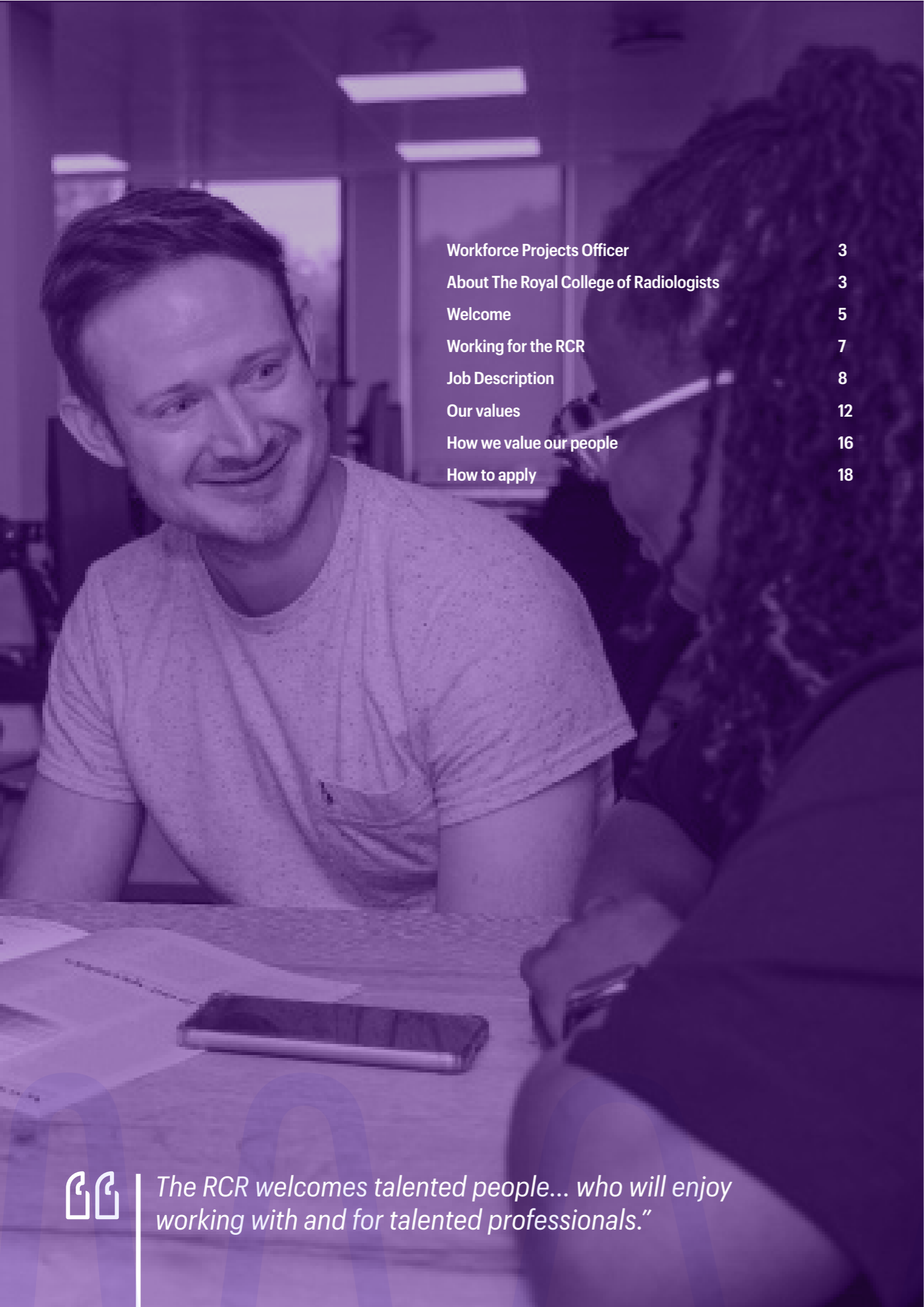
# The Royal College of Radiologists

## Workforce Projects Officer

\*Externally advertised as Project Manager



The Royal College of Radiologists



Workforce Projects Officer	3
About The Royal College of Radiologists	3
Welcome	5
Working for the RCR	7
Job Description	8
Our values	12
How we value our people	16
How to apply	18



*The RCR welcomes talented people... who will enjoy working with and for talented professionals."*

## Workforce Projects Officer

Salary:	£43,718 per annum, with pay progression up to £48,319 per annum within two years employment, plus excellent benefits
Location:	Central London, with flexible working
Hours:	Full-time/35 hours per week
Contractual status:	Permanent
Closing date for applications:	23:59 6 April 2025
Interview date:	Shortlist interviews are scheduled for 14 April 2025 and selection interviews are scheduled for 22 April 2025.

## About The Royal College of Radiologists

### Are you interested in making a real difference in the healthcare sector to improve imaging and cancer care for all?

At The Royal College of Radiologists (RCR), we're the leading professional membership body for clinical radiologists and clinical oncologists and a registered charity who educate and support doctors throughout their career. With over 14,000 members in the UK and internationally, together we're contributing to the advancement of each new generation of doctors and helping to improve patients' lives.

We require a broad range of skills and experience to deliver our strategic goal of increasing the clinical radiology and clinical oncology workforce, which will ultimately lead to improving imaging and cancer care services for all.

If you're inspired by our **strategy** and **values**, and are passionate about helping us meet our ambitious goals in an environment that celebrates differences, values diversity and recognises that everyone here plays a role in the success of the College, then we encourage you to consider a career at the RCR.



## Welcome

Thank you for your interest in working with the RCR. I hope that you will find the information in this Candidate Pack useful, in addition to the content on our website: [www.rcr.ac.uk](http://www.rcr.ac.uk)

The last few years at the RCR have seen much growth and development. We have improved the range and quality of the services and support offered to our membership. We have grown the external profile of the RCR's work and increased awareness of the value of our medical specialities to patients and the public. We have created life-saving guidance and expanded our work globally to many different countries. We've revised how we train and examine our doctors to ensure they continue to be the best in the world, plus much, much more. We are ambitious to continue this success and build into the future.

Our Strategic Priorities from 2019 are:

### Workforce

Support excellent, safe patient care by working collaboratively on team-wide standards across imaging and oncology. Define our doctors' professional needs for the future and shape sustainable workforce models for our patients and our specialties to realise them.

### Be the experts

Highlight to the public and stakeholders the contribution our specialties make to safe, evidence-based and cost-effective patient care. Contribute meaningfully to the debate on the future of healthcare both in the UK and overseas.

### Professional learning

Develop our educational offer to support our doctors to meet the challenges of practice, working with others where appropriate, sharing ideas where possible. Adopt new educational models rapidly to ensure continuing equity of access to high-quality products.

### Membership value

Support all members and Fellows to deliver the best care for patients, for their entire career regardless of where or how they practice.

### Our College

Shape a College that is demonstrably agile and responsive, accountable and open, supporting our specialties and the patients we treat.

The RCR is growing – in what we achieve, our income and our staff. We are a great team that focuses on improving the lives of patients through our doctors. Our culture is friendly and ambitious, underpinned by a continuing commitment to develop and support all our employees.

We are a *London Living Wage Employer* ([www.livingwage.org.uk](http://www.livingwage.org.uk)) not only for our employees, but also in respect of our contractors.

The RCR welcomes talented people who share our ambition, commitment who will enjoy working with and for talented professionals.

I look forward to hearing from you.

Yours sincerely



## Working for the RCR

The RCR is a membership body and a registered charity. The trustee board is mainly made up of practising clinical oncologists and clinical radiologists and is accountable to the membership at large. Each specialty has its own Faculty which agrees policy and the range of support, advice and guidance offered to doctors in the specialty. The executives of the RCR are the eight Officers (doctors) who work closely with the senior management team (the Chief Executive and Executive Directors for Communications, Education, Professional Practice and Business and Resources) supported by about 100 other employees.

### The Education & Professional Practice Directorate/Workforce Development Team

We are looking for a new team member to help us in our single goal; to grow the workforce in Clinical Radiology and Clinical Oncology to enable patients to receive timely diagnosis and treatment. Our Workforce Initiatives team are working on several exciting projects covering UK training and curricula, upskilling allied medical and healthcare professionals, and developing new support for globally

trained doctors joining the UK workforce. The successful candidate will be working as part of a vibrant, friendly and talented team to plan and deliver innovative programmes of work that help to improve imaging and cancer care for all. Being a team player is very important as is a commitment to go above and beyond for the doctors we are working with. The role would suit someone with significant project management experience, who is confident building and maintaining positive relationships with a diverse range of high-profile stakeholders. They will either already possess, or have the ability to quickly build, a detailed understanding of NHS workforce challenges and postgraduate medical training. They should be highly organised and flexible, with the ability to plan and prioritise work against organisational objectives and to defined deadlines and budgets.

### Where the job fits





# Job description

Job title:	Workforce Projects Officer
Responsible to:	Workforce Initiatives Manager
Responsible for:	N/A
Contract terms and hours:	Permanent, full time
Location:	63 Lincoln's Inn Fields, London WC2A 3JW with flexible working

## The role

### Overall purpose

We have an ambitious goal to grow the workforce in Clinical Radiology and Clinical Oncology to enable patients to receive timely diagnosis and treatment. This role sits within the Workforce Development & Training team and will lead on several existing and developing projects to deliver this goal. The Project Manager will work closely with partners across the NHS, GMC, and allied organisations to develop and deliver new initiatives, transitioning those with the greatest impact to business as usual. This role provides the opportunity to deliver varied and exciting projects with nationwide and global impact, such as designing ethical pathways for global doctors to join the workforce and supporting UK specialty training programmes to build the capacity to train their future workforce.

### Main areas of responsibility

•Project management • Supporting delivery of ongoing programmes •General

#### Responsibilities

##### a. Project management

1. Lead and manage a diverse portfolio of workforce projects and programmes with varying scope, deliverables, and focuses.
2. Proactively lead on planning, monitoring and delivery of projects, ensuring they are delivered on time, to a high standard and within budget, managing risks that arise.
3. Independently create project plans for new initiatives by developing established project aims into deliverables, milestones and timelines, accounting for dependencies, risks, and key stakeholders and partners.
4. Research relevant issues, systems, guidance, and other organisations, to inform your approach.
5. Analyse and interpret relevant raw data to inform your approach.
6. Adapt project plans and your approach whenever needed, in response to arising challenges or opportunities, escalating key decisions when relevant.
7. Draft proposals and reports which clearly communicate the challenges and opportunities of each project to relevant boards and committees, highlighting immediate actions or decisions to be taken.
8. Provide high level executive support for any groups that may be convened for relevant projects, including liaison with relevant experts and stakeholders, and coordination of any consultation activity.
9. Build effective relationships with high profile and subject expert stakeholders to maintain their engagement, balancing the needs of different groups and building consensus from conflicting viewpoints.
10. Work with internal colleagues to implement new or evolved initiatives including promotion to relevant audiences, and the development of new processes to ensure smooth delivery.

11. Ensure that appropriate mechanisms are in place to monitor ongoing impact of projects, advising on areas where impact can be improved.
12. b. Supporting delivery of ongoing programmes
13. Support the development and implementation of changes to specialty curricula as necessary, convening clinical groups as appropriate to define the scope of changes needed, and planning the programme of activities through to successful conclusion.
14. Continue to develop the e-Portfolio platform, where appropriate developing it further to meet the needs of new and existing stakeholder groups.
15. Support annual recruitment campaigns into the specialties.
16. Provide support for ancillary, but critical workforce development initiatives, for example fairer training outcomes, collaborating with colleagues from across the organisation to maximise impact.

##### b. Support delivery of ongoing programmes

17. Support the clinical leads representing the RCR in the national recruitment process for Clinical Radiology and Clinical Oncology specialty training.
18. Analyse data from a range of sources to inform and manage the quality assurance of curricula and UK specialty training.
19. Work with RCR boards and committees to ensure projects align with workforce needs, curricula remain up to date, and the e-portfolio is fit for purpose.
20. Develop and maintain a comprehensive and broad knowledge of the key workforce issues facing both specialties, with focus on the RCR's wider strategic priorities.

##### c. General

21. Maintain and manage records in accordance with the RCR's data protection policy and guidance.
22. Maintain documentation on all activities carried out.
23. Undertake such other duties appropriate to the level of the postholder's qualifications and experience as may be required by the RCR from time to time.





## Key working relationships

### Internal working relationships

- Wider Workforce Development & Training team - with whom your work is closely linked
- External Affairs Team – ensuring mutual understanding of each other’s work to ensure complementary messaging to the wider community
- Professional Practice and Quality Improvement team- to proactively seek out information on emerging policy priorities and areas of workforce need, identifying how to complement these areas
- Professional Networks team – to engage members and key stakeholders in workforce initiatives
- RCR Learning team - to develop support materials for project developments.
- The elected Officers – providing information, guidance and support.

### External working relationships

- Other royal colleges and the Academy of Medical Royal Colleges – networking, sharing information
- Statutory Education bodies
- General Medical Council - networking, sharing information
- Individual doctors considering working in the UK and/or applying for CESR/Portfolio Pathway
- NHS employers and other organisations supporting the employment of global doctors

## Scope and limits of authority

<b>Decision making level</b>	<ul style="list-style-type: none"> <li>• Self-directed work under the supervision of the line manager</li> <li>• To deliver projects and developments within agreed parameters, escalating parameter breaches to line manager</li> </ul>
<b>Financial resources</b>	<ul style="list-style-type: none"> <li>• Project budget oversight to the value as agreed at project initiation</li> </ul>
<b>Other resources</b>	<ul style="list-style-type: none"> <li>• Shared responsibility for curricula developed</li> <li>• Shared responsibility for the e-Portfolio and its maintenance</li> <li>• Responsibility to ensure that data is collected and maintained in RCR systems as appropriate to role</li> </ul>
<b>People management</b>	<ul style="list-style-type: none"> <li>• Engagement with project team colleagues, ensuring they are engaged in necessary activities</li> </ul>
<b>Legal, regulatory and compliance responsibility</b>	<ul style="list-style-type: none"> <li>• Ensure that advice given and recommendations made are consistent with UK law and GMC regulations</li> <li>• Ensure services are delivered in compliance with the General Data Protection Regulation (GDPR)</li> <li>• Ensure adherence to the RCR’s Human Resources policies</li> </ul>



## The person

Essential (E) or  
Desirable (D)

### Knowledge, qualifications and experience

Significant experience of leading and managing a diverse portfolio of simultaneous projects, varying in size and focus, within a relevant context.	E
Experience of managing high profile and subject expert stakeholders, including building consensus from conflicting viewpoints, and leveraging differing motivations and skillsets to achieve maximum impact.	E
Experience of working collaboratively with internal and external teams to manage delivery of project outcomes.	E
Experience of managing the input of subject expert voluntary contributors.	D
Experience of working with doctors, and an understanding of the NHS and the provision of healthcare services.	D
Understanding of the structure and regulation of UK postgraduate medical education and routes into the NHS workforce.	D

### Skills and abilities

Accurate use and understanding of English.	E
Ability to independently develop project aims into deliverable plans, including defining milestones, dependencies, risks, and timelines.	E
Ability to manage and prioritise own work and the work of others across multiple concurrent projects, applying a flexible approach to ensure milestones and deadlines are met.	E
Ability to quickly develop an in-depth understanding of the complex issues and systems underpinning each project.	E
Ability to take a proactive and creative approach to problem solving, knowing when to take initiative and when to escalate problems.	E
Ability to explain complex issues clearly both orally and in writing, and adapt style to different audiences.	E
Ability to analyse and interpret data to identify key messages and themes.	E

### Other Requirements

To be able to apply candidates must be able to also fulfil the following requirements:

- Candidates must have the right to work in the UK to be able to apply for positions at the RCR
- Commitment to equality and valuing diversity and understanding of how this applies to delivery of own area of work.
- Commitment to the aims and charitable objectives of the RCR.
- Self awareness.
- Enthusiasm for learning and development and taking on new tasks.
- Committed to own continuing professional development.
- Demonstrable commitment to providing a professional customer service to colleagues, members and stakeholders.
- Ability to maintain confidentiality and information security in line with our data protection policy and guidance.



## Our values



### People focus

We treat everyone fairly and with respect, actively listening and responding appropriately, while recognising individual differences.



### Integrity

We are open, honest and transparent. We strive to reflect and learn from experience in every area of our work to deliver the right outcome.



### Making a difference

We strive for excellence. We make a difference by setting standards and empowering our membership and our staff through personal development and lifelong learning.

We recognise that patients' best interests underpin everything we do.



## Behavioural competencies

The RCR's Competency Framework defines the behavioural competencies required from all staff to contribute effectively in their role and within the wider organisational team.

### Communicating effectively

The success of the College depends on how it communicates with its membership and other stakeholders. Employees need to know their audience(s) and communicate with them in a way which meets stakeholder needs and expectations as far as possible.

### Working together

The College's effectiveness and reputation depends on efficient and collaborative working, both within and beyond the team. This includes all employee colleagues, Officers, other Fellows and members and often others outside the College.

### Personal effectiveness

The College is most effective when employees take ownership of their work, understand the context of that work, deliver effectively to achieve required results and demonstrate a positive attitude to taking on additional responsibilities or learning new skills.

### Customer focus

We should all provide excellent services to all customers but notably to the membership and staff colleagues. Focusing on those and other customers, and understanding and responding appropriately to their needs, is key to the success and sustainability of the College.

### Embracing change

We must all play a part in ensuring that the offer the College makes continues to be effective and relevant in meeting customer needs. This will involve changes to what we do and how we do it. We all need to play our part in embracing change.



# How we value our people

## Benefits

We offer all our employees a fantastic range of benefits to help you enjoy a great work-life balance, look after your wellbeing and plan for the future.

### A modern and welcoming working environment

We've made sure our office in a prime central London location is a destination people want to come and work in – it's open-plan and spacious, with areas for meetings, collaborative working and concentrated workspaces. We also have kitchen facilities well-stocked with plethora of teas and two very fancy coffee machines for everyone to use

There are lots of things going on when you come in too, including learning and development sessions with doctors talking about their work, tea and cake get-togethers, free massages monthly and monthly town hall meetings where staff can share updates and ask questions. We even have our own social committee and organise regular fun events, which are a great way for you to get to know your co-workers.

### Excellent pension scheme and life assurance

We like to help our staff save for the future and provide an excellent employer pension contribution. We also have a life assurance and personal accident policy which covers all employees up to four times their annual salary.

### Hybrid working

At the RCR we only hire great people, and we value being able to bring everyone together to bond, build great working relationships and

generate amazing and innovative ideas.

We embrace remote working, and our staff are able to work remotely for up to 60% of their working time, with 40% in the office. All staff are provided with a laptop to allow them to work remotely, along with equipment such as desks and chairs to make sure they're comfortable when working from home. Our offices are open throughout the working week though, and staff are always welcome to come in as often as they wish.

### Wellbeing support

We like to make sure everyone at the RCR is supported, both professionally and personally, so in addition to our excellent line managers and supportive HR team, we've invested in training a number of dedicated staff members passionate about mental Health as Mental Health First Aiders. We also provide an Employee Assistance Programme, that's has a 24/7 helpline so if you ever have any personal problems or concerns, there's always somewhere to turn for help and advice.

### Generous annual leave allowance

Working hard is important, but taking a break matters just as much. Everyone starts with a 25-day annual leave allowance per year and that increases with service too.

### Interest-free season ticket loan and cycle to work scheme

To make sure you're able to get into the office in the way that best suits you we offer all staff the option to take out an interest-free season ticket loan to help cover the cost of travelling, as well as a cycle to work scheme for those of us who like to be more active on their commute. If you

do choose to cycle in, we have somewhere safe to leave your bike and showers to use if you want to freshen up before work.

### Festive spirit

We know taking a break at the end of the year is important to our team. To ensure everyone gets a well-deserved rest to spend time with loved ones, we usually close our office between the Christmas and New Year period – gifting the extra days off to all staff, in addition to their usual annual leave.

### Making a real difference

In addition to all the great benefits we've listed above, we believe the main reason people want to join the RCR is because you also get to go to work knowing your role has an impact on the lives of doctors and patients.

## Equality and diversity

Every day, our colleagues are making a difference by helping to improve imaging and cancer care for all. This starts by having the best talent, and that is only possible with a diversity of thinking, diversity of background and experience, and diversity of skills.

Diversity means better ideas, better solutions and more innovation. It's why one of our key priorities is to ensure our workforce reflects the communities we serve.

We're committed to creating an inclusive workforce and working environment for us all to enjoy – where everyone is able to bring their whole self to work to create change and reach new heights of creativity.

You can find our equality, diversity and inclusion commitment **here** as well as our equality and diversity policy **here**.



*Great purpose, great people, great working environment and clear direction of travel."*







# How to apply

The closing date for applications is 23:59 6 April 2025

Please answer all the questions on page 17 as part of your application, submitting them as attachment along with your CV for your application to be considered. Please submit as Full name, Role, CV/application questions together with a completed **Diversity Monitoring Form**.

We expect you to meet the points listed under “other requirements” of the Person Specification as a pre-requisite for applying for this position. We will explore them further if your application is taken to the next stage(s) of the recruitment process.

The application process is the first chance we have to assess your suitability for the role you’re applying for, and as such, we ask that your application is written by you, and that you do not use AI tools such as ChatGPT to create your application. Where we suspect AI tools have been used to create your application you unfortunately won’t be shortlisted for the next stage of the recruitment process. We hope that you respect this request in line with our value of integrity **Values & strategy | The Royal College of Radiologists (rcr.ac.uk)**

Applications should be emailed to **jobs@rcr.ac.uk**

If you have not heard further from the RCR within a fortnight of the closing date, you should assume that you have not been shortlisted for interview on this occasion.

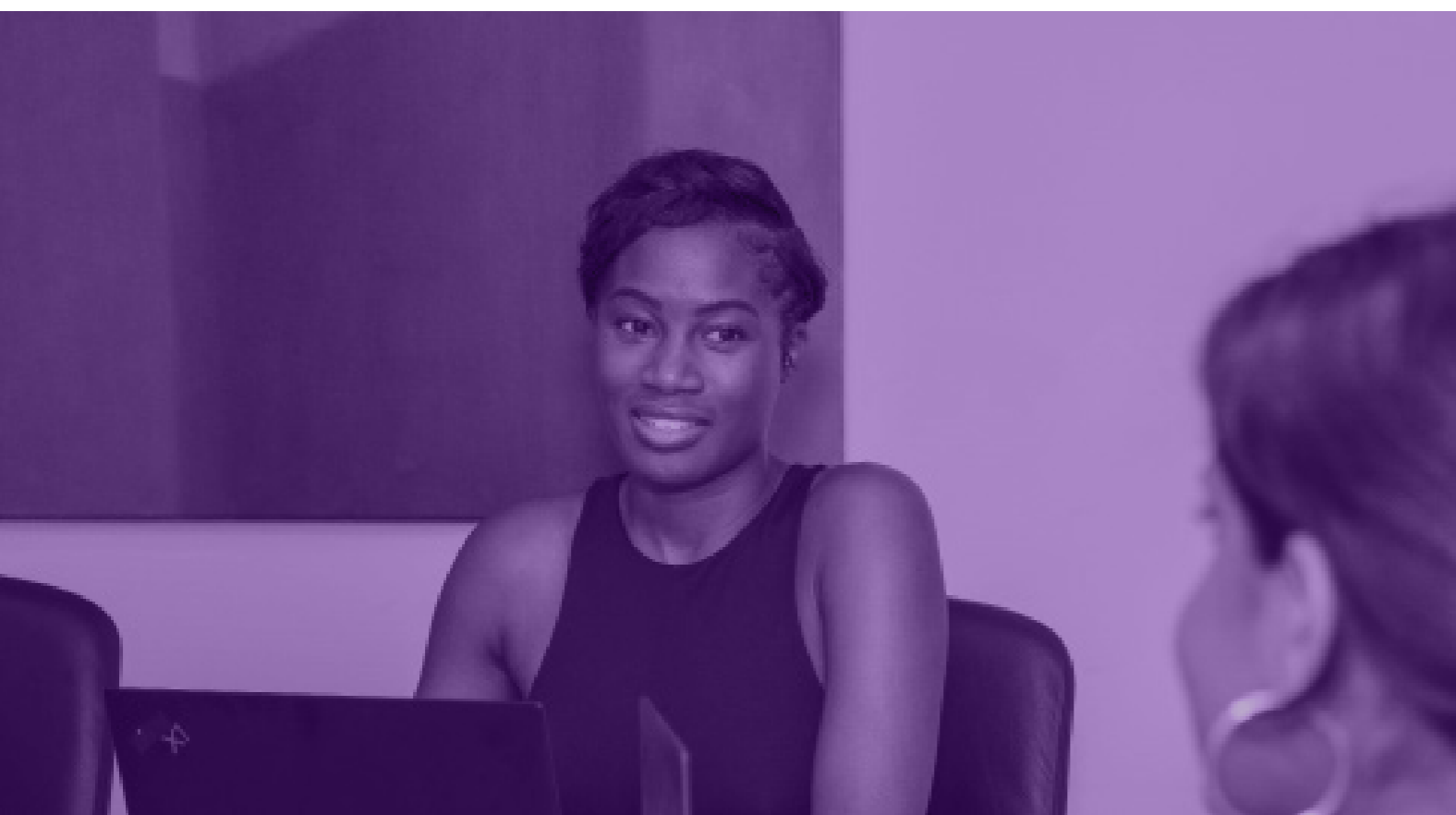
Shortlisted candidates will be invited to attend first stage interviews on 14 April 2025.

If you consider yourself to have a disability and require a hard copy pack or a different format, for example large print, please contact the HR team at **jobs@rcr.ac.uk**



Please answer all the below questions as part of your application, submitting them as attachment along with your CV.

1. What interests and appeals to you about this role? (Max. 200 words)
2. Tell us about a time when you have led on multiple projects simultaneously which were all considered high priority by your organisation. What steps did you take to ensure they were all successful? (Max. 600 words)
3. Tell us about a time when you have built consensus between high-profile stakeholders with strong conflicting views. How did you approach keeping them all onboard with the direction of the project? (Max. 600 words)
4. Tell us about a time when you have developed in-depth knowledge in a new, complex subject area. How did you approach this? (Max. 600 words)





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