

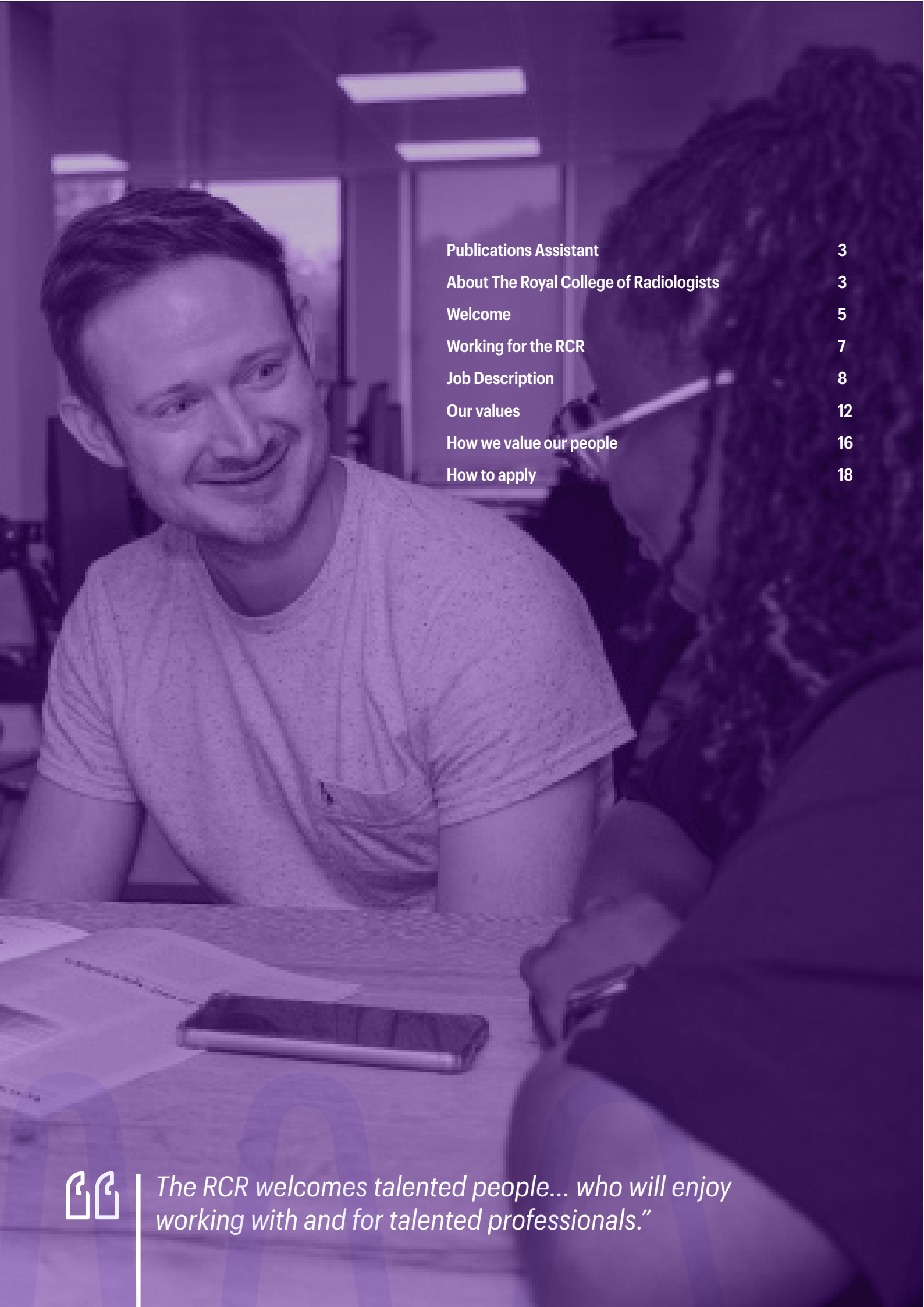


The Royal College of Radiologists

Publications Assistant Candidate pack



The Royal College of Radiologists



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

Publications Assistant

Salary:	£19,095 per annum (pro rata of £31,824 FTE), with pay progression up to £21,861 per annum (pro rata of £36,435 FTE) within two years employment, plus excellent benefits
Location:	Central London, with flexible working
Hours:	Part-time/21 hours per week (0.6 FTE)
Contractual status:	Permanent
Closing date for applications:	23:59 28 July 2025
Interview date:	Shortlist interviews are scheduled for 1 August 2025 and selection interview dates will be confirmed at shortlist interview

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

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) 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.

You'll be part of a supportive, collaborative content team, working closely with colleagues across the organisation and external partners including publishers, editors and contributors. From coordinating journal meetings and liaising with editorial boards, to proofing new content and preparing communications for members, no two days will be the same.

The Communications Directorate/Marketing and Digital Team

We're looking for a Publications Assistant to join our Marketing and Digital team at the Royal College of Radiologists (RCR). This is a varied and rewarding role supporting the smooth running of our flagship print and digital publications – including our scientific journals, relaunched member magazine and a wide range of guidance, resources and reports.

Where the job fits





Job description

Job title:	Publications Assistant
Responsible to:	Content Manager
Responsible for:	N/A
Contract terms and hours:	Permanent, part-time (0.6 FTE, 21 hours per week)
Location:	63 Lincoln’s Inn Fields, London WC2A 3JW with flexible working
Flexible working:	Employees are required to work from the office for at least 40% of their working week.

The role

Overall purpose

The Publications Assistant works across both our print and online publishing, providing administrative, communications and editorial support to our flagship publications, including our three scientific journals, relaunched member magazine and suite of clinical guidance, resources and reports.

Main areas of responsibility

- a. Journals
- b. Member magazine
- c. Publications (print and online)
- d. Engagement and admin assistance
- e. General

Responsibilities

- a. Journals
 - 1. Lead on the administration for our scientific journals, Clinical Radiology, Clinical Oncology and RCR Open, including:
 - a. Liaising with the publisher and suppliers, working collaboratively to identify and resolve any issues in production.
 - b. Coordinating regular meetings for Editorial Advisory Groups, Journals Board etc., including note taking and following up with actions.
 - c. Maintaining accurate records of processes, contributors, actions etc.
 - 2. Proactively support the editors and members of the Editorial Advisory Boards to ensure the smooth running of journal processes, developing credible relationships with both internal and external stakeholders.
 - 3. Prepare reports and analysis as required on journal activity, plans and performance.
 - 4. Administration and promotion of the journal prizes and awards.
 - 5. Coordination of recruitment to journal roles.
 - 6. Lead on the preparation of communications to promote the journals to Fellows and members.
 - 7. Support the ongoing development of the journals, contributing to plans and reviews.
 - 8. Champion and support journal activity across the RCR, linking up with other teams and work programmes where appropriate.

b. Member magazine

- 9. Provide administrative support for our printed membership magazine, including:
 - a. Liaising with the publisher on production schedules and processing invoices and expenses.
 - b. Updating and managing the flat plan as directed.
 - c. Arranging the magazine advisory group meetings.
- 10. Coordinate recruitment to the Clinical Adviser roles.
- 11. Liaise with the Clinical Advisers and internal stakeholders in line with production schedules to ensure their contributions are received and processed in accordance with deadlines.
- 12. Follow up with contributors to confirm permissions and arrange interviews or images as needed.
- 13. Prepare regular promotional communications for the magazine to Fellows and members.
- 14. Writing and editing copy for the magazine as requested.
- 15. Assist with preparing reports and papers in support of the magazine as needed.

c. Publications (print and online)

- 16. Develop and maintain a comprehensive schedule of all upcoming and planned publications from across the RCR, tracking those still in development.
- 17. Providing or coordinating proofing and sub-editing support as required, ensuring that all our publications and resources are compliant with brand guidelines and house style.
- 18. Support with typesetting, formatting and layout for documents as needed.
- 19. Manage copyright and citation requests.
- 20. Assist with the publishing of key online resources on our website, including guidance, audit and e-learning; providing quality assurance across the process, ensuring they are reviewed and updated and monitoring their performance.
- 21. Support with the publication of abstracts and other conference content.

d. Engagement and admin assistance

- 22. Provide assistance with the preparation and delivery of our Fellowship admission ceremonies, including proofing speaking notes, updating the slides and with event assistance on the day.
- 23. Develop, maintain and update a presentation bank and other resources for senior internal stakeholders.
- 24. Provide light support with general administrative duties when required, including covering the membership phones during peak periods, coordinating expenses etc.
- 25. Undertaking any ad-hoc projects as requested.

e. General

- 26. Ensuring that you maintain appropriate processes and contribute to the efficient running of the organisation.
- 27. Undertake such duties appropriate to the level of the postholder’s qualifications and experience as may be required by the RCR from time to time.
- 28. Maintain and manage records in accordance with RCR’s data protection policy and guidance.
- 29. Maintain documentation on all activities carried out.



Key working relationships

Internal working relationships

- Marketing and Digital team
- Membership Operations team
- Professional standards and External Affairs teams
- Other teams and colleagues across the RCR

External working relationships

- Suppliers as needed

Scope and limits of authority

Decision making level	<ul style="list-style-type: none">• Responding to member and staff queries and escalating when required.• Organise and lead on specified resources• Priority setting for own workload
Financial resources	<ul style="list-style-type: none">• Processing invoices and expenses
Other resources	<ul style="list-style-type: none">• Updating of SLAs in line with process changes
People management	<ul style="list-style-type: none">• N/A
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none">• Compliance with GDPR regulations



The person

Essential (E) or
Desirable (D)

Knowledge, qualifications and experience	
Experience in/knowledge of either an academic or commercial publishing environment	E
Demonstrable experience in proofreading and/or copyediting	E
Knowledge of web publishing, content production and content management systems	E
Experience in building working relationships with stakeholders/external suppliers, with excellent interpersonal and customer service skills	E
Experience in drafting and/or preparing communications for social media, websites and/or email.	E
Experience organising meetings including the preparation of agendas, circulation of papers and coordinating actions	E
Confidence in using databases and other tools for analysis or reporting	D
Experience in using InDesign or similar	D
An understanding of the publishing landscape, including the challenges facing peer review journals	D
Some knowledge of medical and scientific terminology	D
Knowledge of open-access publishing	D
Skills and abilities	
Accurate use and understanding of English.	E
A competent writer with a proven ability to undertake independent research	E
Ability to liaise with editors and other senior stakeholders with tact, diplomacy and confidence	E
High level of communication skills, both written and verbal	E
Ability to work accurately with excellent attention to detail	E
Meticulous, organised and self-motivated, able to work on own initiative	E
Ability to manage a varied workload, prioritising and meeting deadlines with good time management skills	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
- Enthusiasm for learning and development and taking on new tasks
- A strong commitment to equality and valuing diversity
- Commitment to the aims and charitable objectives of the RCR
- The ability to maintain confidentiality and information security
- Commitment to the values and behaviours of the RCR



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 28 July 2025

Please submit a CV and a covering letter (of no more than a page and a half) submitted as Full name, Role , CV/CL together with a completed, **Diversity Monitoring Form**.

It is important that your covering letter includes a clear statement in support of your application, which demonstrates how you meet the essential (and, where applicable, desirable) criteria described in the table entitled 'the person'.

We expect you to meet the points listed under "other requirements" of the Person Specification as a pre-requisite for applying for this position. However, you are not required to address these points in your written statement. 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 1 August 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**



The Royal College of Radiologists

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