

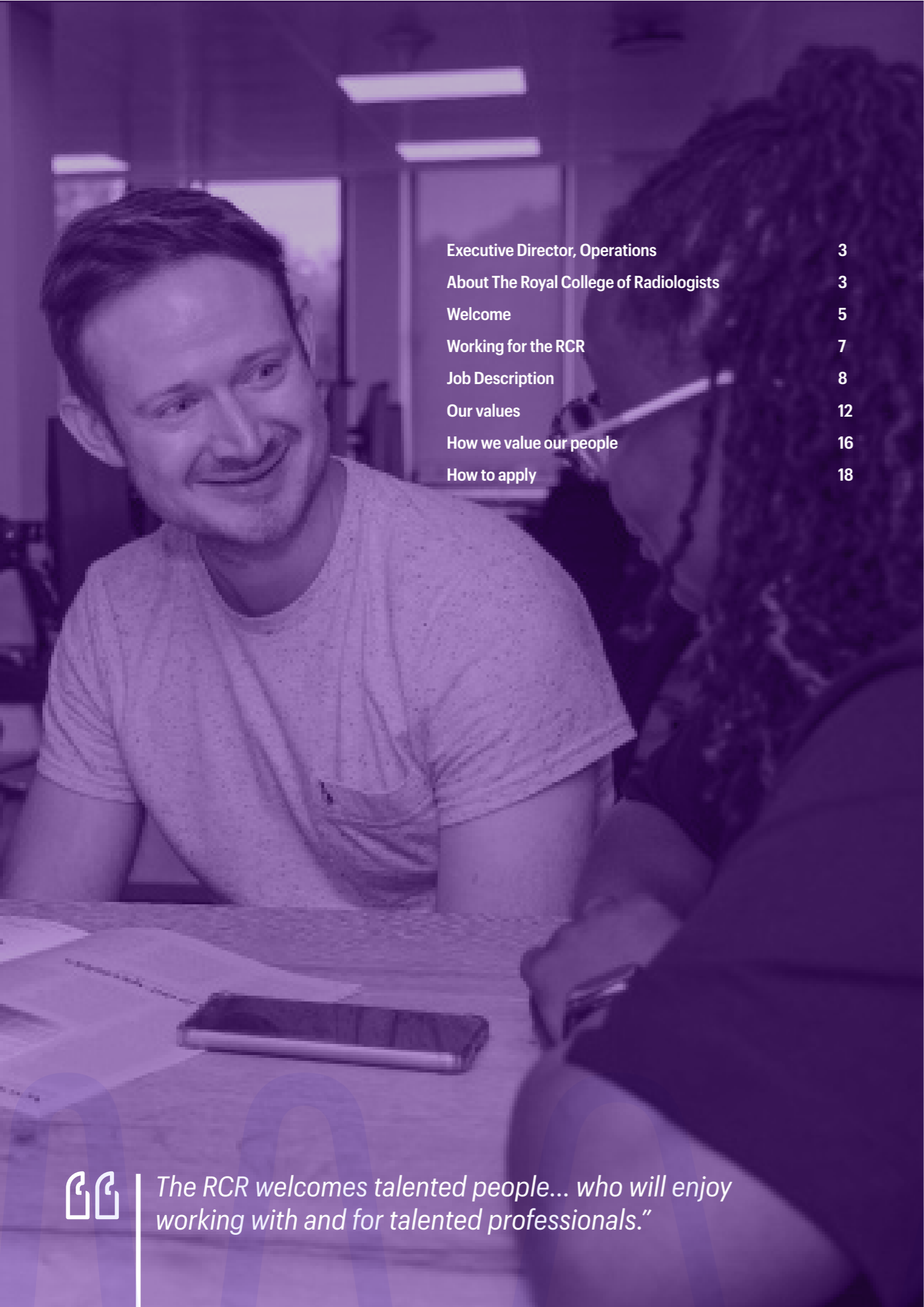


# The Royal College of Radiologists

Executive Director, Operations  
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."*

## Executive Director, Operations

|                                |  |
|--------------------------------|--|
| Salary:                        | £100,000 per annum starting salary, 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 25 May 2026  |
| Interview date:                | Shortlist and selection interviews are provisionally scheduled for w/c 3 June and w/c 8 June, respectively. Exact dates will be confirmed shortly. |

## 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 18,000 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



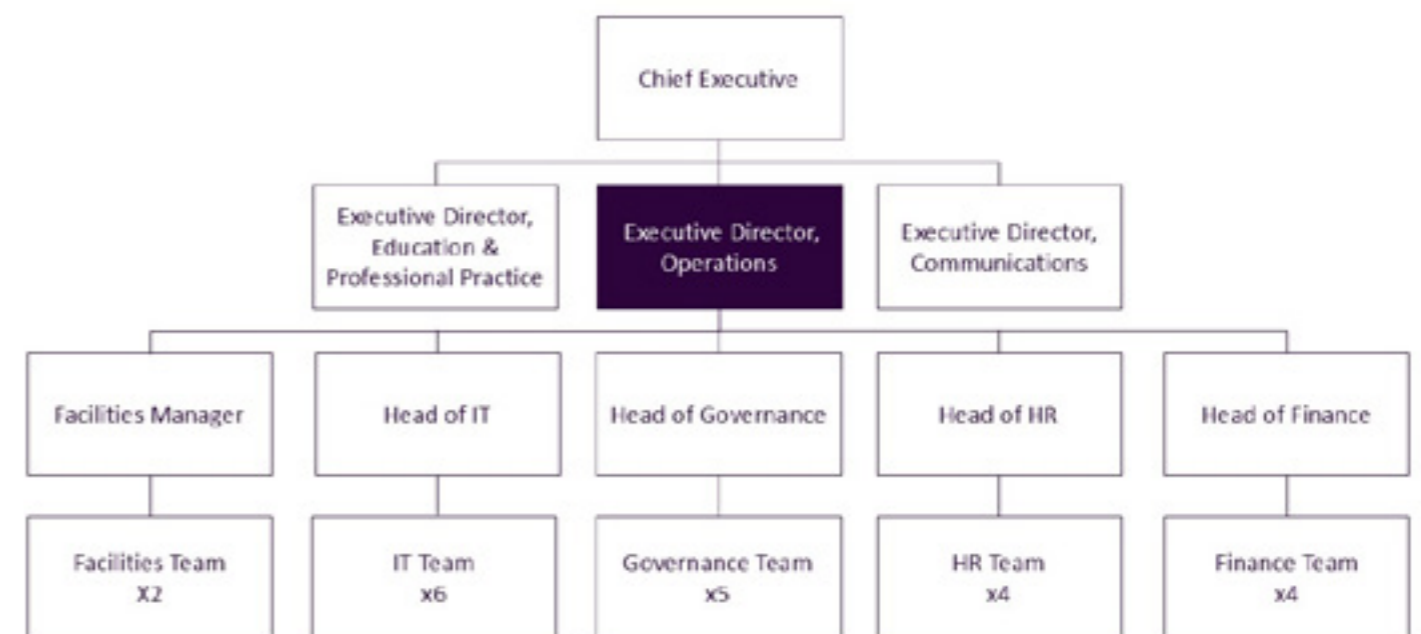
## Working for the RCR

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 Operations) supported by about 140 other employees.

### The Operations Directorate

The RCR is a great place to work. At the forefront of the health agenda, our members diagnose and treat cancer, heart disease, stroke and more, whilst leading on innovations including AI, skills mix and community diagnostic hubs.

### Where the job fits





# Job description

|                   |  |
|-------------------|--|
| Job title:        | Executive Director, Operations   |
| Responsible to:   | Chief Executive  |
| Responsible for:  | Facilities Manager   |
|                   | Head of IT   |
|                   | Head of Governance   |
| Responsible for:  | Head of HR   |
|                   | Head of Finance  |
|                   | Contract terms and hours:  |
| 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 Executive Director, Operations provides strategic and operational leadership across the RCR's internal services functions, ensuring the organisation runs effectively, efficiently, and in a way that supports delivery of our charitable objectives. The postholder has overall accountability for operational performance across IT, facilities, finance, HR and governance, driving continuous improvement and maintaining the high standards of service that colleagues and members rely on. They play a critical role in identifying and managing organisational risk, ensuring robust frameworks are in place to protect the RCR's people, assets, and reputation as well as supporting the Chief Executive in the leadership and development of the RCR.

## Main areas of responsibility

- a. Lead and develop Directorate functions
- b. Business support and development
- c. Information and communications technologies leadership
- d. Facilities leadership
- e. HR leadership
- f. Governance leadership
- g. Role as Executive Director

### Responsibilities

#### a. Lead and develop Directorate functions

1. Ensure that operations, resources and associated services work effectively and smoothly together in support of the College's strategic and operational aims. This includes the setting, monitoring and review of objectives and service standards across all functions.
2. Effectively lead the Directorate functions, staying abreast with developments in best practice and overseeing the implementation of improvements and developments where required.
3. Champion and model the RCR's values, playing a lead role in shaping and sustaining an organisational culture in which staff are engaged, supported and able to do their best work. Support the Chief Executive in embedding cultural change and continuous improvement across the organisation.
4. Provide advice and, through the Directorate, support for Trustees as required from time to time, notably in respect of the Medical Director, Membership and Business, and the Treasurer.
5. Develop external links, networks and relationships in relation to areas of responsibility so as to bring in intelligence and new ideas to the RCR.

#### b. Business support and development

6. Maintain strategic oversight of the College's financial health and sustainability, ensuring that robust financial planning, governance and control frameworks are in place and operating effectively.
7. Develop and maintain strategic oversight of the College's financial health and sustainability, ensuring that robust financial planning, governance and control frameworks are in place and operating effectively.
8. Develop and maintain a strategic perspective on all business matters for the College
9. Take forward agreed opportunities for income development and diversifying income streams, including those on a commercial basis.
10. Ensure the provision of a comprehensive business support function for the College covering finance, financial governance, VAT, payroll, investment, procurement, insurance, project planning and management, risk management and income diversification and income generation. This includes periodic review and development and the creation, review and update of a financial plan.
11. Lead on procurement for the College including directly negotiating substantial business arrangements and setting procedures and processes for other authorised College staff to follow.
12. Lead on contracts for the college. This includes negotiating on larger contracts and supporting others on their contract negotiations. It also includes being the expert on suitability of contracts, suggesting amendments, and knowing and ensuring RCR 'red lines'
13. Be the lead advisor on business modelling, ensuring managers model future opportunities correctly, understand business risks and are able to present business cases in a clear manner.
14. Ensure the College complies with all current and relevant charitable, financial and legal regulatory requirements through the necessary internal systems and procedures including financial audit.

#### c. Information and communications technologies leadership

15. Ensure the College has a comprehensive strategic and operational plan for information and communications technologies, encompassing infrastructure resilience, cyber security, data governance



and records management.

16. In partnerships with the Digital Products Team, lead the organisation's approach to digital transformation, identifying and embedding technology-enabled improvements to internal processes and service delivery across the RCR.
17. Ensure staff and Officers have an effective day-to-day IT service and that the College's digital capability keeps pace with operational needs and sector developments.
18. Ensure the College's approach to data management meets all relevant regulatory requirements, including UK GDPR.

#### d. Facilities leadership

19. Ensure the College's premise needs are met including management, maintenance and facilities development. Lead on longer term planning and provision.
20. Maximise income generated from the estate consistent with membership and internal needs, and prevailing policies.

#### e. HR leadership

21. Ensure the College has a comprehensive, strategic and operational plan for the HR function, covering workforce planning, employee relations, reward, learning and development, contributors, and equality, diversity and inclusion.
22. Ensure the College is compliant with employment law and HR best practice, with policies that are fit for purpose and consistently applied.
23. Oversee the development of the RCR as an employer of choice, supporting the attraction, retention and development of high-calibre staff.
24. Work with the Head of HR to ensure effective people management practices are embedded across the organisation, and that managers are equipped and supported to lead their teams well.

#### f. Governance leadership

25. Oversee the governance function, ensuring a comprehensive and high-quality governance service for Council, committees and Trustees, including effective board and committee administration.
26. Ensure the College remains compliant with charitable governance requirements and Charity Commission guidance, and that Trustees are appropriately supported in discharging their duties.
27. Oversee the review and development of governance frameworks, constitutional documents and delegated authorities, ensuring they remain fit for purpose as the organisation evolves.

#### g. Role as Executive Director

28. Contribute fully to the overall direction and leadership of the RCR
29. Lead on development and delivery of RCR strategy and policy, collaborating with Officers to achieve this.
30. Orientate service delivery and development to the needs of the whole College while being fully cognisant of the public benefit requirement of the College and the interests of other stakeholders.
31. Collaborate with the elected Officers and other lead Fellows of the RCR.
32. Build external networks to support delivery of RCR strategy by collaborating with and influencing external stakeholders



33. Lead change and development of the Directorate's operations, ensuring managers and others support and lead change in their areas as required.
34. Ensure the Directorate is resourced appropriately to deliver its required operations.
35. Lead, motivate, performance manage and develop the Directorate team in accordance with RCR policies and the Scheme of Financial, Contractual and HR Delegation.
36. Promote effective communication between members of the directorate and other relevant RCR staff and stakeholders.
37. Lead the Directorate in line with the RCR's constitution and governing documents
38. Manage records (attendance and absence) of direct reports using the RCR's electronic HR system.
39. Deputise for the Chief Executive and/or other Executive Directors as required.
40. 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.

## Key working relationships

### Internal working relationships

- Chief Executive and other SMT members, working collaboratively as the leadership team
- Directorate staff, leading, managing, developing and encouraging collaborative working
- Medical Director, Membership and Business, Treasurer and other Trustees, providing advice, guidance and support
- Members of the Finance and Investment Committee, providing advice, guidance and support
- Council members

### External working relationships

- Investment manager, managing relationship
- Auditors, managing relationship, providing information and support
- Pensions adviser, managing relationship
- Payroll provider, managing relationship
- Holders of similar posts in other medical Royal Colleges and faculties, networking, relationship building, knowledge exchange, collaborative working where applicable
- Professional advisers, contracting, managing relationship



## Scope and limits of authority

|   |   |
|---|---|
| Decision making level                           | <ul style="list-style-type: none"> <li>Establishing the strategic direction, objectives and functions of the Directorate</li> </ul>   |
| Financial resources                             | <ul style="list-style-type: none"> <li>Effective planning and accounting for all College budgets and financial resources (a current turnover of £17 million and a total value of College assets of £23 million).</li> </ul>   |
| Other resources                                 | <ul style="list-style-type: none"> <li>The collection, use and security of information and data relating to all Directorate functions</li> <li>Overall responsibility for the buildings and facilities, and ICT infrastructure and equipment</li> </ul>   |
| People management                               | <ul style="list-style-type: none"> <li>Direct line management of multiple staff teams</li> <li>Overall management of staff in the Directorate</li> <li>Contract management of contractors</li> </ul>  |
| Legal, regulatory and compliance responsibility | <ul style="list-style-type: none"> <li>As defined by the RCR's Scheme of Financial, Contractual and Human Resources Delegation.</li> <li>All corporate responsibilities as a senior manager of the College: planning and management of financial and human resources, risk management and business continuity, diversity, equal opportunities, information management (including data protection), health and safety and security.</li> </ul> |



## The person

Essential (E) or  
Desirable (D)

| Knowledge, qualifications and experience   |   |
|--|---|
| Deep knowledge of at least one (and preferably more) areas under span of control – IT, finance, HR, Governance, Facilities – with ability to get up to speed quickly in the other areas. | E |
| Senior level experience in an organisation of comparable complexity  | E |
| Significant financial experience   | E |
| Qualified accountant   | D |
| Experience of corporate development and decision making as a member of a senior management team  | D |
| Skills and abilities   |   |
| Accurate use and understanding of English.   | E |
| Highly developed and inclusive leadership skills, able to facilitate a culture that engages and motivates employees  | E |
| Strong analytical and evaluative skills, including ability to understand and analyse complex issues and problems and use information to further RCR interest                             | E |
| High level interpersonal skills, including capacity to motivate others, and negotiate with, and influence, key decision makers,  | E |
| Ability to plan and prioritise a substantial programme of work, and handle competing demands, to meet mid to long term goals   | E |
| High level written and oral communication skills   | E |
| Highly numerate  | E |
| Ability to handle complexity, uncertainty, high pressure and variable workload   | E |
| Excellent judgement, including knowing when to support and when to challenge, when to hold firm and when to bend, when to listen and when to talk  | E |
| Ability to manage externally commissioned work   | E |
| Ability to process complex information rapidly and make sound decisions under pressure   | 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, 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 gets 25-day annual leave allowance per year.

### 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 25 May 2026

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 RCR can only consider applicants who already have the independent right to work in the UK. We are unable to offer visa sponsorship for any role.**

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.

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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