

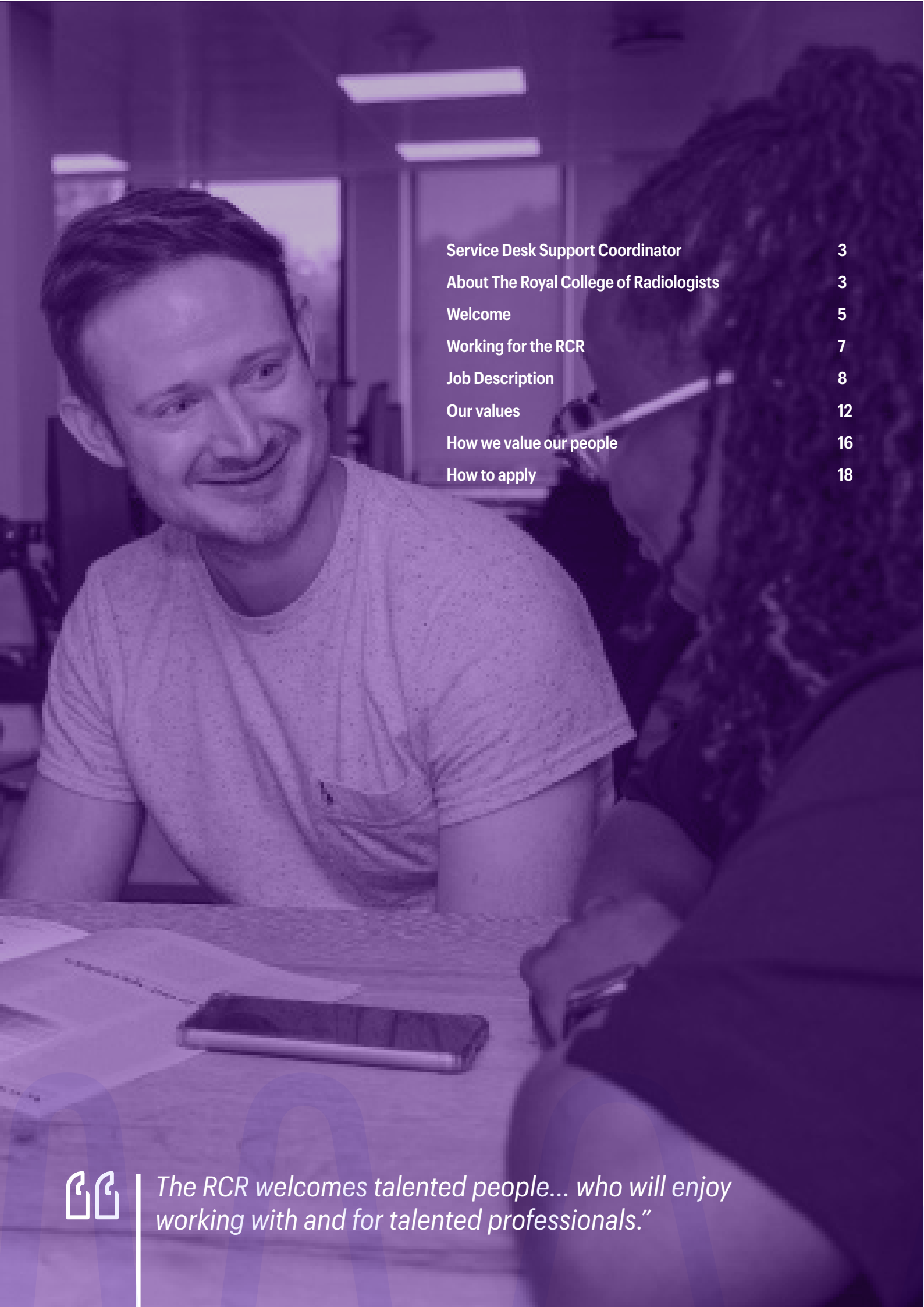


# The Royal College of Radiologists

Service Desk Support Coor-  
dinator  
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."

# Service Desk Support Coordinator

Salary:	£31,824 per annum, with pay progression up to £36,435 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 16 June 2025
Interview date:	Shortlist interviews are scheduled for 20 June 2025 and selection interviews are scheduled for 26 June 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

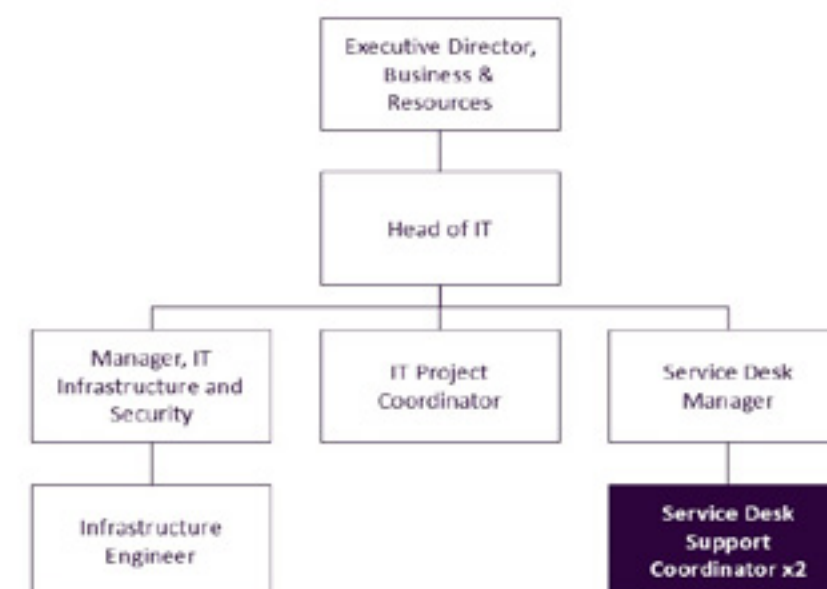
The RCR is a membership body and a registered charity. The trustee board is mainly made up of practising clinical oncologists and clinical radiologists and is accountable to the membership at large. Each specialty has its own Faculty which agrees policy and the range of support, advice and guidance offered 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.

IT infrastructure. You'll work closely with numerous internal and external stakeholders delivering excellent customer service to achieve our Service Desk's ultimate mission of providing a high standard of support and achieving customer satisfaction as per the established service level agreements (SLAs).

### The Business and Resource Directorate/IT Team

The successful candidate will be joining a high performing and well-regarded IT team that supports all the normal office user needs as well as more specialised support of our exam operations on site, which accounts for a sizeable component of our business income. The Service Desk Support Coordinator is responsible for providing end-user support, including staffing the IT Service Desk, and helping to maintain the College's

### Where the job fits





# Job description

Job title:	Service Desk Support Coordinator
Responsible to:	Service Desk Manger
Responsible for:	N/A
Contract terms and hours:	Permanent, full time
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 Service Desk Officer Support Coordinator is responsible for delivering high quality customer focussed IT and Audio-Visual support services for the College's colleagues (staff), Officers (Trustees), and external Examiners, as well as remote workers and other users of RCR's offices.

Duties include acting as the primary point of contact for enquiries and issues, handling requests for information or assistance, managing access to products, services, or systems, processing and fulfilling service requests to established standards.

## Main areas of responsibility

- a. End User Support
- b. Equipment and Resource Management
- c. Examinations Support
- d. Meeting Room Support
- e. General

### Responsibilities

#### a. End User Support

1. Provide technology support via the Freshdesk IT Service Management platform, email, Microsoft Teams, and in-person interactions in accordance with agreed Service Level Agreements (SLAs).
2. Ensure Service Desk Tickets are kept up-to-date in the IT Service Management platform (Freshdesk).
3. Provide resolution of user IT problems and issues which affect the College's technology systems (hardware & software), and associated facilities, including Audio-Visual & Video Conferencing.
4. Create and maintain technical documentation so it can be referenced by colleagues as a self-service resource.
5. Provide basic IT training for colleagues via employee on-boarding inductions, staff presentations and drop-in sessions.
6. Escalate problems to the Service Desk Manager that are recurrent or require longer-term or specialist attention to improve service quality and reliability.

7. Work closely with the HR Team to ensure a smooth onboarding process for all new employees, making sure that they receive IT related equipment and accounts in line with agreed timeframes.
8. Support the resolution of Salesforce CRM issues in conjunction with the Digital Products Team using agreed procedures and processes.

#### b. Equipment and Resource Management

9. Ensure technology resources and equipment are deployed and asset tracked as required.
10. Liaising with third-party Service Providers as and when required to assist in resolving issues.
11. Support colleagues, Officers, and Examiners in enrolling personal mobile devices as part of BYOD.
12. Maintain the IT Knowledge Base with guidance on various IT systems used by colleagues for self-service.
13. Assist in supporting the College's network and server infrastructure as needed.
14. Undertake proactive maintenance of systems in-line with the IT Change Management Policy where appropriate.

#### c. Examinations Support

15. Support on-site examinations delivery (including outside of normal business hours where required).
16. Assist with the on-site set-up and testing of IT equipment and software needed for examinations.
17. Provide technical support and guidance to College examiners.

#### d. Meeting Room Support

18. Ensure Meeting Rooms have well maintained and reliable IT equipment (including Audio-Visual and Video Conferencing).
19. Provide support for the effective operations of meetings including those in house.

#### e. General

20. Support the College's sustainability policies to reduce its carbon footprint.
21. Maintain and manage records in accordance with RCR's data protection policy and guidance.
22. Maintain documentation on all activities carried out.
23. Undertake such duties appropriate to the level of the postholder's experience as may be required as directed by the Service Desk Manager or Head of IT.





Key working relationships

Internal working relationships

- IT department team members.
- Digital Products department team members.
- All College colleagues (staff) and Officers.

External working relationships

- Examiners.
- Key technology suppliers and partner organisations.

Scope and limits of authority

Decision making level	<ul style="list-style-type: none"><li>• Direction and work priorities are determined by the Service Desk Manager in liaison with the Head of IT.</li></ul>
Financial resources	<ul style="list-style-type: none"><li>• Ensure all technology purchases (hardware, software, and services) are made through a College approved supplier with the appropriate authorisation gained.</li></ul>
Other resources	<ul style="list-style-type: none"><li>• Supporting Audio-Visual and Video Conferencing facilities for internal and external meetings and events.</li><li>• Supporting network infrastructure as needed.</li></ul>
People management	<ul style="list-style-type: none"><li>• N/A</li></ul>
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"><li>• Ensure activities are compliant with relevant Cyber Essentials practises.</li><li>• Ensure activities are compliant with the Data Protection Act (2018 &amp; UK GDPR).</li><li>• Ensure activities are compliant with relevant College Health &amp; Safety policies.</li></ul>



The person

		Essential (E) or Desirable (D)
Knowledge, qualifications and experience		
ITIL v3 or v4 Foundation qualification or equivalent IT Service Management experience. CompTIA A+ and Microsoft 365 Certified: Fundamentals or equivalent experience.		E
Experience with recording and tracking IT issues using a Ticketing system.		E
Familiarity of supporting Windows 10 Pro or Windows 11 Pro and macOS, undertaking PC builds (including installation of software packages) and patching using automated deployment tools.		E
Good knowledge of using and troubleshooting of Microsoft 365 applications (including Teams), SharePoint Online, and user account and security group administration via Microsoft Entra and Active Directory.		E
Experience of supporting and troubleshooting network devices, along with mobile device (Smartphones & Tablets) configuration and deployment.		E
Good understanding of Information Security principles.		E
Familiarity with using and supporting Salesforce and Zoom.		D
Skills and abilities		
Excellent interpersonal, oral, and written communication skills, an accurate use and understanding of English.		E
Ability to provide support and guidance to non-technical colleagues across the College and delivering high standards of customer service.		E
Strong critical thinking skills, able to identify workarounds and resolutions where documentation is not already present , ability to challenge ways of working and identify improvements suggesting solutions to problems.		E
Ability to work effectively within the team and collaboratively with colleagues across the College.		E
Self-starter, confident in own ability initiate and progress work, and knowing when to consult or involve others with ability to work effectively within the team and collaboratively with colleagues across the College.		E
Self-motivated and able to effectively with a team, complimented with the ability to effectively manage own time and prioritise own work.		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 Royal College of Radiologists.
- Self-awareness.
- Enthusiasm for learning and developing new skills and taking on new duties.
- Committed to own continuing professional development.
- Demonstrable commitment to providing a high degree of customer service to colleagues, Officers, Members and other stakeholders.



# 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 16 June 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 20 June 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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