



The Royal College of Radiologists

Professional Standards Project Officer 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."

Professional Standards Project Officer

Salary:	£45,904 per annum, with pay progression up to £50,735 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 22 February 2026
Interview date:	Shortlist interviews are scheduled for 3 March 2026 and selection interviews are scheduled for 12 March 2026.

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

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 specialties 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.

The Education & Professional Practice Directorate/ Professional Standards Team

We are seeking a highly organised, analytical, and proactive Project Officer to join the Professional Standards team at the Royal College of Radiologists.

The Professional Standards team leads the development and delivery of professional standards guidance and resources that support radiologists and oncologists to provide high-quality, safe patient care. In this role, you will take responsibility for coordinating multiple projects from initiation through to publication,

Where the job fits



working closely with clinical experts, college Officers and colleagues across the College.

You will play a key role in managing complex project workflows, supporting clinical working groups, and contributing directly to the drafting, review and editing of medical guidance and professional standards documents. Strong experience using Microsoft Word is essential, alongside exceptional accuracy and attention to detail, as you will be required to quality-check content, manage version control, and ensure guidance is clear, consistent and publication-ready.

This role requires someone who is comfortable working across several projects with varying demands and deadlines, and who can work autonomously, using sound judgement and initiative to solve problems and keep projects on track. You will be expected to think analytically, anticipate risks, and adapt your approach as priorities evolve, while communicating confidently with a wide range of stakeholders.

This is an exciting opportunity to join the Professional Standards team at a pivotal time, contributing to work that directly influences clinical practice and supports doctors working in imaging and cancer care.

Job description

Job title:	Professional Standards Project Officer
Responsible to:	Professional Standards Manager
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 Professional Standards team provides guidance and support for a number of projects and developments running over the course of a year which meet the annual priorities of the faculties and Professional Networks. This role supports the Medical Director, Professional Practice (MDPP) for each faculty in delivering key projects within required timescales. The Professional Standards Projects Officer will also liaise proactively with the Professional Networks team, and engage with the work of the Professional Networks, to develop value added resources that support individual doctors in their practice, and which support services in their ongoing development and improvement.

In doing this, the Professional Standards Projects Officer will co-ordinate on project delivery using project management techniques, establishing and advising clinical expert working groups to take forward agreed work as required. Where feasible, they will undertake work not requiring clinical ownership in order to focus valuable clinical time where projects need it most, working with the Professional Standards Manager to achieve this.

The Professional Standards Projects Officer works with lead authors, editors and wider contributor groups to encourage the development of succinct, accessible resources, and with the Audit and Quality Improvement Partner to ensure timely opportunities to evaluate the extent to which those resources (particularly guidance) are adopted in practice.

The Professional Standards Projects Officer works with the clinical expert working group to develop and/or advise on a launch strategy for the resource(s) associated with each project. They act as the primary point of liaison between the Professional Standards team and other relevant teams across the College around delivery and dissemination of our products

Main areas of responsibility

- a. Project initiation, development and co-ordination
- b. Executive support to project teams
- c. Cross organisational collaboration
- d. Implementation and impact analysis
- e. General

Responsibilities

- a. Project initiation, development and co-ordination
- 1. Undertake planning, monitoring and delivery of projects and developments of the Professional Practice Board (PPB),

and those arising through the College's Professional Networks, as agreed with the Medical Director Professional Practice (MDPP) and Professional Standards Manager.

- 2. Where appropriate, monitor expenditure against the project budget, highlighting variances to the Professional Standards Manager.
- 3. Ensure action points are completed in a timely manner through liaison with the MDPP, relevant members and Fellows, colleagues and other stakeholders.
- 4. Produce highlight reports to relevant boards, committees, Professional Networks, and staff as required, to appraise them of the progress of the project against the project plan.
- 5. Attend relevant meetings as required by the project lead to present or seek advice on the project.
- 6. Proactively liaise with the Professional Networks team to ensure good awareness of emerging themes and potential workstreams arising from our Professional Networks, to facilitate their accommodation as part of the College's guidance and professional standards development programme.

b. Executive support to project teams

- 7. Provide high level executive support for working parties convened for relevant projects, including liaison with relevant experts and special interest groups .
- 8. Produce agendas for project meetings in collaboration with the project lead, accurate notes of the meeting and follow up on meeting actions.
- 9. Identify and analyse appropriate data and information and produce reports and other written material as required.
- 10. Co-ordinate consultation activity as appropriate on new developments, seeking to harness an appropriate range of views commensurate to the scale and scope of the project.
- 11. Work with project leads and working parties to encourage the development of resources that are as succinct and accessible as possible to a time-poor audience, including by actively contributing to the drafting, collation and editing process throughout the project lifecycle.

c. Cross organisational collaboration

- 13. Develop and maintain a comprehensive and broad knowledge of the activities of the faculties.
- 14. Support and inform College activities relevant to this role and responsibilities, including policy activity and, in collaboration with RCR Learning, the creation of learning frameworks that guide the development of educational products and member services.
- 15. Liaise with the Governance team to progress the work of each faculty, particularly the PPB work programme.
- 16. Maintain an understanding of the Advisory Appointments Committee (AAC) process and its role in supporting recruitment standards and guidance, in order to contribute to and support related professional standards workstreams where required.
- 17. Liaise with the Audit and Quality Improvement Partner to ensure timely opportunities to evaluate the extent to which guidance and professional standards resources are adopted in practice.
- 18. Co-ordinate with colleagues in Marketing and Digital, External Affairs and RCR Learning teams to identify tools and resources to complement the project objectives, and to support the delivery and dissemination of project outputs, including through engaging online content (e.g. webinars, round tables, editorial pieces and infographics).
- 19. Involve relevant colleagues in the work of the project as appropriate to ensure timely delivery of all outputs in



accordance with the project plan.

d. Implementation and impact analysis

- 20. Liaise with the College's Marketing and Digital team as regards final editing and production of documents and other resources, publication on the website and maintenance of a comprehensive record of such publications and resources, including a schedule for their regular review.
- 21. Regularly review the content of relevant website pages in accordance with College protocols and update requirements., and where appropriate, action updates.
- 22. Highlight the impact of particular projects as identifiable to the College, making recommendations to increase engagement as appropriate.
- 23. Identify projects with low impact and make recommendations for increasing engagement as appropriate.

e. General

- 24. Maintain and manage records in accordance with the RCR's data protection policy and guidance.
- 25. Work within project budgets in line with the scheme of Financial, Contractual and HR delegation.
- 26. Maintain documentation on all activities carried out including version control and document management.
- 27. 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

- Professional Networks team – to ensure early engagement with emerging themes and potential future workstreams.
- Audit and Quality Improvement Partner – to ensure appropriate evaluation of the use and impact of guidance and professional standards resources in practice.
- Governance team – with whom your work is inextricably linked.
- Policy team, Customer Insight Officer - to proactively seek out data, or other information of relevance to projects.
- RCR Learning team - to develop and/or deliver support materials for project developments.
- Marketing and Digital team - to agree publication and communication of project deliverables.
- The elected Officers – providing information, guidance and support.

External working relationships

- Other colleges – networking, sharing information, collaborative working on joint ventures.
- Health economists and other experts - commissioning their services to add value to projects and developments, where appropriate.
- Relevant national bodies – facilitating the engagement of Officers and other relevant contributors to national investigations and other national projects.

Scope and limits of authority

Decision making level	<ul style="list-style-type: none"> • To deliver projects and developments within agreed parameters, escalating parameter breaches to the Professional Standards Manager for management.
Financial resources	<ul style="list-style-type: none"> • Project budget oversight to the value as agreed at project initiation.
Other resources	<ul style="list-style-type: none"> • Responsibility for website content updates for relevant projects and developments.
People management	<ul style="list-style-type: none"> • Oversight of volunteer contributions to projects, ensuring that timescales are met.
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Comply with RCR's HR, financial, health and safety, and data protection policies and relevant legislation (including GDPR).



The person

Knowledge, qualifications and experience		EEssential (E) or Desirable (D)
Relevant degree and/or relevant professional qualification.		D
Significant experience in planning and co-ordinating a diverse range of activities and projects within a relevant context.		E
Knowledge of project management principles and systems.		E
Understanding of monitoring and evaluation within a project context, including impact assessment.		E
Good working knowledge of Microsoft packages such as Outlook, Word and Excel.		E
General knowledge of or interest in the health sector and issues in healthcare and public policy.		D
Some experience of working with doctors or other high-profile professionals would be advantageous, as would an understanding of the NHS and the provision of healthcare services.		D
Experience of managing volunteers to achieve organisational goals.		D
Skills and abilities		
Accurate use and understanding of English.		E
High level of oral and written communication skills.		E
Ability to work collaboratively and build and sustain effective working relationships with a diverse range of colleagues, partners and stakeholders at all levels.		E
Ability to use initiative, identify improvements to ways of working and suggest solutions to problems.		E
Clear and analytical thinker with the ability to exercise sound initiative, judgement and discretion and think through issues to offer practical solutions.		E
Ability to manage own time effectively and prioritise own work and work of others across a range of activities to deliver as required.		E
Ability to take minutes on complex subjects.		E
Accuracy, attention to detail, and ability to prioritise competing demands.		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.

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.

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.

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.

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](#).

How to apply

The closing date for applications is 23:59 22 March 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 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

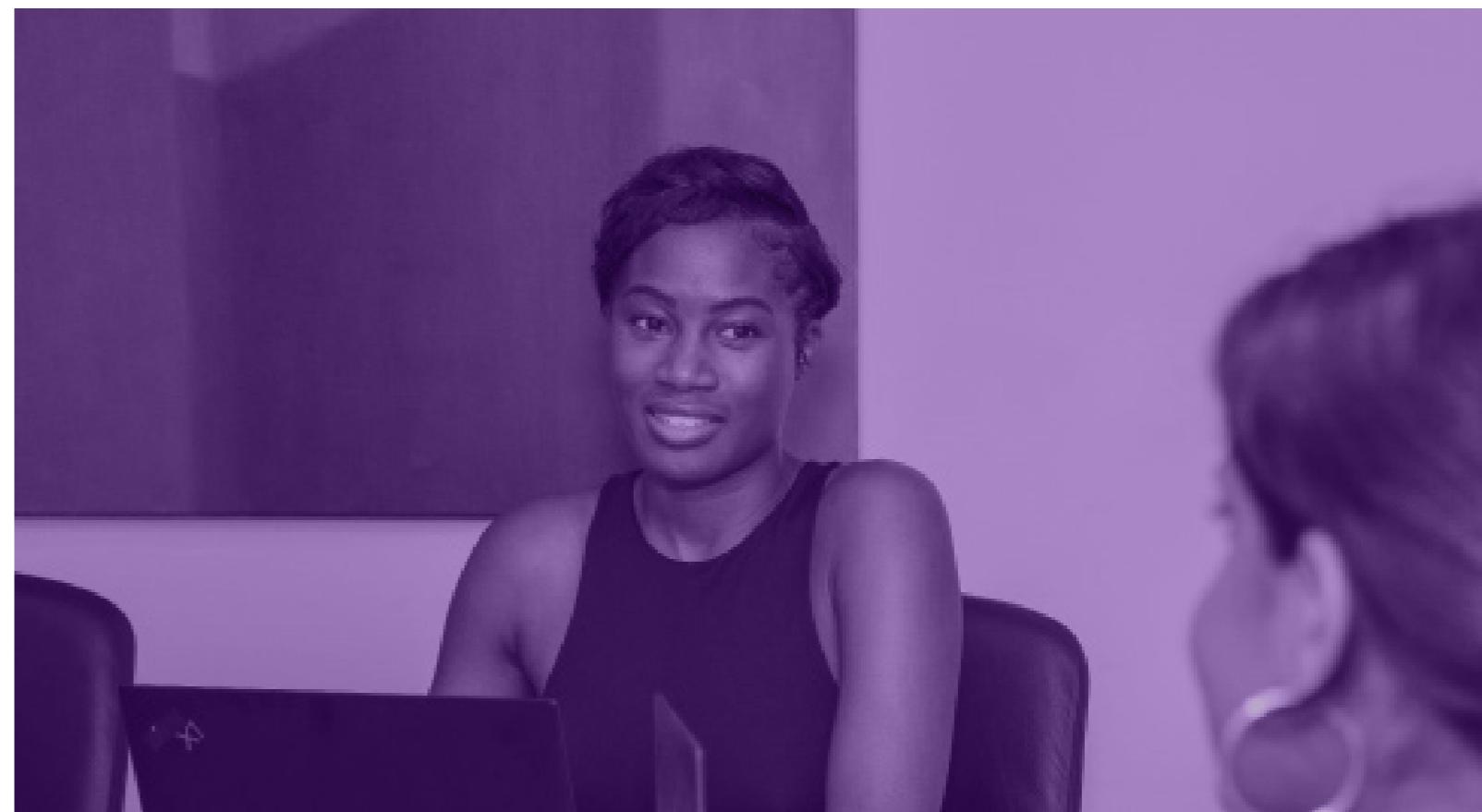
If you have not heard further from the RCR within a fortnight of the closing date, you should assume that you have not been shortlisted for interview on this occasion.

Shortlisted candidates will be invited to attend first stage interviews on 3 March 2026.

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



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





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