

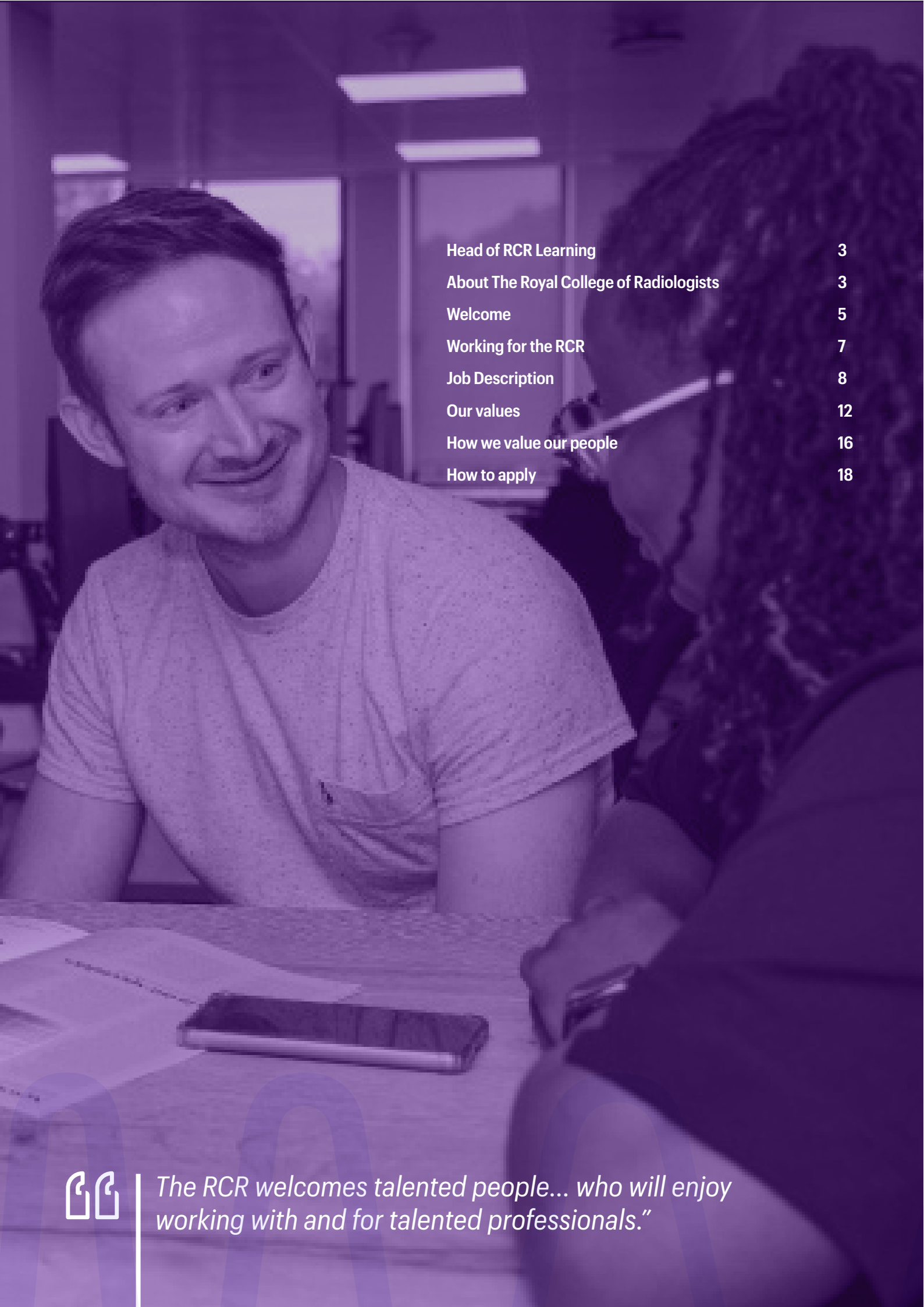


# The Royal College of Radiologists

Head of RCR Learning  
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."*

# Head of RCR Learning

Salary:	£70,880 - £78,340 per annum dependent on experience, plus excellent benefits
Location:	Central London, with flexible working
Hours:	Full-time/35 hours per week
Contractual status:	18 month fixed term
Closing date for applications:	23:59 18 May 2025
Interview date:	Shortlist interviews are scheduled for 22 May 2025 and selection interviews are scheduled for 28 May 2025.

## About The Royal College of Radiologists

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

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

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

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



# Welcome

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

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

Our Strategic Priorities from 2019 are:

## Workforce

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

## Be the experts

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

## Professional learning

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

## Membership value

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

## Our College

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

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

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

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

I look forward to hearing from you.

Yours sincerely



## Working for the RCR

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

the development of this programme, seeking to expand its profile and reach.

### The Education & Professional Practice Directorate/RCR Learning Team

RCR Learning develops and delivers high quality innovative courses, conferences and e-learning for clinical radiologists and clinical oncologists at all stages of their careers. Our team consists of education, events and learning technology expertise and we work closely with our clinical subject matter experts to develop a suite of high quality resources, courses and events. The Head of RCR Learning will oversee

### Where the job fits



# Job description

Job title:	Head of RCR Learning
Responsible to:	Chief Executive Officer
Responsible for:	Four direct reports A team of 16 overall
Contract terms and hours:	18 month fixed term, 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 Head of RCR Learning will provide visionary leadership to ensure the successful delivery of RCR’s digital and face to face learning and events portfolio, ensuring it is innovative, high quality and commercially positioned as the go to global market leader for both members and non members working within imaging and oncology services. All this should be delivered against the backdrop of the RCR’s wider strategic priorities, proactively enabling the wider organisation to meet its objectives, which include membership growth and workforce development in addition to the provision of world class learning resources.

## Main areas of responsibility

- a. Strategic development of the digital learning and events portfolio to deliver increased membership participation and global engagement, with consequent income generation (both direct and indirect)
- b. Product development: Adapting and evolving RCR’s learning offer to continually innovate, to meet and exceed users’ needs, covering both the learning products and the platforms on which they are delivered
- c. Global growth and partnerships: Building engagement with RCR’s digital learning and events with an appreciation of the diverse needs of segmented target audiences.
- d. Leading and developing a high performing team to keep RCR Learning at the top of its game
- e. General

### Responsibilities

- a. Strategy and development
  - 1. Lead the development of the RCR’s digital learning and events strategy, ensuring that the function drives increasing engagement within our membership and attracts new audiences beyond the membership.
  - 2. Ensure that learning and professional development activity adds value to membership, meeting the needs of imaging and oncology professionals in developing their knowledge and skills throughout their careers.
  - 3. Optimise the pricing model for RCR Learning, ensuring that it demonstrates clear membership benefit, reflects the quality of the proposition and is commercially viable.
  - 4. Drive growth through innovative global partnerships and marketing, leading on the development of effective marketing strategies and impactful campaigns, responding to data analytics and emerging trends to inform commercial decisions.

- 5. Develop and meet the team’s target objectives and results
- 6. Develop and sustain good working relationships with subject matter experts (SMEs) and technology providers.

### b. Product development

- 7. Shape the development of digital learning, overseeing the design and development of learning assets and resources that are of high educational quality and value and stand out in a crowded learning market, using your expertise to guide the team and SMEs in developing excellent resources and events.
- 8. Applying the latest in digital and face to face events learning and development practice, to meet and exceed the needs of members and non-members alike
- 9. Make best use of learning resources, maximising the value of individual assets to create blended learning experiences, targeted toward segmented audiences
- 10. Ensure our digital learning platform keeps apace with emerging learning technologies and users’ needs/ expectations
- 11. Lead on the evolution and delivery of world class RCR events, including our annual headline event, developing it in line with market insights.
- 12. Leading on the procurement of software products and services to support delivery of cutting edge digital learning and events

### c. Global growth

- 13. Raise the profile of RCR Learning as a global brand to support the ongoing educational needs of radiology and oncology professionals, through effective marketing and engagement.
- 14. Lead on, and evolve, the RCR Learning marketing strategy, scrutinising performance of campaigns, and maximising impact to achieve organisational goals.
- 15. Build successful collaborations with global partners, recognising the value of working together to achieve successful outcomes.
- 16. Capitalise on opportunities to promote RCR Learning by positioning the RCR as a global player and seizing on opportunities to deliver RCR Learning products beyond the UK.
- 17. Ensuring a consistent surplus in income across all RCR Learning activities, ultimately working towards profitability beyond our membership

### d. Leading and developing a high performing team

- 18. Train, recruit and retain excellent people with the skills and expertise to develop and deliver innovative resources.
- 19. Be an excellent senior team leader, providing direction, motivation and support to direct reports in achieving functional goals, ensuring outcomes are clear, progress is measurable and deadlines are met.
- 20. Performance manage and encourage and enable skills development, in accordance with RCR policies, recognising the evolving digital and learning landscape.
- 21. Promote effective communication between members of the RCR Learning team and the wider Education and Professional Practice Directorate and other relevant members of RCR staff and stakeholders.
- 22. Manage records (attendance and absence) of direct reports using the RCR’s electronic HR system.
- 23. Collaborate with our subject matter experts to develop learning resources they are proud of, ensuring best use of skill sets to achieve this.



e. General

- 24. Maintain and manage records in accordance with RCR’s data protection policy and guidance.
- 25. Maintain documentation on all activities carried out.
- 26. 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

- Senior Management Team
- Marketing and Digital Team – working to ensure the effective marketing and communication of
- RCR Learning Clinical Leads- responsibility from a governance, content generation perspective for
- Vice-Presidents – who provide clinical oversight of the function

External working relationships

- Subject matter experts- to develop the content for e-learning
- Technology platform providers, ensuring that we work with companies which innovate and enable a great user experience
- Commercial partners



Scope and limits of authority

Decision making level	<ul style="list-style-type: none"><li>• Responsible for the delivery of a commercially viable RCR Learning offer</li><li>• Strategic direction set in collaboration with the Executive Director, Education &amp; Professional Practice and Clinical Leads.</li><li>• Overall responsibility for operational delivery.</li></ul>
Financial resources	<ul style="list-style-type: none"><li>• Annual department budget of £1.25m</li></ul>
Other resources	<ul style="list-style-type: none"><li>• Fully responsible for the Learner Management system</li><li>• Procurement and contract management of ancillary IT software providers for example radiology and oncology specific software</li></ul>
People management	<ul style="list-style-type: none"><li>• Direct management of four staff.</li><li>• Overall management of a team of 16</li><li>• Responsible for engagement with volunteer educators and trainers</li></ul>
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"><li>• Health and Safety legislation in respect of face to face events</li><li>• GDPR in respect of handling data and marketing preferences</li><li>• Ensure that all learning resources and assets are developed and delivered in accordance with intellectual property rights and legislation.</li></ul>





The person

	Essential (E) or Desirable (D)
Knowledge, qualifications and experience	
Strong experience of leading a successful learning team, including the delivery of events, conferences and online learning	E
Experience in the production of digital learning products and delivery of events	D
Knowledge of marketing techniques (including online and social)	D
Experience of managing contracts, budgets, negotiating, business planning and income generation	E
Skills and abilities	
Accurate use and understanding of English.	E
Excellent leadership abilities, capable of developing and retaining a high performing team	E
A strategically minded leader with a commercial mindset	E
Ability to build and sustain strong and mutually beneficial working relationships	E
A solution orientated innovator, eager to keep up to date with the latest developments in their area and capitalise on opportunities	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.

### 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 18 May 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, 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.

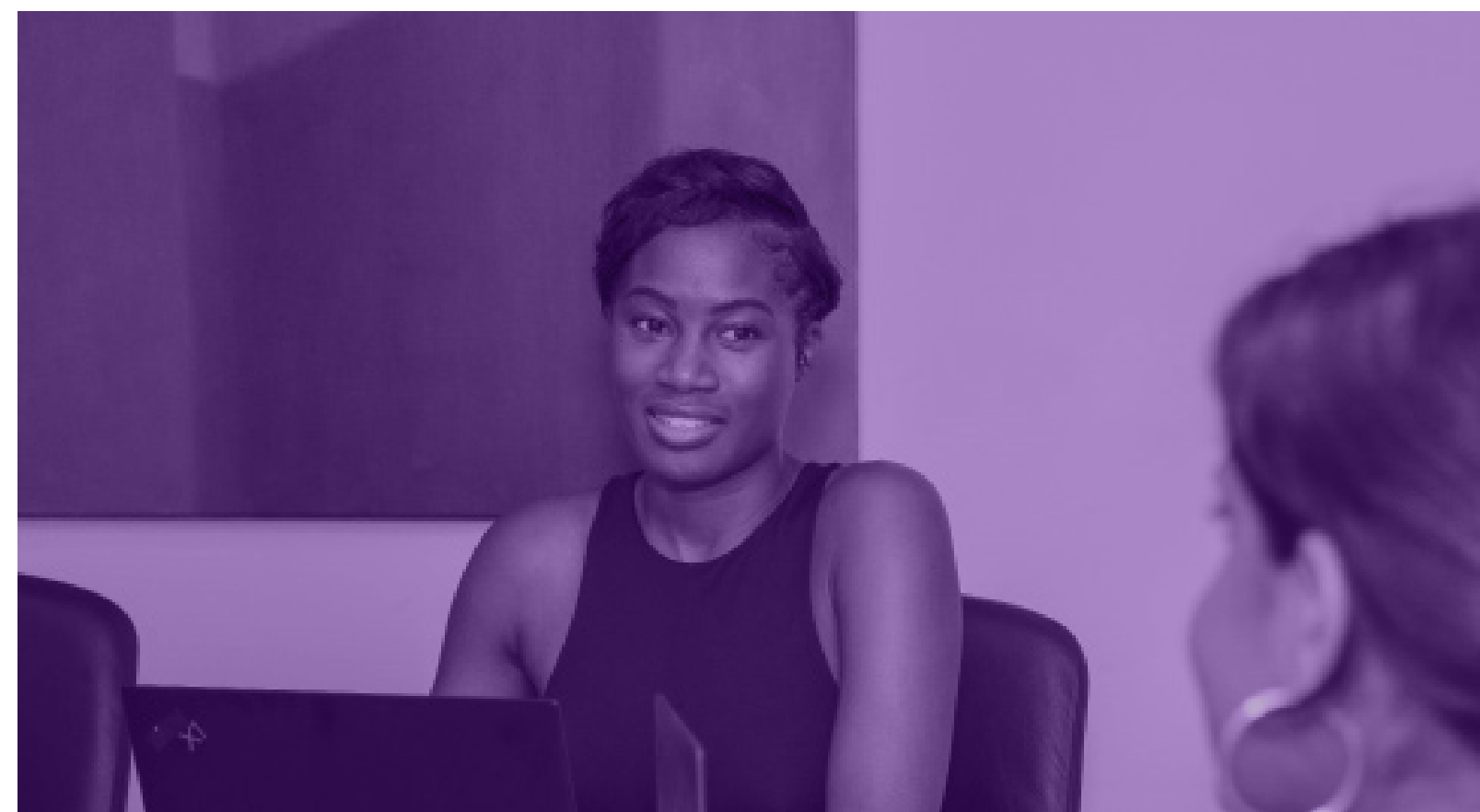
The application process is the first chance we have to assess your suitability for the role you're applying for, and as such, we ask that your application is written by you, and that you do not use AI tools such as ChatGPT to create your application. Where we suspect AI tools have been used to create 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](mailto: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 22 May 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](mailto:jobs@rcr.ac.uk)





The Royal College of Radiologists

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