

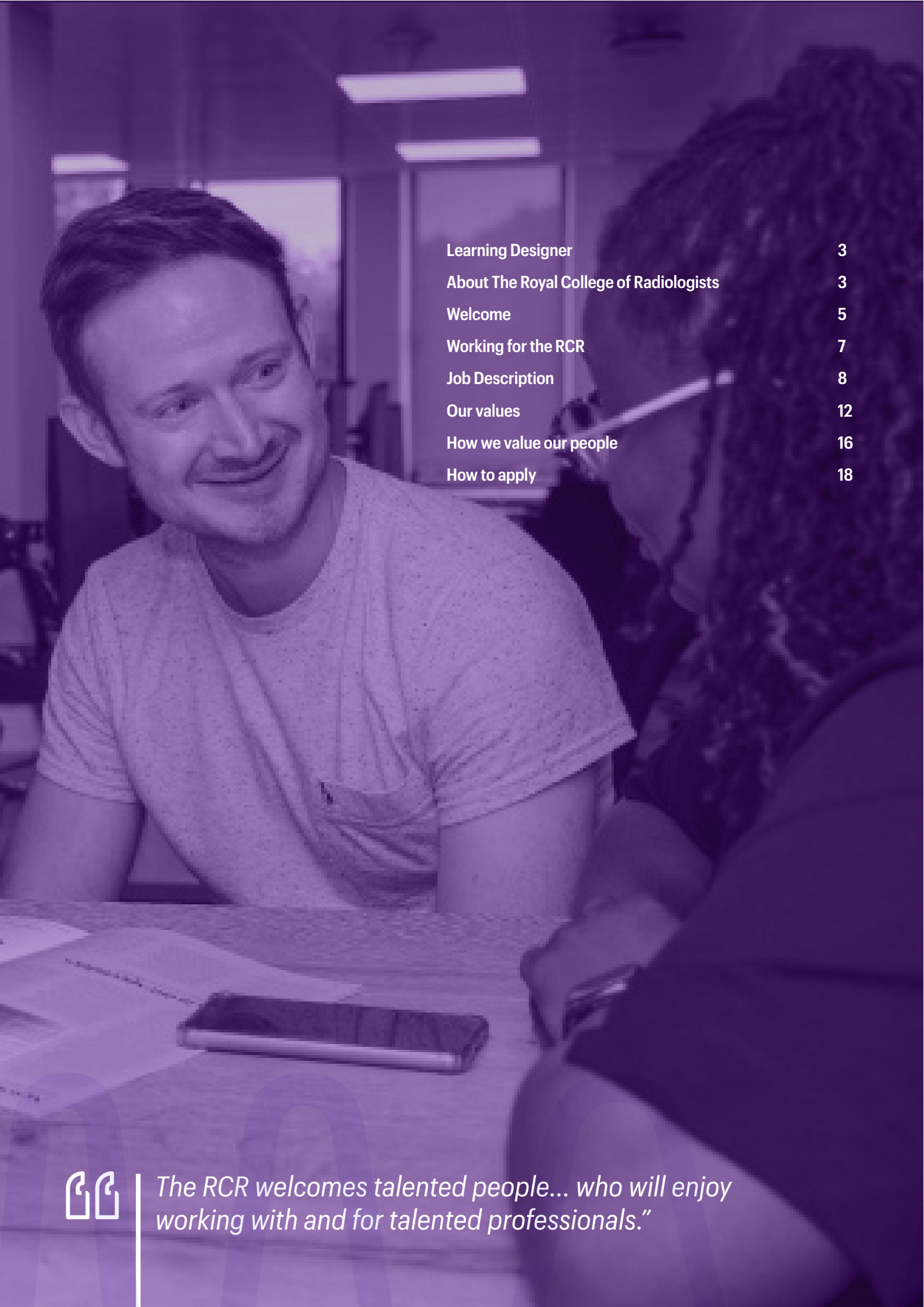


# The Royal College of Radiologists

## Learning Designer 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."*

## Learning Designer

Salary:	£43,718 per annum, with pay progression up to £48,319 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:	Applications are being reviewed as they are received so in order to avoid disappointment please submit your application as soon as possible. We reserve the right to close this vacancy once we have received sufficient applications.
Interview date:	Shortlisted candidates will be contacted for interview.

## About The Royal College of Radiologists

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

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

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

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



# Welcome

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

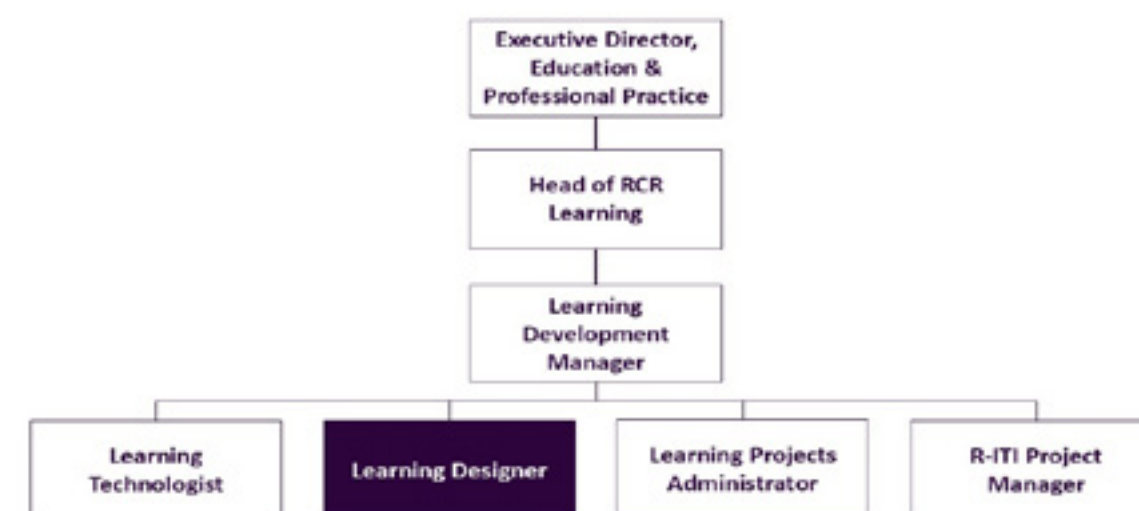
radiologists and clinical oncologists at all stages of their careers, working in locations across the globe.

If you have experience in designing engaging, effective, and innovative digital learning solutions along with a strong understanding of learning theories, digital pedagogy, and user experience, then this is a fantastic opportunity for you to join a dynamic team and contribute to educating doctors to provide the best patient care. To succeed, you will champion good practice, showcase effective learning design, possess a curiosity for innovative technology, and exhibit the eagerness and practicality to deliver impactful e-learning resources.

### The Education & Professional Practice Directorate/E-Learning Team

This is an exciting opportunity for a creative, learner-focused Learning Designer to join the Learning Team in The Royal College of Radiologists (RCR) Educational and Professional Practice Directorate. Our core function within the RCR is to develop and deliver high-quality educational and learning activities, including elearning resources, each year. These are designed for, and in collaboration with, clinical

### Where the job fits





# Job description

Job title:	Learning Designer
Responsible to:	Learning Development 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

RCR Learning supports radiologists and clinical oncologists’ professional development throughout their career – whenever and however they practice. We design, develop and deliver innovative learning products that respond to the real challenges of clinical practice. We’re building a world-class digital learning library of high quality, engaging courses which meet our members’ needs.

The Learning Designer will work with our subject matter experts (SMEs – doctors and academics) to design and develop high-quality, interactive digital learning resources. In addition to leading the instructional design of new courses, the Learning Designer will develop innovative, user-centred visual assets (interactive exercises, animations, infographics, illustrations, videos, etc) to ensure the RCR’s digital learning resources are world-class

## Main areas of responsibility

- a. Planning, designing and development of new digital learning resources
- b. Operational management
- c. Innovation and marketing of e-learning resources
- d. General

### Responsibilities

- a. Planning, designing and development of new digital learning resources
  - 1. Collaborate with SMEs to plan, design, develop ,test, deliver and evaluate high-quality interactive digital learning resources.
  - 2. Design and produce visually engaging and accessible content such as graphics, animations, branded templates and videos.
  - 3. Develop storyboards and scripts, providing technical suggestions to further enhance learning solutions and ensure deliverables meet quality, cost and timeframes as agreed with the project manager and the SMEs.
  - 4. Communicate ideas to stakeholders and suggest ways to innovate existing processes and solutions.
  - 5. Ensure all content is prepared in accordance with RCR’s guidance, policies and brand.
  - 6. Work in an agile manner across multiple projects simultaneously; ensuring they are delivered on time and on budget

with any concerns escalated promptly.

- 7. Champion best practice in digital learning (including pedagogy, quality, accessibility and innovation)

### b. Operational management

- 8. Keep up to date with industry trends and new visual design innovations, sharing recommendations for how these might apply to the work of RCR Learning with the wider team, Boards and SMEs.
- 9. Support marketing efforts by identifying trends in LMS usage and highlight features of content or individual resources which are particularly innovative or unique.
- 10. Apply commercial awareness to create content that balances cost with the goal, whether to drive engagement or generate revenue.

### c. Innovation and marketing of e-learning resources

- 11. Keep up to date with industry trends and new visual design innovations, sharing recommendations for how these might apply to the work of RCR Learning with the wider team, Boards and SMEs.
- 12. Support marketing efforts by identifying trends in LMS usage and highlight features of content or individual resources which are particularly innovative or unique.
- 13. Apply commercial awareness to create content that balances cost with the goal, whether to drive engagement or generate revenue.

### d. General

- 14. Support the Learning Technologist in the administration of the LMS where needed, working closely with colleagues and the LMS supplier to facilitate effective online learning experiences for all users.
- 15. Maintain and manage records in accordance with the RCR’s data protection policy and guidance.
- 16. Maintain documentation on all activities carried out.
- 17. 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

- Colleagues in the RCR Learning team, working collaboratively and sharing information to support the improvement of the RCR e-Learning offer.
- The RCR Learning Governance Board members, especially the E-learning Faculty and the Leads for Clinical Radiology and Clinical Oncology.
- The wider RCR, including Membership, IT and Marketing & Digital.
- The elected Officers - providing information and updates.

External working relationships

- SMEs engaged in the development of new e-learning resources.
- LMS provider and other e-learning suppliers, and relevant integrations: input into development needs and testing processes, with user experience in mind.
- Other medical royal colleges and professional bodies – exchanging experience and ideas.

Scope and limits of authority

Decision making level	<ul style="list-style-type: none"><li>• Organise and lead on specified work streams</li><li>• Priority setting for own workload</li></ul>
Financial resources	<ul style="list-style-type: none"><li>• Maintain and monitor records of expenditure</li></ul>
Other resources	<ul style="list-style-type: none"><li>• Shared operational responsibility for the LMS and other technical platforms relevant to RCR’s e-learning offer.</li><li>• Shared responsibility for Learning Team resources and college equipment such as laptops, cameras, etc.</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 that all resources, communications and processes are compliant with relevant legislation such as copyright, Equality and Diversity, GDPR, as well as RCR policies.</li></ul>



The person

Essential (E) or  
Desirable (D)

Knowledge, qualifications and experience	
Extensive experience of applying educational and instructional design principles to design and develop high quality digital learning courses	E
Experience of using a range of digital-learning tools to build innovative, interactive digital learning resources (e.g. Articulate Storyline, Articulate Rise 360, Synthesia, and Canva)	E
Experience of creating innovative, engaging visual assets across a range of formats, including digital and video.	E
Proficient in using visual design software, such as the Adobe Creative Suite.	E
Knowledge of the application of relevant legislation including data protection, accessibility (e.g. WCAG), copyright and intellectual property rights.	E
Ability to collaborate with, influence and confidently present to internal stakeholders and external subject matter experts.	E
Experience scoping, designing and developing interactive digital learning exercises (e.g. branching scenarios and simulations)	D
Experience developing online learning short courses and resources for mid-career professionals	D
Experience of collaborating with doctors, academics or medical professionals.	D
Skills and abilities	
Accurate use and understanding of English.	E
Excellent communication skills, both written and oral.	E
Clear and analytical thinker with the ability to exercise sound initiative, judgement and discretion and think through issues to offer practical solutions.	E
Excellent IT capability, such as Microsoft Office applications, and database usage.	E
Proven ability to manage multiple digital learning projects simultaneously, delivering high-quality projects on time and within budget.	E
Ability to work effectively within a team, collaborating with colleagues to deliver tasks and projects on budget and on time.	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 an understanding of how this applies to the 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 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, 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

Applications are being reviewed as they are received so in order to avoid disappointment please submit your application as soon as possible.

Please submit a CV and a covering letter (of no more than a page and a half) submitted as Full name, Role , CV/CL and a **portfolio or example learning resource** 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 contacted for interview.

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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