

The Royal College of Radiologists

Candidate pack

Governance Assistant

***Advertised externally as Executive Assistant**



Governance Assistant

Salary: £34,155 per annum increasing to £37,751 following two years continuous service, plus excellent benefits

Location: Central London with flexible working

Hours: Full-time/35 hours per week

Contractual status: Permanent

Closing date for applications: Sunday midnight 27 November 2022.

Interview date: First stage interviews scheduled for 1 December with final stage interviews scheduled for 6 December

About The Royal College of Radiologists

The RCR leads, educates and supports doctors who are training and working in the medical specialities of clinical radiology and clinical oncology. The RCR is the UK professional, membership body responsible for clinical radiology and clinical oncology with a total membership of over 11,300 worldwide. Further information about the RCR's activities can be found at www.rcr.ac.uk. The RCR is a registered charity, registration no 211540.

We are committed to diversity and equality and we value the benefits a diverse workforce brings. So that we can assess our performance in this area we actively encourage you to complete and submit our diversity monitoring form with your application.

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The RCR welcomes talented people ... who will enjoy working with and for talented professionals.

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 comprehensive 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 specialities to patients and the public. 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.

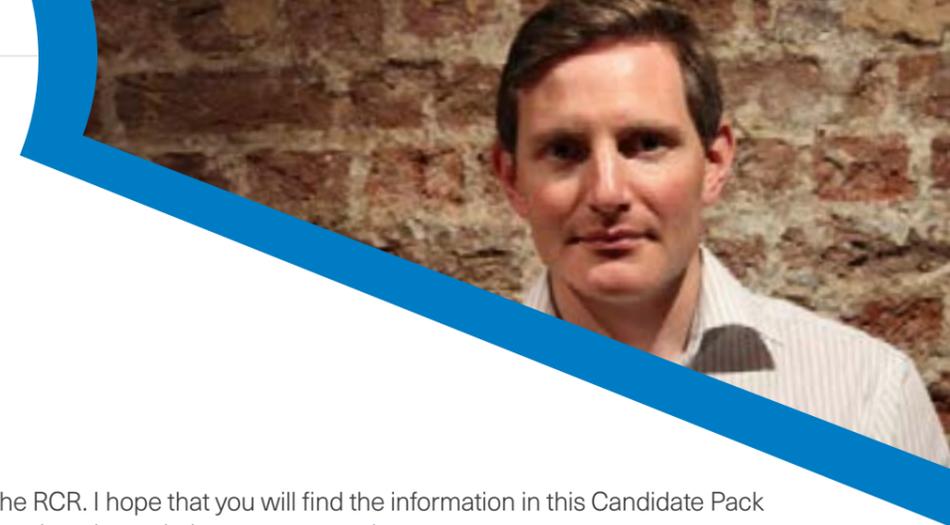
The RCR has a major change programme over the next year and beyond. Our Transform programme will change the way we work with and for our membership, will focus on high standards of service, will offer even more flexible ways of working, will implement an environmental/green agenda and will exploit the opportunities offered by new technology systems. These will be 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 (Council) 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 Education, Professional Practice and Finance and Resources) supported by about 70 other employees.

The Executive Office Team

The Governance Team is a four people team at the heart of the RCR, ensuring the organisation runs smoothly. The Governance Assistant will play a vital role in the team, getting involved in many varied and interesting aspects of governance. Supporting boards and committees, as well as the President and the CEO, you'll be in the centre of things. With your organisational abilities, high levels of confidentiality and ability to problem solve this is a great role for someone interested in a career in governance or executive support.

Where the job fits



Job description

Job title:	Governance Assistant
Responsible to:	Governance Manager
Responsible for:	N/A
Contract terms and hours:	Permanent, full time
Location:	63 Lincoln's Inn Fields, London WC2A 3JW with the ability to work remotely for up to 60% of the working week.

The role

Overall purpose

This role is central to the Governance function of the College, with the balance of activities split between:

- Providing administrative support to the Governance team.
- Providing administrative support to the President and Chief Executive.
- Providing proactive servicing to allocated boards and committees.

Main areas of responsibility

- a. Governance team administration
- b. Support for the President and Chief Executive
- c. Servicing allocated boards and committees
- d. General

Responsibilities

- a. Governance team administration
 1. Support the day-to-day delivery of core governance functions including:
 2. Committee administration including booking rooms and travel for Officers and committee members, preparing meeting rooms for face-to-face meetings.
 3. Assisting with undertaking reviews of internal governance processes and policies.
 4. Providing administrative support during the elections process for Officer, board, and committee vacancies.
 5. Providing administrative support in organising and delivering the AGM.
 6. Preparing the annual College Calendar and updating it throughout the year.
 7. Maintenance of policies review log, endorsement log, legal advice register and representatives on other bodies log.



b. Support for the President and Chief Executive

8. Diary management
9. Provide wide ranging support to the President as needed, including (but not limited to):
10. Ingoing and outgoing mail,
11. Taking calls.
12. Tracking progress of activities.
13. Ensuring papers and briefings are available
14. Arranging meetings and refreshments.
15. Making travel and hotel bookings.
16. Providing occasional support to the Chief Executive in arranging multi-party meetings or organising travel/accommodation

c. Servicing allocated boards and committees

17. Provide comprehensive committee servicing for allocated boards, committees and meetings. This includes:
18. Preparation of agendas and minutes.
19. Writing and sourcing supporting papers.
20. Logistical support.
21. Ensuring actions are followed up in a timely manner.

d. General

22. Ensuring website pages are up to date, relevant and engaging.
23. Providing regular and engaging updates to College publications.
24. Monitoring and responding to queries from members and stakeholders
25. Maintain and manage records in accordance with the RCR's data protection policy and guidance.
26. Maintain documentation on all activities carried out.
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**

- Governance team – supporting and working closely with
- The President – working closely with
- Elected Officers - providing updates as appropriate
- Senior Management Team

Scope and limits of authority

Decision making level	<ul style="list-style-type: none"> ■ Expected to make decisions, sometimes alone and sometimes in collaboration with others.
Financial resources	<ul style="list-style-type: none"> ■ N/A
Other resources	<ul style="list-style-type: none"> ■ N/A
People management	<ul style="list-style-type: none"> ■ N/A
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> ■ Compliance with: <ul style="list-style-type: none"> ■ RCR's Human Resources (HR) policies ■ The Scheme of Financial, Contractual and Human Resources ■ RCR Health and Safety policies ■ Data protection policies and legislation



The person

	Essential (E) or desirable (D)
Knowledge, qualifications and experience	
Good level of formal education with accurate English spelling, construction and grammar including the ability to write in a variety of styles.	E
Experience of providing executive support or high-level diary management.	E
Knowledge of committee procedures and processes, including how to prepare agendas and write accurate minutes.	D
Good understanding of administrative process, systems and procedures including financial administration.	D
Skills and abilities	
Clear and analytical thinker with the ability to exercise sound initiative, judgement and discretion and think through issues to offer practical solutions.	E
Highly organised, able to multi-task and work under pressure whilst maintaining a high level of accuracy and attention to detail.	E
Excellent interpersonal skills, including capacity to negotiate with and influence others, and to develop and build working relationships with senior people.	E
Good IT skills, including use of Word, Outlook, database software, Excel, etc.	E
The ability to manage own workload, working to set timescales and deadlines	E
Excellent writing and presentation skills, including summarising documents, drafting communications and reports.	E
Ability to maintain total confidentiality and discretion.	E

Other Requirements

- To be able to apply candidates must have the right to work in the UK
- 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.
- Enthusiasm for learning and development and taking on new tasks.
- Committed to own continuing professional development.
- Demonstrable commitment to providing a professional customer service to colleagues, members and stakeholders.
- Ability to maintain confidentiality and information security in line with our data protection policy and guidance.
- Self awareness

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.



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I find the work I’m given interesting, varied and challenging. I’m given lots of opportunities to develop in my role.”

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

We recognise that our people are central to our ability to deliver high-quality and professional services. We offer a welcoming working environment, and a commitment to good people management, including our performance and development review process.

Learning and development

We are committed to supporting all employees' learning and development. Ensuring every employee has a learning and development plan is part of our annual performance development process.

Working environment

We are a friendly team, located in a quiet and attractive square in central London, close to transport links, in a well-resourced, light and airy building.

Wellbeing support

We provide a range of benefits to support staff wellbeing: employee assistance programme, assistance with eye test costs and lenses if related to the role, and flexible working hours for staff after completion of their initial period, including the possibility of some working from home. We also provide staff with free tea, coffee and fruit juice while in the office.

Pension and life assurance provision

All employees are eligible for the statutory provision, and additionally we provide a good pension scheme with 15% employer contributions (employee contribution is 5%) no later than three months after the start of employment.

The RCR has a life assurance and personal accident policy covering all current employees.

Other benefits

- Generous holidays starting at 25 days per annum, and increasing with service.
- Closure days between Christmas and New Year.
- Interest-free season ticket loan.



How to apply

The closing date for applications is midnight 27 November 2022.

Please submit a CV and a covering letter, 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.

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 1 December 2022.

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

Equality and diversity statement

The RCR is committed to equality and diversity in its role as an employer, valuing the benefit a diverse workforce brings. It is our intention not to discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation (Equality and Diversity Policy: www.rcr.ac.uk/equality-diversity-policy).



The Royal College of Radiologists

63 Lincoln's Inn Fields

London WC2A 3JW

+44 (0)20 7405 1282

enquiries@rcr.ac.uk

www.rcr.ac.uk

[@RCRadiologists](https://twitter.com/RCRadiologists)

A Charity registered with the Charity Commission No. 211540

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My colleagues and peers are great fun to work with and I enjoy working alongside lots of different people to deliver my job.