

The Royal College of Radiologists

Candidate pack

Head of Professional Practice



Head of Professional Practice

Salary: £59,547 per annum, rising to £65,815 following two years service

Location: Central London, with flexible working

Hours: Full-time\35 hours per week

Contractual status: Permanent

Closing date for applications: Midnight 23 January 2022

Interview date: Shortlisting interviews scheduled for 28 January 2022 with selection interviews scheduled for 2 February 2022

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

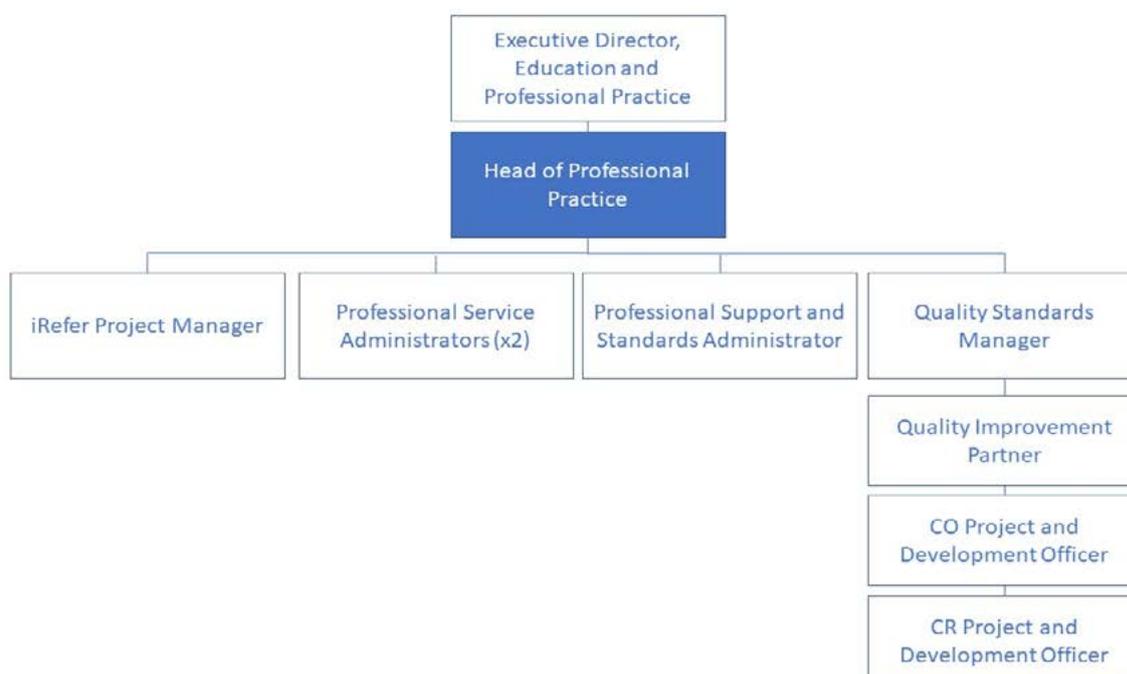
Working for the RCR

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 Education and Professional Practice Directorate

Professional practice encompasses all the ways and means in which we support our members to deliver excellence within their chosen specialty throughout their careers. This could be individually, through our CPD scheme and opportunities we can generate for doctors at all stages of their careers to get involved in projects which will use their clinical expertise in different ways to support the ongoing development of the specialties; or at organisational level with the development of quality standards and guidance on delivering the best services for patients, and support in recruiting consultants. The pandemic has shone a new light on what we do and how we do it and with this comes the opportunity to adapt our offer in response to new ways of working and emerging needs within the membership. The Head of Professional Practice works closely with other teams across the organisation to ensure that the organisation pulls together to deliver excellence for our Fellows and members and the wider imaging and oncology workforce.

Where the job fits





I am participating
in the leadership
for improvement
programme

Job description

Job title:	Head of Professional Practice
Responsible to:	Executive Director, Education and Practice.
Responsible for:	iRefer Project Manager Professional Services Administrators (x2) Professional Support & Standards Administrator Quality and Standards Manager
Contract terms and hours:	Permanent/Full-time
Location:	63 Lincoln's Inn Fields, London WC2A 3JW

The role

Overall purpose

Professional practice encompasses all the ways and means in which we support our members to deliver excellence within their chosen specialty throughout their careers. The Head of Professional Practice has responsibility for the strategic development and delivery of all aspects of this vast portfolio, evolving the offer to keep pace with evolving demands and changes in service delivery. The department is split into three distinct, but interrelated functions, the Quality and Standards team, Professional Services, and iRefer guidelines development. The Head of Professional Practice work closely with expert doctors in the planning and development of standards, guidelines and other support activities and resources. Using this core proposition as a starting point, the Head of Professional Practice will proactively seek out and pursue opportunities to develop the functions to meet the evolving needs of the RCR, Fellows, members, the wider imaging and oncology teams and the general public. Underpinning this activity, they will collaborate with managers from across the organisation to ensure cohesion in our value proposition.

Main areas of responsibility

- a. Strategic Development
- b. Member facing services
- c. Building and maintaining effective relationships
- d. Team management

Responsibilities

- a. Strategic and Service Development
 - 1. Work closely with the elected Officers of the College, particularly the Medical Directors for Professional Practice, to shape and deliver programmes of activity and projects in the agreed Annual Plans to support the realisation of the RCR's Strategy.

2. Lead the development and delivery of core income generating opportunities for the Professional Practice team. Specifically, establish appropriate mechanisms for iRefer guidelines, Service Review and standards development, ensuring that commercial considerations are ring fenced from the development process.
3. Collaborate with managers across the College to ensure that interfaces within and between projects and activities are built and delivered as required and the value proposition for members is continually enhanced.
4. Lead the necessary contracting arrangements with suppliers and customers to ensure the best quality and value for money for the RCR.
5. Ensure effective collaborative working arrangements with key partners in imaging services particularly, but not exclusively, the Society and College of Radiographers (SCoR) and the Institute of Physics and Engineering in Medicine (IPEM) to deliver joint strategic priorities.

b. Member facing services

6. Against the backdrop of ever-changing healthcare policy, lead on the development and delivery and ongoing improvement of services including the College's CPD scheme, the processes for the College advising on NHS consultant appointments, support for doctors undergoing clinical revalidation, clinical service reviews and responding to general enquiries from the membership or members of the public, using data to monitor business performance, proactively pre-empt emerging needs and identify opportunities to improve the service.
7. Lead on the integration of College activities on quality improvement in clinical practice working across the College as necessary in order to strengthen the value of the College's work to its membership and other stakeholders.
8. Agree, set, monitor and review standards of service.

c. Building and maintaining effective relationships

9. Ensure the officer team are kept fully informed and consulted as to the work programme and external requests for inputs into standards.
10. Build and sustain relationships with managers and staff across the RCR to identify where Professional Practice can drive, support or be supported by the ongoing work of other teams.
11. Develop external relationships that will enable the sharing of good practice and further the strategic aims of the RCR through partnership working.
12. Lead the RCR's relationships with key stakeholders, including the Specialist Interest Groups (SIGs), the Teleradiology Professional Advisory Group (TPAG) and the Health Services Investigation Branch (HSIB), the Academy of Medical Royal Colleges (AoMRC) and the National Institute for Health and Care Excellence (NICE).
13. Establish global relationships/strategic alliances through professional practice activity to build RCR's position as a key global player in imaging and oncology in line with the strategic aims of the RCR.
14. Provide expertise in relevant healthcare policy and practice to ensure the College's provision is responsive to external drivers and developments.

d. Functional leadership and development

15. Lead, develop and motivate the team and individuals within it to deliver expected outcomes and seek improvement on a continuing basis
16. Ensure excellence in standards development methodology, including compliance with regulatory and accreditation requirements, guiding and developing the team to ensure a high quality output.



17. Develop the budget and manage risk for Professional Practice ensuring comprehensive and timely completion, monitoring performance against forecast and taking action where necessary to address issues arising.
18. Ensure Professional Practice is represented appropriately on cross-College initiatives with feedback disseminated as required to all colleagues.
19. Lead the Professional Practice team in ensuring all staff adopt fully and consistently College-wide processes and policies

e. General

20. Maintain and manage records in accordance with the RCR's records retention and data protection policy and guidance.
21. Maintain SOPs/documentation for all activities within responsibility.
22. 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

- Direct reports
- Executive Officers for each Faculty
- Other RCR Colleagues
- Elected Officers, specifically the Medical Directors of Professional Practice.
- RCR Committee members
- RCR management team

External working relationships

- Academy of Medical Royal Colleges committees and sub-groups as relevant to the areas of work
- Fellows and members of the College
- Special Interest Groups
- Teleradiology Professional Advisory Group
- Society and College of Radiographers
- Institute of Physics and Engineering in Medicine
- National Institute for Health and Care Excellence
- Other colleges and professional bodies
- Medical Directors from a range of NHS Trusts

Scope and limits of authority

Decision making level	<ul style="list-style-type: none"> ■ Responsible for delivery of programme of activities in line with strategic priorities. ■ Escalation of issues which will inhibit delivery to line manager and relevant medical director. ■ As specified within each programme/project ■ Day to day staff management, including performance and attendance
Financial resources	<ul style="list-style-type: none"> ■ Annual department budget of approx. £400,000. ■ Income target of £150,000 ■ Processing payments to value of £5,000
Other resources	<ul style="list-style-type: none"> ■ Information resources related to the areas of responsibility
People management	<ul style="list-style-type: none"> ■ Direct management of five staff ■ Overall management of nine staff
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> ■ Compliance of self and team with: ■ RCR's Human Resources (HR) policies ■ The Scheme of Financial, Contractual and Human Resources ■ RCR Health and Safety Policy



The person

	Essential (E) or desirable (D)
Knowledge, qualifications and experience	
High standard of education, ideally to degree or equivalent level.	E
Significant experience in planning and co-ordinating a diverse range of functions and projects to deliver on time and in budget	E
Experience of budget setting and management.	E
Skills and abilities	
Accurate use and understanding of English written and oral including an ability to explain complex issues clearly and the ability to adapt style to different audiences	E
Effective interpersonal skills: <ul style="list-style-type: none"> Skilled leader, able to bring together, motivate, co-ordinate and develop a team. Ability to work collaboratively and build and sustain effective working relationships with a diverse range of colleagues, partners and stakeholders at all levels. Effective negotiation skills and the ability to influence others. 	E
Strong strategic analytical and evaluative skills, including ability to understand and analyse complex issues and problems and use information to further RCR interests as defined in the strategy and working plans.	E
Ability to plan and prioritise a substantial programme of work, and handle competing demands, whilst maintaining accuracy and attention to detail.	E
Other qualities and requirements	
Demonstrable commitment to providing professional customer service to colleagues, members and stakeholders	E

Other Requirements

- A strong commitment to equality and valuing diversity
- The ability to maintain confidentiality and information security
- Commitment to the aims and charitable objectives of the RCR and the RCR values

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

Our values

People focus

We treat everyone fairly and with respect, actively listening and responding appropriately, while recognising individual differences.

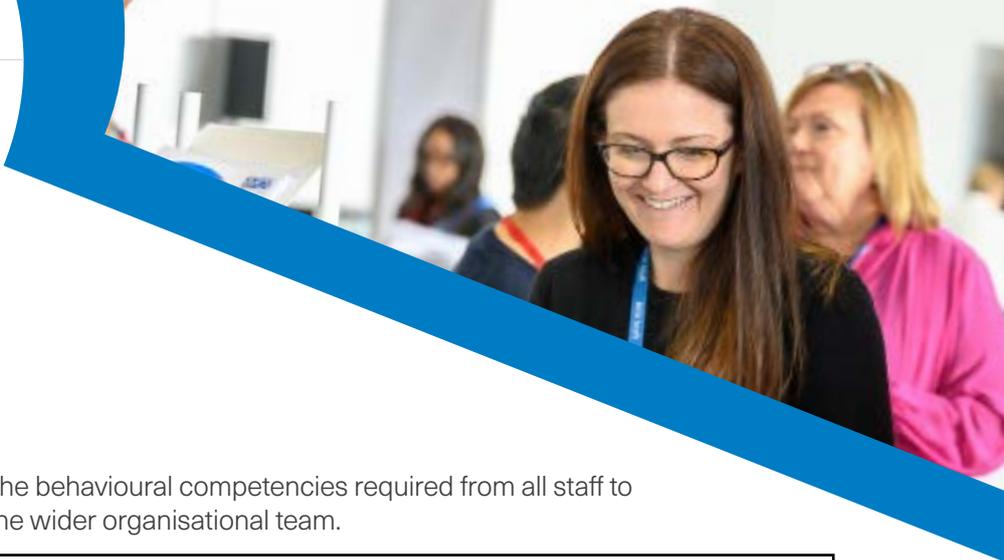
Integrity

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

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.

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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.



How to apply

The closing date for applications is midnight 23 January 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 28 January 2022 date.

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

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www.rcr.ac.uk

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

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