

The Royal College of Radiologists

Candidate pack

HR Business Partner



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Salary: £39,248 per annum rising to £43,380 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 Sunday 30 January 2022.

Interview date: Shortlisting interviews are scheduled to take place on 2 February 2022, with selection interviews scheduled for 8 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 Executive Office Team

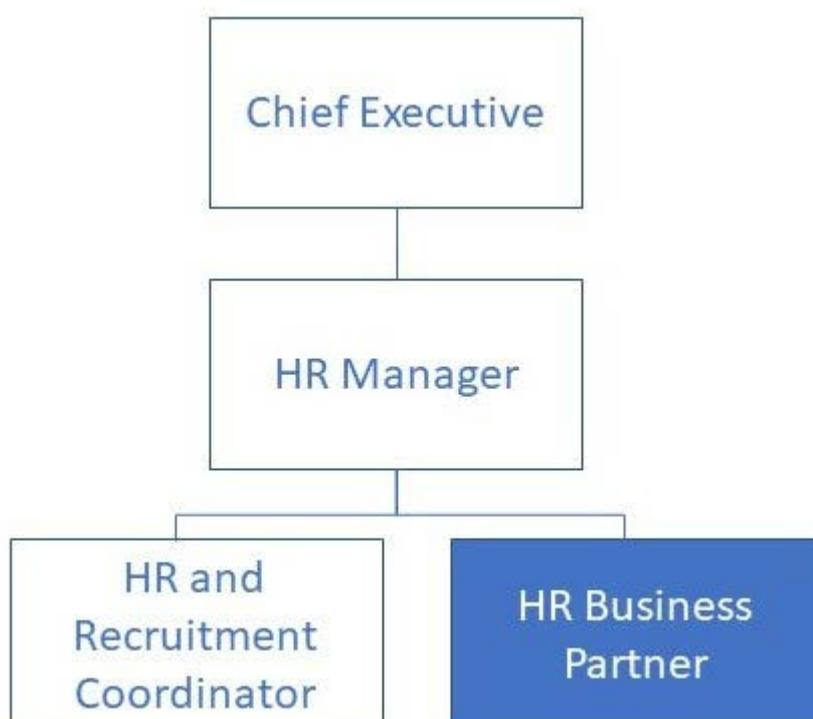
The RCR is a membership body focussed on supporting the doctors that work in the specialties of Clinical Radiology and Clinical Oncology. Our people work together to achieve our aims, and we have four main directorates within the organisation: The Executive Office; Communications Directorate; Education and Professional Practice Directorate; and the Business and Resources Directorate. The HR team works across the business, but sits within the Executive Office, alongside the Governance and Global Development Team's, reporting directly to the Chief Executive.

Within the HR team, we're lucky to be able to work with all of the brilliant people that work for the RCR, advising the Senior Management Team (SMT) on various matters and reporting data and trends, partnering with managers across the organisation to coach them in planning their people activities and developing a highly functioning teams, and last but certainly not least, working with colleagues in various capacities to steer work, implement initiative's and gather ideas and feedback.

The HRBP will be central to our work, focusing on various areas of operational HR delivery, project management and partnering and advising managers. The role is varied, and each day will differ, however our overall aim always *remains the same, we work together to ensure the working lives of our colleagues are the best they can be, in turn,* ensuring the RCR is equipped to deliver on its ambitions, setting standards and forging the way forward within the industry.

If you're passionate about making our people and organisation the best they can possibly be, then please continue reading to find out more about the HRBP role and for instructions on how to apply.

Where the job fits



Job description



Job title:	HR Business Partner
Responsible to:	HR 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 from home for 60% of the working week

The role

Overall purpose

Contribute to the achievement of the RCR's people strategy by delivering and developing specified HR and OD functions and services across the business. Helping the HR team to deliver an excellent service to internal and external customers, through the application and delivery of streamlined processes and procedures and the provision of best practice people advise.

Main areas of responsibility

- a. Operational HR delivery
- b. Partnering and advising managers
- c. Delivery of HR projects
- d. General

Responsibilities

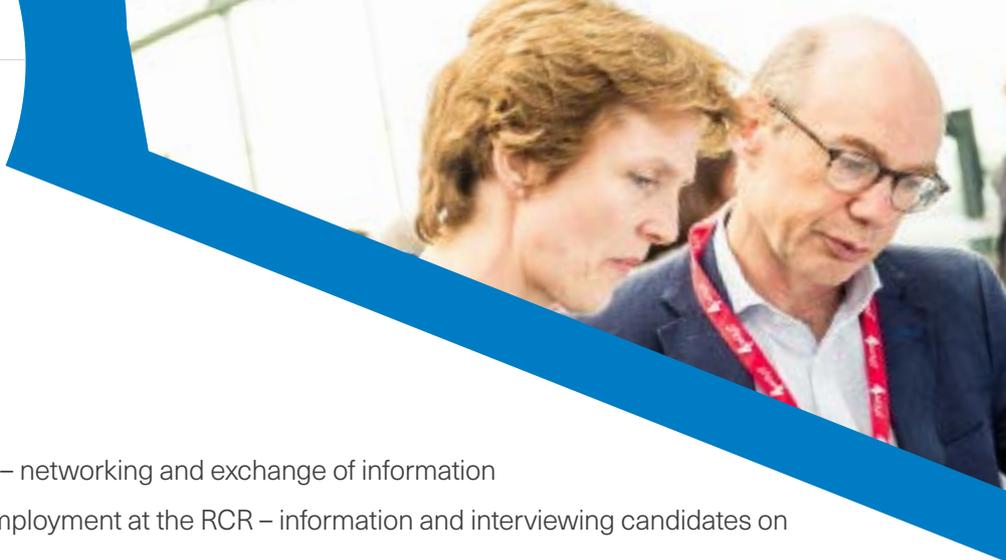
- a. Operational HR delivery
 - 1. Compile and review PDR's within the organisation, collating the learning and development needs for staff and creating RCR-wide training plans.
 - 2. Take forward organisational development activities under the guidance of the HR Manager, introducing agreed initiatives to prepare employees and managers to succeed in the delivery of RCR plans and priorities.
 - 3. Assist the HR team in ensuring the monthly payroll is accurate, reporting errors or queries to the payroll providers, and authorise the final pay run in the absence of the HR Manager.
 - 4. Provide advice and guidance to staff and managers on RCR HR policies and procedures. On more complex/sensitive matters such as discipline and grievance, checking with and reporting back to the HR Manager.
 - 5. Evaluate posts using the RCR's job evaluation system and organise meeting of the job evaluation group, chairing the group in the absence of the HR Manager.
 - 6. Assist in reviewing and developing HR policy, ensuring it is up to date with employment law, appropriate to the needs of the RCR and written in RCR branding style.
 - 7. Conduct exit interviews and other tasks associated with leavers, reporting on trends and making recommendations.

8. In carrying out day-to-day work, ensure that any issues in the application of policies or procedures or in feedback from employees are raised with the HR team in order to identify if any changes or developments are needed.
 9. Contribute to the accurate maintenance of all HR, personnel and training records, liaising with individual employees as necessary.
 10. Produce and contribute to reports including quarterly management reports for senior managers, exit interview reports and reports on other HR metrics as required.
 11. Contribute to and manage specified HR related initiatives, including diversity and inclusion (D&I) and wellbeing.
 12. Assist with the accurate up-keep and reporting on key HR metrics, enabling us to be a data-led function.
 13. Assist the HR Manager as required in research on the external pay market.
 14. Manage the delivery of staff surveys, including preparing reports and analysis.
 15. Deputise for and assist the Recruitment and HR Coordinator when needed, managing the RCR's recruitment process including creating the candidate pack, advertising, undertaking proactive candidate search, collating applications received, diversity monitoring, supporting shortlisting, interview arrangements, references, offer letters and recording recruitment data.
 16. Assist the Recruitment and HR Coordinator with the onboarding of new staff including agreeing start dates, planning induction activities and working with teams within the Directorate of Business and Resources to ensure new staff have the equipment they need.
 17. Assist with the administration of the HR information system, ensuring all records are accurate.
- b. Partnering and advising managers**
18. Provide sound professional advice across the whole range of HR issues, referring more complex cases to the HR Manager for guidance.
 19. Coach, support and empower managers to find solutions and implement best practice people management interventions.
 20. Support a culture of customer care and service excellence.
 21. Partner with all operations managers across the business to keep abreast of developments within their teams and supporting them to deal with people issues as they arise, reporting findings to the HR Manager.
- c. Delivery of HR projects**
22. Manage the delivery of specified HR projects, discussing and agreeing plans with the HR Manager and ensuring they support the achievement of our people strategy and wider organisational objectives.
 23. Assist with the delivery of various HR projects (for example, the culture project)
 24. Assist the HR Manager in overseeing organisational development and change within the organisation.
- d. General**
25. Maintain and manage records in accordance with the RCR's records and information policies.
 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

- HR Manager – reporting to
- HR team – working closely with
- Chief Executive - providing information and advice
- Other members of SMT, line managers and other RCR employees - providing information and advice



External working relationships

- HR teams in other medical Royal Colleges – networking and exchange of information
- Applicants and general enquirers about employment at the RCR – information and interviewing candidates on occasion
- Recruitment agencies - negotiating rates and instructing them on recruitment campaigns
- Advertising bodies - instructing and placing recruitment advertisements

Scope and limits of authority

Decision making level	<ul style="list-style-type: none">■ Negotiation and liaison with recruitment agencies including commission rates, to be agreed by the HRBP■ Advice and guidance to managers on established and approved policies and procedures
Financial resources	<ul style="list-style-type: none">■ N/A
Other resources	<ul style="list-style-type: none">■ Responsible for the upkeep of employees personal records and the HRIS
People management	<ul style="list-style-type: none">■ N/A
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none">■ Ensure the RCR's Human Resources (HR) policies and practice are compliant with employment legislation. Working with HRBP, Data Protection Officer and others to ensure RCR's HR team acts in compliance with data protection legislation

The person

	Essential (E) or desirable (D)
Knowledge, qualifications and experience	
Educated to degree level or equivalent, or Level 5 CIPD qualification, with a good standard of literacy and numeracy.	E
Knowledge of the range of HR and L&D areas and a full understanding of how they contribute to business success	E
2 years or more of practical experience working in an HR department in an advising role	E
Skills and abilities	
Accurate use and understanding of English.	E
A confident and credible individual, able to establish and maintain working relationships, gaining the respect of managers when giving advice	E
Ability to prioritise work to competing demands and meet deadlines	E
Accuracy and attention to detail	E
Self-starter, confident to initiate and progress work, knowing when to consult or involve others	E
Ability to work effectively within the team to manage tasks and projects.	E
Effective interpersonal skills, and ability to support and get on with a very wide range of individuals	E
Willingness to undertake routine administrative tasks.	E

Other Requirements

- Commitment to working with absolute discretion and confidentiality in respect of HR issues as they affect individual College employees..
- Enthusiasm for learning and development and taking on new tasks.
- Demonstrable commitment to providing a professional customer service to colleagues, members and stakeholders.
- A strong commitment to equality and valuing diversity
- Commitment to the aims and charitable objectives of the RCR
- The ability to maintain confidentiality and information security
- Commitment to the values and behaviours of the RCR
- Commitment to own continuing professional development



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.

**“
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 30 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 2 February 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).

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



The Royal College of Radiologists

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www.rcr.ac.uk

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