

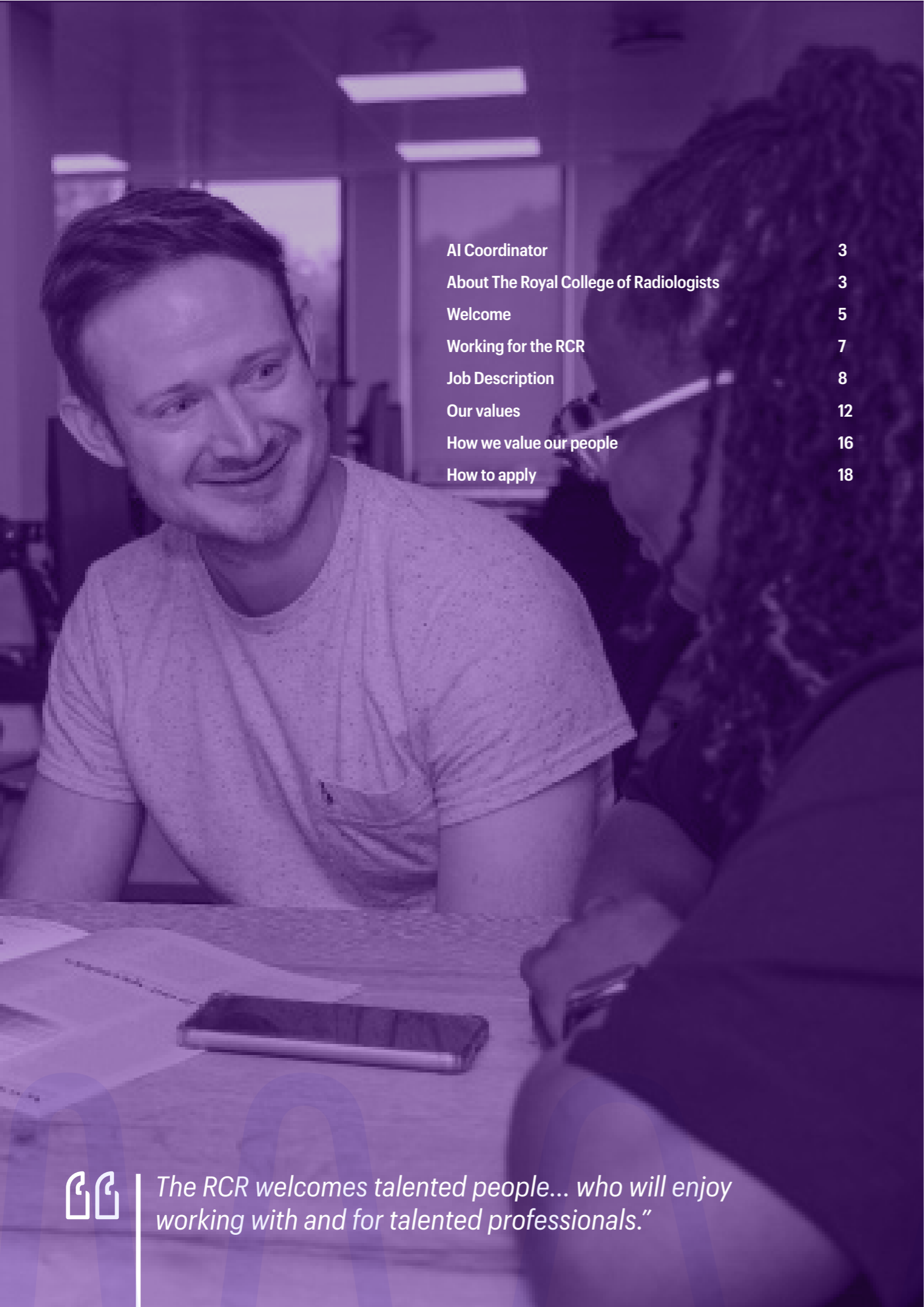


# The Royal College of Radiologists

## AI Coordinator



The Royal College of Radiologists



AI Coordinator	3
About The Royal College of Radiologists	3
Welcome	5
Working for the RCR	7
Job Description	8
Our values	12
How we value our people	16
How to apply	18



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

## AI Coordinator

Salary:	£31,200 per annum, with pay progression up to £35,721 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:	23:59 15 September 2024
Interview date:	Shortlist interviews are scheduled for 20 September and selection interviews are scheduled for 26 September 2024

## 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.

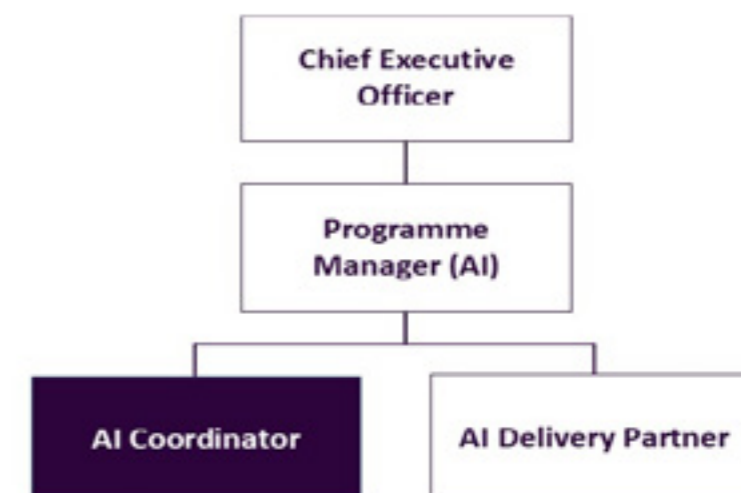
### The Executive Office / AI Team

As the leading professional membership body for clinical radiologists and clinical oncologists, it's crucial that we stay on top of developments that have the potential to impact our doctors working lives. Artificial Intelligence (AI) is no exception. We are looking to expand our team within the College dedicated to supporting our AI work, working with committees, working groups and collaborating with external organisations such as NHS AI Lab, to develop and take forward initiatives to support our doctors with the safe adoption of AI. This is a pivotal time within the

medical profession, and we need to ensure we're able to raise the profile and voices of our members on the topic through responses to policy consultations, and participation in discussions with government. The work includes organising and supporting meetings with healthcare organisations and professionals and other external bodies. On top of the external facing work that this role will require, the post-holder will support our evolving programme of work, and work closely with a number of teams within the organisation to deliver our work and keep managers abreast of developments and thinking on the use of AI in our specialties, helping them to plan for the future impact it may have on their work.

As this is still a relatively new function within the RCR, to be successful in the position you must be a self-starter, able to work independently and within teams and manage your own work. You must have an interest in technology and its impact on the medical world, understanding of patient services would help, with the ability to develop your knowledge on how AI is likely to affect the medical specialties of clinical radiology and clinical oncology. This is an exciting role with a real opportunity to have an impact on the future of our specialties and the care our doctors are able to give to their patients.

### Where the job fits





# Job description

Job title:	AI Coordinator
Responsible to:	Programme Manager, AI
Responsible for:	N/A
Contract terms and hours:	Permanent, full time
Location:	63 Lincoln's Inn Fields, London WC2A 3JW with flexible working

## The role

### Overall purpose

This role shall assist the AI Manager in taking forward the RCR's AI work. The post-holder will act as the first point of contact in many areas of the team's interactions with internal colleagues and external stakeholders. The post requires advanced administrative and team supporting experience, a customer service outlook, with the opportunity to take responsibility for project work.

The position helps ensure that the RCR leads AI work in our specialities. It includes accurately recording and maintaining decisions, agreements and status of existing team workstreams and communicating this effectively with colleagues, precision with numerical and non-numerical data handling in context, building constructive relationships, finding and collating information and creating reports. Experience in clinical services, technology applied to healthcare and associated terminology would be helpful or the capacity to rapidly absorb and understand new knowledge on complicated subjects.

## Main areas of responsibility

- Support AI activities for the AI team and College
- General

### Responsibilities

#### a. Support AI activities for the AI team and College

1. Act as the first point of contact in many areas of the team's interactions with internal colleagues and external stakeholders, triaging queries including from the AI email inbox.
2. Apply advanced administrative and customer facing skills to support the AI team including arranging meetings, cultivating relationships with key stakeholders, maintaining team shared documentation and coordinating AI related stakeholder events.
3. Maintain and share with the team, accurate and timely records of team decisions, activities and progress across allocated work.
4. Take on project work as allocated and take forward with flexibility agreed ideas, initiatives and processes, with insight into how to put them into practice effectively.
5. Prioritise competing demands to deliver on agreed workplans to achieve the organisation's goals in a timely manner, whilst maintaining attention to detail.
6. Confidence working with complex data within an administrative process.
7. Complex desk based research to support AI projects with the ability to gain an understanding of domain

terminology in a fast-paced environment.

8. Maintain records of key stakeholders and outside bodies for the College's AI work, ensuring that the team and relevant representatives of the College are able to build strong working relationships to help progress our work.
9. Take high quality meeting minutes if required and follow up actions in a timely fashion.

#### b. General

10. Maintain and manage records in accordance with the RCR's data protection policy and guidance.
11. Undertake such other duties appropriate to the level of the postholder's qualifications, experience and training as may be required by the RCR from time to time.
12. Provide excellent customer service throughout all duties. Respond to enquiries, seeking advice from colleagues when necessary.
13. Provide stand-in support to AI committees, advisory and working groups and other relevant groups in the event of colleague absence.
14. Maintain records of Conflicts of Interest.
15. Maintain records of decisions and progress of actions.
16. Draft correspondence, reports and briefings as required.
17. Take forward or co-ordinate work as needed. This includes, but is not limited to, initiatives such as:
  - i. Liaising with organisations and individuals to build a list of AI tools deployed in hospitals.
  - ii. Coordinating AI stakeholder days and other events, including the evaluation of their success and the management of event budgets (budget training can be provided).
  - iii. Liaising with colleagues in other RCR teams, to progress activities for the AI team and where supportive to those other teams.
  - iv. Working with NHS organisations as directed by the AI Lead, to ensure the radiology and oncology voice are present in AI discussions.
  - v. Other initiatives that arise from the working groups.





## Key working relationships

### Internal working relationships

- Programme Manager, AI – line manager.
- AI Delivery Partner – AI team.
- RCR AI groups and committees – collating team information and actions.
- Other RCR managers and employees – including providing information and advice.

### External working relationships

- Members of RCR AI Committees and groups.
- NHS organisations such as NHS England.
- AI companies and industry bodies.
- Healthcare provider organisations.
- Academics working in AI.
- Others as required.

## Scope and limits of authority

Decision making level	<ul style="list-style-type: none"> <li>• Expected to manage own workload in consultation with line manager.</li> <li>• Day to day responsibility for taking routine decisions within the scope of RCR's governance arrangements.</li> <li>• Expected to take decisions, sometimes exercising own judgement, but other times in collaboration with Head of AI.</li> </ul>
Financial resources	<ul style="list-style-type: none"> <li>• Potentially the management of a small budget for specific events as and when required.</li> </ul>
Other resources	<ul style="list-style-type: none"> <li>• Responsibility for accurate record keeping.</li> <li>• Responsible for maintaining a range of team information resources.</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>• Exercise role in compliance with RCR's data protection policy and the requirements of the General Data Protection.</li> </ul>



## The person

	Essential (E) or Desirable (D)
<b>Knowledge, qualifications and experience</b>	
Advanced administrative and team supporting experience.	E
Experienced in supporting projects.	E
Good working knowledge of Microsoft packages such as Outlook, Word, Excel, Pow-erPoint, Teams and SharePoint.	E
Ability to gain an understanding of domain terminology in a fast-paced environment.	D
A demonstrable interest in AI or technology.	D
<b>Skills and abilities</b>	
Excellent standard of literacy and numeracy with an accurate use and understanding of English	E
Ability to read, understand and summarise complicated materials.	D
Ability to manage own time effectively and prioritise own work across a range of activi-ties and competing demands to deliver as required.	E
Confidence working with complex data within an administrative process.	E
Service focused with the ability to work collaboratively and build and sustain effective working relationships with a diverse range of colleagues, partners and stakeholders at all levels.	E
Clear thinker with the ability to exercise sound initiative, judgement and discretion and think through issues to offer practical solutions.	E
Able to progress work, knowing when to consult or involve others.	E
Ability to take clear, concise and accurate meeting minutes on complex subjects.	D

### 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.



## 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 15 September 2024

Please submit a CV and a covering letter of no more than a page and half, 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 invited to attend first stage interviews on 20 September 2024.

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

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

A Charity registered with the Charity Commission No. 211540  
© The Royal College of Radiologists, November 2023.

