



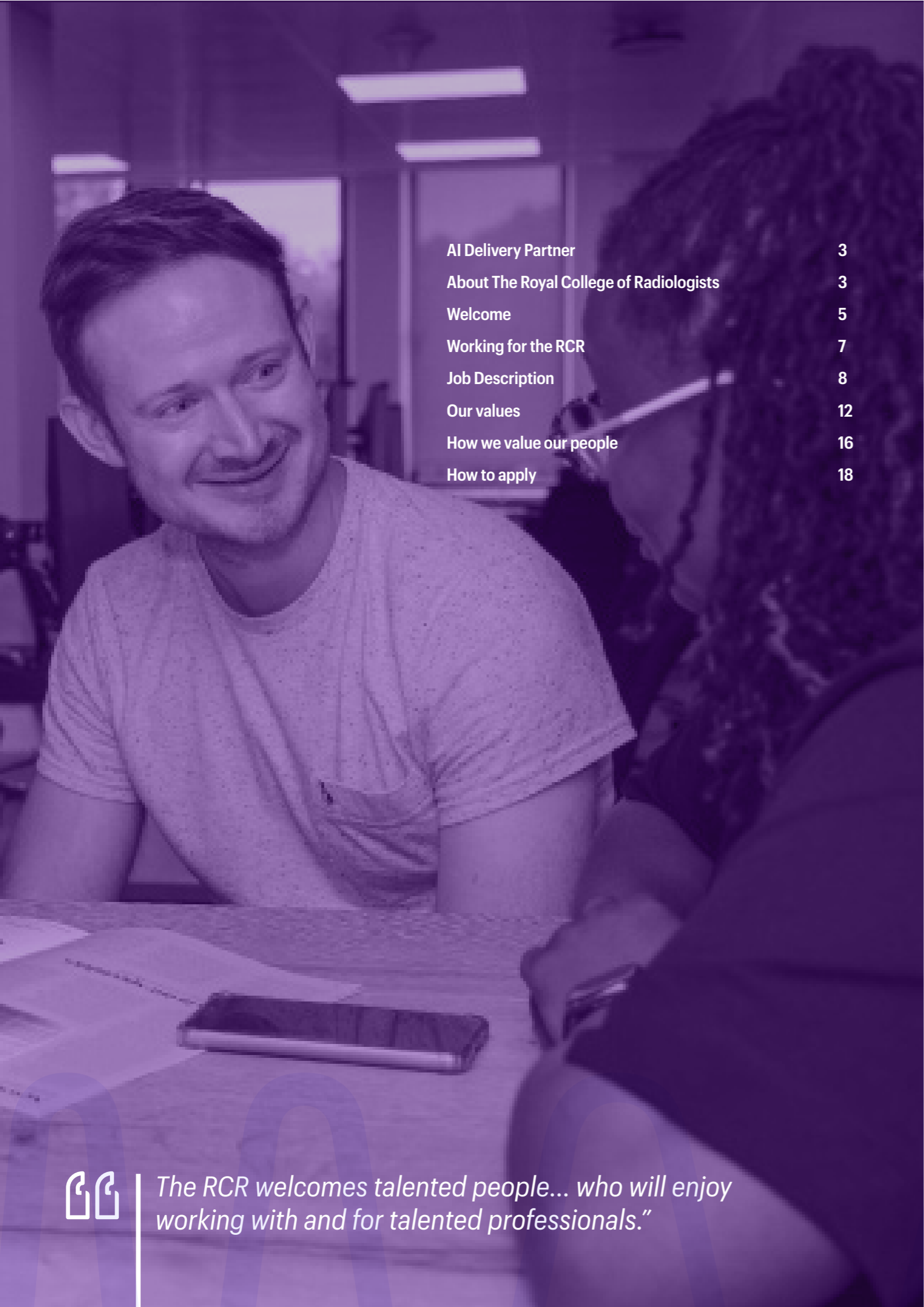
The Royal College of Radiologists

AI Delivery Partner

*Advertised externally as AI Delivery Lead



The Royal College of Radiologists



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

AI Delivery Partner

Salary:	£42,860 - £52,000 per annum dependent on experience, 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 30 August 2024
Interview date:	Shortlist interviews are scheduled for 6 September and selection interviews are scheduled for 13 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

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) 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.

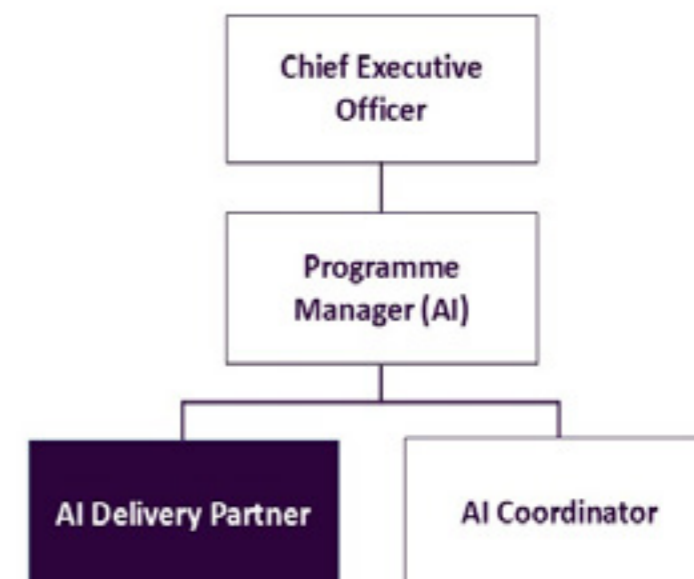
The RCR engages government, the Department of Health and Social Care, the NHS and many others to advocate on behalf of our members. The RCR also is responsible for guidance, professional and quality standards, education and ongoing professional development. The work of the AI Team reflects all of these areas, together with clinical risk and safety, audit, research, transformation, service improvement and evaluation, change management and includes horizon scanning for future developments that may affect our specialties.

This role is varied, including taking responsibility for projects and initiatives emerging from the AI strategy and committee meetings, liaising with clinical professionals, representing the RCR at meetings with healthcare organisations and other external bodies and interacting with AI companies.

Understanding the implications of AI being applied in healthcare is important. In practical terms, this translates to creating accurate records of key meetings, decisions and agreements, being able to produce high quality briefings and reports. The AI Delivery Partner will work with committees and other groups in our collaborations with external organisations such as the NHS England, to develop and take forward initiatives to support our doctors with the safe adoption of AI.

As this is still a 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 a genuine interest in technology and its impact on the medical world, 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 Delivery Partner
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

The post-holder will manage multiple streams of work concurrently. There are frequent periods when the work is dynamic, so the role requires a flexible person able to re-prioritise effectively and with organisational skills to complete complicated tasks on time whilst ensuring details are not missed. The work is part of the College AI strategy and outputs feed into its evaluation and further refinement.

Main areas of responsibility

- Day to day management of AI activities for the College
- Provide support to AI committees, advisory and working groups
- General

Responsibilities

a. Day to day management of AI activities for the College

1. Take forward agreed ideas, initiatives, processes and projects to establish and further our credibility in AI as part of the wider RCR AI strategic objectives. Work flexibly to put unusual and pioneering work effectively into practice.
2. Produce high quality AI briefings, reports and responses for relevant conversations with external stakeholders collaborating with key internal staff, senior managers, and the RCR's Officers as necessary.
3. Keep and share with team, accurate and timely records of decisions, activities and progress across allocated work.
4. Prioritise competing demands to deliver on agreed AI workplans to achieve the organisations goals in a timely manner.
5. Handle with precision, information and data in context through the use of spreadsheets and other information resources, together with analysis, summarising and reporting.
6. Cultivate relationships with key stakeholders with a customer service approach to maintain and extend the RCR AI domain network.
7. Identify and keep records of AI contacts in industry, the NHS, academia, our specialities and others.
8. Through working with the Programme Manager (AI), RCR doctors, staff and committees, maintain a record of AI developments in our specialities so as to be the go-to team in the organisation on AI internally, able to keep managers and other relevant stakeholders abreast of developments.
9. Speak with integrity to stakeholders, highlighting the RCR's AI work, ensuring we build our profile in AI wherever possible and ensure that external communications about AI, including the website, is of a high standard to maximise impact.

b. Provide support to AI committees, advisory and working groups

10. Provide support to the Chairs and members, co-ordinate meetings for the AI committees, advisory and working groups and other relevant groups (AI groups).
11. Take high quality meeting minutes and follow up actions in a timely fashion.
12. Maintain records including decisions, agreements, progress of actions and conflicts of Interest.
13. Take responsibility for correspondence, reports and briefings as required.
14. Prioritise support for AI groups alongside all AI workstream activities for alignment and integration with the RCR AI strategic aims.
15. Take forward or co-ordinate actions of the AI groups as needed. This includes, but is not limited to, initiatives such as:
 - i. Liaising with organisations and individuals and representing the RCR at meetings where allocated.
 - ii. Organising AI stakeholder days and other events, including contribution to the planning, the evaluation of their success and the management of event budgets.
 - iii. Liaising with colleagues in relation to the AI registry, learning, website resources and activities, audits and the curriculum.
 - iv. Working with NHS organisations as directed by the Head of AI, to ensure the radiology and oncology voice are present in AI discussions.
 - v. Maintain and update the RCR AI webpages relating to our programmes of work and strategy.
 - vi. Other initiatives that arise including from the working groups.

c. General

16. Maintain and manage records in accordance with the RCR's data protection policy and guidance.
17. Maintain documentation on all activities carried out.
18. Undertake such other duties appropriate to the level of the postholder's qualifications and experience and training as may be required by the RCR from time to time.
19. Provide excellent customer service throughout all duties. Respond to enquiries, seeking advice from colleagues when necessary.
20. Liaise with the relevant clinicians, working groups, managers and others to produce deliverables as required.



Key working relationships

Internal working relationships

- Programme Manager (AI) – line manager.
- AI Coordinator – AI team.
- Senior doctors in RCR AI groups and committees – coordinating meetings, minutes and actions.
- Elected officers – providing quality information and support.
- 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.
- Other professional bodies.
- Academics working in AI.
- Others as required.

Scope and limits of authority

Decision making level	<ul style="list-style-type: none"> • Day to day responsibility for taking routine decisions within the scope of RCR's governance arrangements. • Expected to take decisions, sometimes exercising own judgement, but other times in collaboration with Head of AI, College Officers and colleagues from across the organisation. • Expected to manage own workload in consultation with line manager.
Financial resources	<ul style="list-style-type: none"> • Management of a small budget for specific events as and when required.
Other resources	<ul style="list-style-type: none"> • Responsible for maintaining a range of information resources (including but not limited to the AI Registry; quality meeting minutes; conflict of interest registers). • Responsibility for liaison with RCR Learning Team and AI groups' learning resource contributions. • Responsibility for accuracy and quality of website AI pages and coordination of AI groups' contributions.
People management	<ul style="list-style-type: none"> • N/A
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Exercise role in compliance with RCR's data protection policy and the requirements of the General Data Protection.



The person

Essential (E) or Desirable (D)

Knowledge, qualifications and experience	
Graduate and/or post-graduate qualification in a relevant field or equivalent, with an excellent standard of literacy and numeracy.	E
Practical experience in clinical services in healthcare.	D
Experience in new, complicated technology (ideally AI) being delivered into or used within clinical services.	D
Strong project management experience across the full project lifecycle, particularly managing evolving projects.	E
Experienced in leading multiple projects concurrently.	E
Good working knowledge of Microsoft packages such as Outlook, Word, Excel, PowerPoint, Teams and SharePoint.	E
A demonstrable interest in technology applied to healthcare.	E
Skills and abilities	
Accurate use and understanding of English. Experienced in reading complicated materials and summarising for different audiences to a high standard.	E
Ability to take clear, concise and accurate meeting minutes on complex subjects.	E
Ability to manage own time effectively and prioritise own work and work of others across a range of activities and competing demands to deliver as required.	E
Ability to analyse and interpret numerical and non-numerical information to identify key messages, themes, errors and limitations.	E
Clear and analytical thinker with the ability to exercise sound initiative, judgement and discretion and think through issues to offer practical solutions.	E
Self-starter, confident to initiate and progress work, knowing when to consult or involve others.	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 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.
- 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.



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 30 August 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 6 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

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