



Royal College of  
General Practitioners



# Candidate BRIEFING PACK





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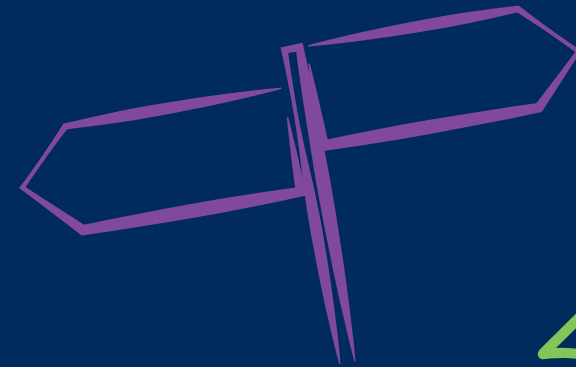
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# Welcome

The RCGP is the largest medical royal college in the UK with over 55,000 members. The College was founded in 1952, four years after the start of the NHS.

The College has a talented workforce of over 250 people who work to support our GP members in maintaining the highest standards of patient care. Every year, we help around 2,000 new GPs join the NHS. We are the voice of GPs on education, training, research, and clinical standards.

We keep our staff team motivated and inspired by valuing and rewarding the contribution they make, and by supporting everyone to develop to their fullest potential. We offer a wide range of benefits for working with us and invest in our people's learning and development. We recognise and promote the value of a diverse, dynamic and inclusive workforce.

Every team at the College contributes to the delivery of our Strategic Plan 2023-2026 – 'Building a Sustainable Future for General Practice' -

which sets out what the College is going to do over the next three years to make rapid progress in translating that vision into reality and delivering tangible improvements to the working lives of frontline GPs.

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We work well together to deliver exceptional work and have won many awards over the years that we are extremely proud of.

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We encourage and inspire each other to make a difference for the people we support.

We are very pleased that you are interested in joining the College and becoming part of our hardworking, talented, and vibrant workforce who help to make a difference to patients' lives every day.

We very much look forward to receiving your application.





**Mark Thomas**

Executive  
Director of  
Policy and  
Engagement

I am really pleased that you have taken the time to find out about a role within my directorate.

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We offer a range of exciting opportunities for people who are passionate about making a difference, at one of the most respected and influential healthcare bodies in the UK.

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Through our work, we support GPs to deliver better care to their patients and once appointed you will have the opportunity to become part of a talented and committed team.

My directorate leads on shaping government and NHS policy on healthcare issues across the UK, promotes research and innovation, and communicates on behalf of GPs to the media, politicians and the public.

We also support the College to engage with members, staff and external stakeholders, through our digital engagement team, and locally and within the devolved nations, through our faculty network and Devolved Councils.

My teams include Devolved Nations, English Faculties, PR and Corporate Communications and Policy, Research and Campaigns.

I look forward to receiving your application.

*Mark*



# About Us

Founded in 1952, the RCGP is the professional membership body for family doctors across the UK and abroad. With over 55,000 members, the College is the largest of the medical royal colleges by membership.



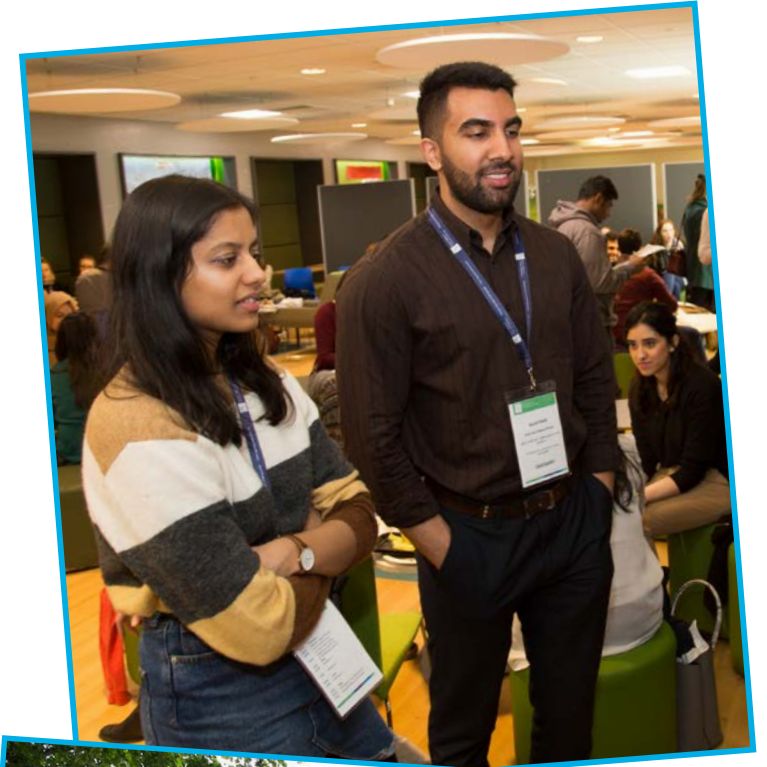
## What we do

Our purpose is to promote the best possible quality of health and healthcare by:

- setting the highest standards for general practice
- ensuring GPs have the best possible training
- supporting GPs throughout their professional lives to deliver the best possible service
- leading the profession and demonstrating the value of general practice
- developing general practice as the foundation of effective and sustainable primary care worldwide
- using resources efficiently to support our members and develop the College sustainably.

Based in our prestigious offices at 30 Euston Square London NW1, the College also has a network of faculties serving members locally and a devolved council in each of the nations of the UK.

Further information about the College can be found on our [website](#).





# Organisational structure

The College Leadership Team comprises the UK Officers, Chairs of Devolved Councils, Chair of Trustees, and members of the Executive Management Team (EMT) – led by the Chief Executive Officer and responsible for the strategic management of the College.

# The Executive Management Team

## Chief Executive Officer

Chris Askew

## Executive Director

Policy and Engagement – Mark Thomas

## Executive Director

Professional Training & Standards – Fiona Erasmus

## Executive Director

Membership, Development & Education – Ben Clacy

## Executive Director

Planning and Resources – Vacant





## Council

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Our Council is an elected body of leading GPs from across the UK. It is led by Professor Kamila Hawthorne, who as Chair of Council is the College's principal spokesperson. There are 18 nationally elected council members who usually serve a three-year term, with six places coming up for election each year. The President is elected by national ballot every two years. Officers are elected or reconfirmed by the Council each year. The Council also elects the Chair of Trustees and three other trustees.

Council has a number of sub committees and boards, controlling key policy issues such as:

**Scientific Foundation Board**

**Medical Ethics Committee**

**Fellowship and Awards Committee**

## Faculties

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We support our members through a network of local faculties – the local face of the College and elect members to Council. There are 32 faculties each with their own board, who work voluntarily upholding our vision, purpose and priority goals.

## Devolved Councils

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There are devolved councils in Scotland, Northern Ireland and Wales who ensure that the work of the College remains relevant across the UK.

## Trustees

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The administrative governance of the College is the responsibility of a Board of Trustees comprising GPs and lay members. Trustees have a number of committees to ensure the appropriate scrutiny of the College's activities:

**Planning and Resources**

**Audit and Risk**

**Nominations**

**Governance**

**Remuneration**

Trustees also create task and finish groups from time to time to address specific requirements.

## Officers

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The College has five honorary officers (excluding the Chair), including an Honorary Secretary who has responsibility for ensuring the governance of the College meets our regulatory framework, decided periodically by Council.

## Leadership group

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Leadership group is the working group of Officers and the EMT, which meets monthly.



# Benefits of working for us

Our people bring talent, passion, imagination and drive to our work every day – an enormous contribution that deserves to be rewarded!

We care about our people, as much as we care about our purpose, members, officers and other stakeholders. We aim to support everyone to be the best they can be and make the College a truly great place to work.

So, it makes sense that our employee policies should support the lifestyle you choose and offer a rewards and recognition programme that makes you feel valued.



## Leave

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**Annual leave:** 27 days per annum plus bank holidays (pro rata for part time employees). You can buy five days additional annual leave and sell up to two days annual leave. This will be pro rata for part time employees.

**Employer supporter volunteering scheme:** Up to two paid days to volunteer (pro rata for part time employees).

**Flexi-time:** Our flexi-time system allows you to vary your start and finish time to ensure you fulfil your contractual commitments to the College. There is also the ability to bank time to allow you to carry out personal/family commitments.

**Special leave:** Special leave with pay includes bereavement (compassionate) leave, emergency family / time off for dependents leave, moving to a new house.

## Finance

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**Pension scheme:** We operate a contributory pension scheme where you contribute a minimum 4% per month through salary sacrifice – the College pays 8% per month.

**Life assurance:** Life assurance is provided at six times your salary, during employment. This benefit only applies to employees who are in the pension scheme.

**Long service award:** We give a financial award for staff achieving long service.

## Professional development

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**Membership of professional body fees:** If membership is relevant and appropriate to the job we will pay for one professional membership a year.

**Study grants and loans:** Applications considered for study grants of up to £1,000 and loans of up to £3,000 for courses of study that are relevant to your role subject to budget.





**Learning and development:** We are committed to providing opportunities for your ongoing learning and development, helping you learn and grow through a combination of formal and informal learning.

**eLearning:** You can upskill via our eLearning portal, which offers a variety of learning content including bite sized courses and resources.

**Mentoring scheme:** Our mentoring scheme supports individual learning, growth and development. It is an opportunity for you to collaborate with colleagues outside of your immediate teams, sharing learning, knowledge and experience.

## Health and wellbeing

**Employee assistance program:** Provided by Axa Healthcare and offers an employee support helpline, information services, 24 hours a day, 365 days a year.

**Eye care vouchers:** We contribute £25 towards eye tests and £75 towards spectacles for VDU use.

**On-site gym:** Our London head office has a fully equipped gym that is free to use.

**Well scheme:** Once you have passed probation we will pay up to £50 per rolling year for you to attend a course, evening class, fitness suite, or other activity which will benefit your wellbeing.

## Family friendly

**Occupational leave:** Maternity, paternity, adoption, parental and shared parental leave.

**RCGP Plus:** Discounts on products and services from a wide variety of brands and retailers.

**Searcys:** A 10% discount at Searcys venues.

## Travel and transport

**Bike loan:** Cycle to work scheme interest free loan, permanent staff only.

**Season ticket loan:** Available once you have completed your probation period.

**Bike storage:** Large inside bike store to leave your bike dry and safe at our 30 Euston Square, London office.



# Our priorities for 2023 – 2026

## Priority 1

Tackle the workload and workforce crisis

## Priority 2

Ensure the College is the Professional Home of General Practice

## Priority 3

Reducing the increasing gap in health inequalities

## Priority 4

Respond to the climate emergency





# How to apply

Candidates should apply online via **our website**.

A covering letter/statement and detailed CV is required. Your letter/statement should address how you meet the key criteria as set out in the job description.



## Recruitment timetable

Stage	Key dates
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<b>1. JOB DETAILS</b>	
<b>Job Title:</b>	<b>Head of Research and Innovation</b>
<b>Reports to:</b>	<b>Assistant Director of Policy, Research and Campaigns</b>
<b>Responsible for:</b>	<b>Team of 3 staff and 1 clinical lead</b>
<b>Date:</b>	<b>April 2024</b>

## **2. JOB PURPOSE**

To lead the research and innovation functions, shaping strategic direction and ensuring delivery across key workstreams, including:

- Provision of advice and expertise for public policy research at the College, undertaking and/or commissioning research and data analysis to support the College's policy and influencing agenda.
- Building and managing partnerships with key research stakeholders and partners.
- Building research capability in primary care by supporting the development of research skills, awarding grants and developing research infrastructure, including through our Research and Surveillance Centre collaboration.
- Supporting our members with the adoption and spread of innovative technologies and new ways of working in general practice.

## **3. KEY RESPONSIBILITIES AND RESULT AREAS**

### **Management**

- Lead the Research and Innovation team; ensure the team is motivated, well-supported, high-performing and delivery-focused.
- Direct line-management of 2+ staff and 1 clinical lead.
- Oversee the recruitment of additional staff or clinical expertise to meet project needs as required, following internal processes.
- Play a collaborative and constructive role as a member of the Policy, Research and Campaigns management team and the Policy and Engagement directorate's Senior Management Team.
- Represent the RCGP, where appropriate, at relevant external meetings and brief the Chair of UK Council, Vice Chair for External Affairs, CEO and other senior College leaders, as and when required.
- Ensure effective management of the research and innovation budget (of c.3m), including managing contractual obligations.

## **Strategic leadership**

- Set strategic direction and ensure effective prioritisation for Research and Innovation functions in order to meet our organisational goals; ensure effective engagement of senior leadership; drive and ensure delivery business plans for key programmes of work.
- Build and manage strong relationships with key senior research stakeholders and partners, including UKHSA, OHID, NHSE, DHSC, HRDUK and NIHR.

### *Public policy research:*

- Act as the principal adviser on public policy research to the College; to undertake, manage and commission where required a programme of research and data analysis to support our policy and influencing agenda.
- Ensure effective tracking of upcoming official data releases of relevance to general practice and undertake collation and analysis of data on key themes in support of the College's policy and campaign activities.
- Work with colleagues in the Devolved Council teams to support their statistical and research work.
- Work with colleagues in PR & Corporate Communications and elsewhere develop robust and accessible media content to support our campaigns and messaging.

### *Research and innovation programmes:*

- Lead a programme of work to develop and support research capability in general practice, including skills, research grants and data/research infrastructure. This includes ensuring delivery of ongoing programmes of work: Research Ready, the Scientific Foundation Board grants, research awards and the Research and Surveillance Centre (RSC).
- Lead responsibility for building a strong partnership with Oxford University and the UK Health Security Agency (UKHSA) through the RSC, including developing, agreeing and overseeing delivery of a shared strategy for the RSC and agreement of contractual terms.
- Develop and oversee the College's innovation programme to support the adoption and spread of best practice in general practice, with a focus on tackling workload challenges and utilising new technologies and ways of working.
- Identify new research and innovation business opportunities in line with our organisational goals, lead or oversee proposals /bids and contract negotiations, collaborate with other teams across the College as appropriate, and ensure effective delivery of externally funded contracts.

## **General**

- Ensure all activities are conducted in accordance with the College's Health & Safety and data protection policies and procedures.
- Take responsibility for the provision of health and safety for themselves and the compliance of other employees/colleagues in the R&I team.
- Work in line with our values and behavioural framework to ensure that the College is seen to be a responsive, courteous and efficient organisation both by its members and key audiences.

## **4. PERSON SPECIFICATION**

### **Qualifications**

- Educated to degree standard, or equivalent work experience

### **Knowledge, Skills and Experience**

- Demonstrable track record of delivering in-house research, using quantitative and qualitative approaches.
- Demonstrable experience of effective planning, managing complex budgets and delivering and managing projects.

- Demonstrable knowledge of research best practice and techniques.
- Experience of commissioning research projects.
- Experience of managing research programmes.
- Experience of advising and engaging with senior leadership.
- Experience of preparing business cases, proposals and project bids (desirable)
- Strong statistical, mathematical and analytical skills.
- Strong leadership and people management skills and experience.
- Strong interpersonal and influencing skills.
- Excellent verbal and written communication skills, including active listening and strong negotiating abilities.
- Ability to think creatively with a positive approach to problem-solving.
- Ability to independently manage competing deadlines and respond quickly to shifting priorities.
- Ability to work effectively with limited supervision and to exercise own initiative.
- Ability to visualise data and communicate complex issues in accessible way to different audiences.
- Adept in use of Microsoft Office including Excel.
- Good understanding of the UK health system and the issues affecting General Practitioners (desirable).

### **Attributes**

- Excellent team player and 'people person'
- Models leadership and 'One College' behaviours
- Demonstrable personal resilience, tact and diplomacy
- Confident, engaging, and credible presence
- Self-starter
- Pro-active in challenging and adapting to circumstances
- Flexible in responding to changing priorities and environments

## **5. COMMUNICATIONS AND WORKING RELATIONSHIPS**

### **Internal**

- Members of the Policy, Research and Campaigns department and wider Policy & Engagement directorate, including PR and Devolved Council staff, peers and colleagues in other departments/directorates, including senior executive directors
- RCGP Officers (especially the Chair and Vice Chair External Affairs), Council members and other senior clinicians
- RCGP Devolved Council and Faculty Officers

### **External**

- Senior research and innovation partners and stakeholders, including UKHSA, NIHR, DHSC, NHS England and Improvement, Oxford University/RSC
- Primary care academics, health think tanks and pressure groups
- Staff and clinicians from other professional bodies and Royal Colleges
- External suppliers and contractors

*All post holders are expected to adhere to GDPR and ensure that they handle data in a manner that is compliant with the regulations.*