

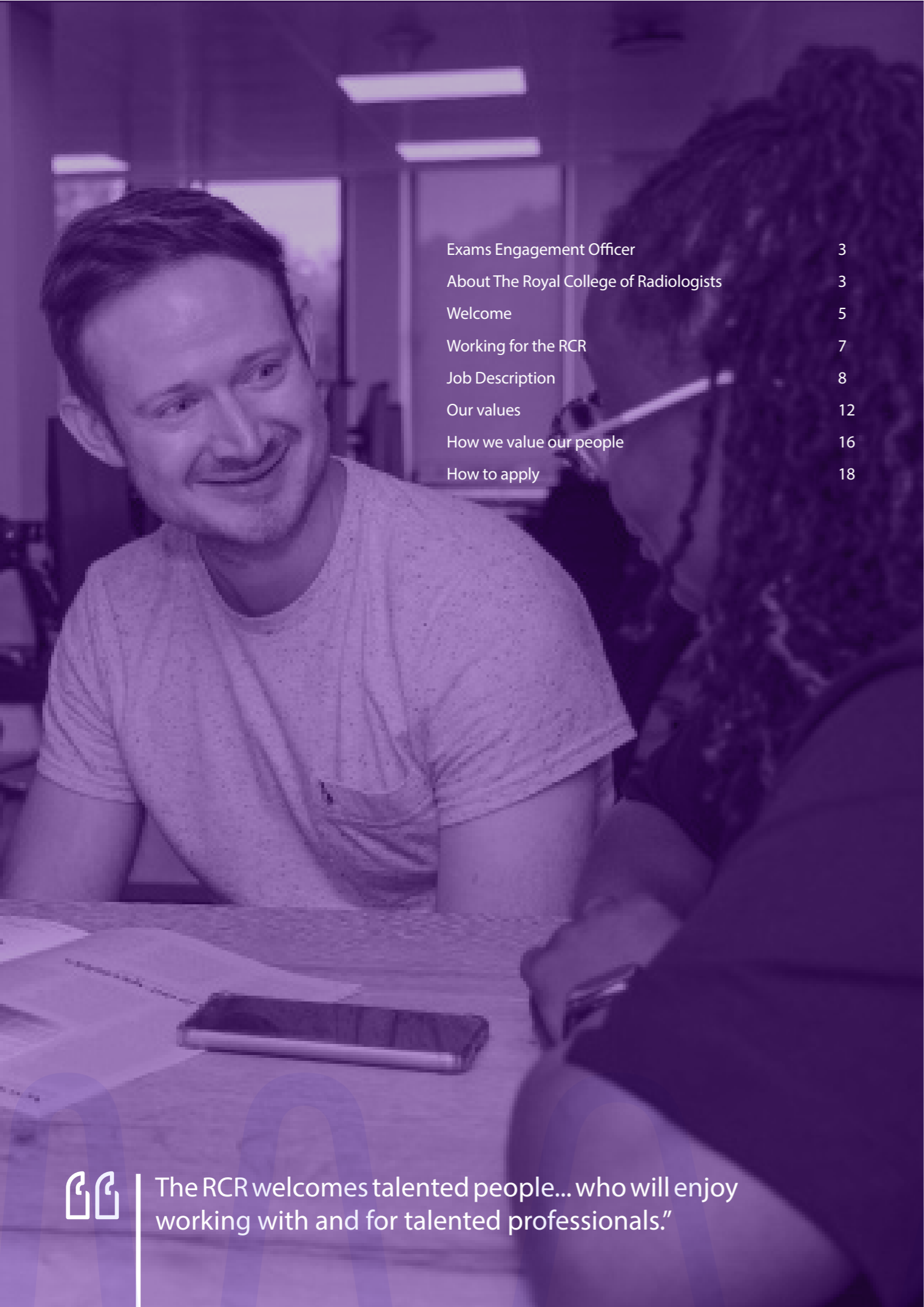


# The Royal College of Radiologists

## Exams Engagement Officer Candidate pack



The Royal College of Radiologists



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

## Exams Engagement Officer

Salary:	£45,904 per annum, with pay progression up to £50,735 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 19 July 2026
Interview date:	Shortlist interviews are scheduled for 28 July 2026 and selection interviews are scheduled for 6 August 2026.

## 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 18,000 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 140 other employees.

and managing a wide range of stakeholders, a proven track record of influencing decision making, and demonstrable interpersonal and organisational skills.

### The Education & Professional Practice Directorate/Exams Team

The Exams Engagement Officer is an important role within the RCR. It brings together various aspects of the College's exams offering, from aligning key stakeholders to organisational objectives, ensuring effective recruitment of contributors, and supporting policy and process improvements. We are looking for an individual with experience of supporting

#### Where the job fits





# Job description

Job title:	Exams Engagement Officer
Responsible to:	Senior Exams Manager
Responsible for:	N/A (some supervision of the Exams Engagement and Expansion Assistant)
Contract terms and hours:	Permanent, full time
Location:	63 Lincoln's Inn Fields, London WC2A 3JW with flexible working
Flexible working:	Employees are required to work from the office for at least 40% of their working week.

## The role

### Overall purpose

We work with over 200 examiners to deliver a range of exams across our specialties. Our examiners are clinical radiologists and oncologists, volunteering alongside their clinical commitments, and we need to ensure they feel valued and supported to deliver high-quality exams.

This role leads engagement with a national network of senior, volunteer examiners, building trusted relationships and actively influencing their participation, performance, and alignment with RCR strategic priorities.

The postholder will act as a key relationship owner, using strong interpersonal, influencing and communication skills to build commitment, shape behaviours, and ensure examiners are motivated and aligned to deliver high-quality assessments.

The role combines proactive stakeholder engagement with operational coordination, ensuring examiner engagement effectively supports the successful delivery and continuous improvement of RCR examinations.

## Main areas of responsibility

- a. Examiner Engagement and Support
- b. Exam Delivery and Operational Coordination
- c. Recruitment and Selection
- d. Training, Induction and Events
- e. Data Management and Reporting
- f. Continuous Improvement
- g. General

### Responsibilities

- a. Examiner Engagement and Support
  1. Develop and maintain trusted relationships with a diverse network of senior clinical examiners, acting as a key point of contact and ambassador for RCR exams
  2. Influence and engage examiners to support organisational priorities, including changes to exam delivery, standards, and policies

3. Proactively identify risks to examiner engagement and take action to maintain motivation, participation and alignment
4. Work closely with Chairs and senior stakeholders to build consensus and manage differing perspectives
5. Use insight, feedback and data to shape engagement approaches and improve examiner experience and effectiveness
6. Tailor communication approaches to meet the needs of a time-poor, senior clinical audience
7. Support examiner boards in adopting new or improved ways of working, including encouraging behavioural and cultural change where required
8. Challenge constructively and with sensitivity where examiner behaviours or practices fall short of RCR standards

### b. Exam Delivery and Operational Coordination

9. Work collaboratively with the operations teams to ensure resourcing, scheduling, and examiner participation are aligned with delivery needs.
10. Contribute to troubleshooting and resolving operational issues during exam periods.

### c. Recruitment and Selection

11. Lead and promote examiner recruitment in line with strategic priorities, engaging with both UK and global audiences
12. Oversee recruitment processes, including application management, shortlisting support and stakeholder coordination
13. Ensure exam committees are appropriately resourced, identifying capacity gaps and supporting Chairs to address these
14. Develop and maintain recruitment materials, including role descriptions and selection criteria

### d. Training, Induction and Events

15. Coordinate examiner training, induction sessions, and question writing activities
16. Manage the development and distribution of training materials, guidance, and communications
17. Facilitate engagement activities to support examiner development and consistency in assessment standards (e.g. update days, dinners, etc.)
18. Ensure examiners are aware of the RCR's policies through the induction process, and with sensitivity and tact challenge them when behaviour or actions fall short of this, escalating where necessary and making use of the published problem-solving process.

### e. Data Management and Reporting

19. Maintain and update key datasets relating to examiners, exam delivery, and feedback, keeping accurate records of examiner terms of office, training, mentorship and progression.
20. Analyse feedback and engagement data to generate insights and inform improvements.
21. Produce clear and meaningful reports to support decision making by Boards and senior stakeholders.



## f. Continuous Improvement

22. Identify process improvements across examiner engagement, exam delivery, and administrative workflows (e.g. monitoring global examiner expenses, task tracking post meetings, annual planners, surveys to examiners etc.)
23. Lead or support implementation of improvements aligned to organisational priorities.
24. Contribute to updates of role descriptions, policies, and guidance documentation relating to examiners.
25. Actively seek feedback from examiners on what is important to them and drive improvements based on feedback.

## g. General

26. Develop and maintain a good understanding of the RCR's exams, policies and projects.
27. Actively contribute to the RCR achieving its organisational objectives.
28. Lead on exam board-focused process improvement, writing and improving Standard Operating Procedures.
29. Monitor and respond to queries regarding examiners, exam boards and committees.
30. Work closely with the Contributor Officer to ensure practices remain consistent with the Contributor Strategy and guidance where appropriate.



## Key working relationships

- Exams Team
- Exam Committee Chairs
- Examiners
- Exams Engagement and Expansion Assistant
- Contributor Officer
- Elected Officers
- The wider Education and Professional Practice Directorate
- Other areas of the RCR including IT, Marketing and Digital, Governance, Membership, Finance, Facilities

## Scope and limits of authority

Decision making level	<ul style="list-style-type: none"> <li>• Independent decision making in relation to examiner engagement, recruitment processes, and operational delivery</li> <li>• Legal or policy issues to be referred to Senior Exams Manager</li> </ul>
Financial resources	<ul style="list-style-type: none"> <li>• Monitor, maintain, and report on the examiner expense budget and escalate any issues or risks with this.</li> <li>• Maintain accurate records of expenditure for all events and committees.</li> <li>• Ensure expenditure is within agreed parameters and escalate risks where appropriate</li> </ul>
Other resources	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
People management	<ul style="list-style-type: none"> <li>• No official line management</li> <li>• Some supervision of Exams Engagement and Expansion Assistant</li> </ul>
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> <li>• Ensure that all activities are compliant with relevant legislation e.g. Health and Safety, GDPR, Equality and Diversity, and RCR policies.</li> </ul>



## The person

Essential (E) or  
Desirable (D)

Knowledge, qualifications and experience	
Experience of coordinating complex programmes, projects or stakeholder networks (including associated administration and logistics)	E
Experienced in financial administration, including the compilation of financial spreadsheets and the monitoring of budgets	E
Adept at influencing stakeholders and driving change across a dispersed group	E
Demonstrable ability to persuade, negotiate and build consensus	E
Experience of committee processes and procedures, including preparing agendas and recording accurate actions	E
Experience using and maintaining a database or equivalent to store, retrieve and update information.	E
Experience of working in an exam, education or assessment setting	D
Experience of managing or contributing to recruitment and selection processes	D
Skills and abilities	
Accurate use and understanding of English.	E
Demonstrable ability to engage and influence senior stakeholders or professionals	E
Excellent interpersonal skills, with the ability to build and maintain relationships with internal and external stakeholders	E
Highly organised, able to manage competing priorities with accuracy and attention to detail	E
Strong communication skills, with the ability to adapt style for different audiences	E
Strong problem-solving skills and independent judgement	E
Effective team worker with the ability to collaborate across functions	E
Strong IT skills, including Microsoft Office applications	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.



## 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.

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### 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.

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### 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.

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### 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.

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### 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.

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### 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.

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# 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, 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 gets 25-day annual leave allowance per year.

### 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 19 July 2026

Please submit a CV and a covering letter (of no more than a page and a half) submitted as Full name, Role, CV/CL 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 RCR can only consider applicants who already have the independent right to work in the UK. We are unable to offer visa sponsorship for any role.

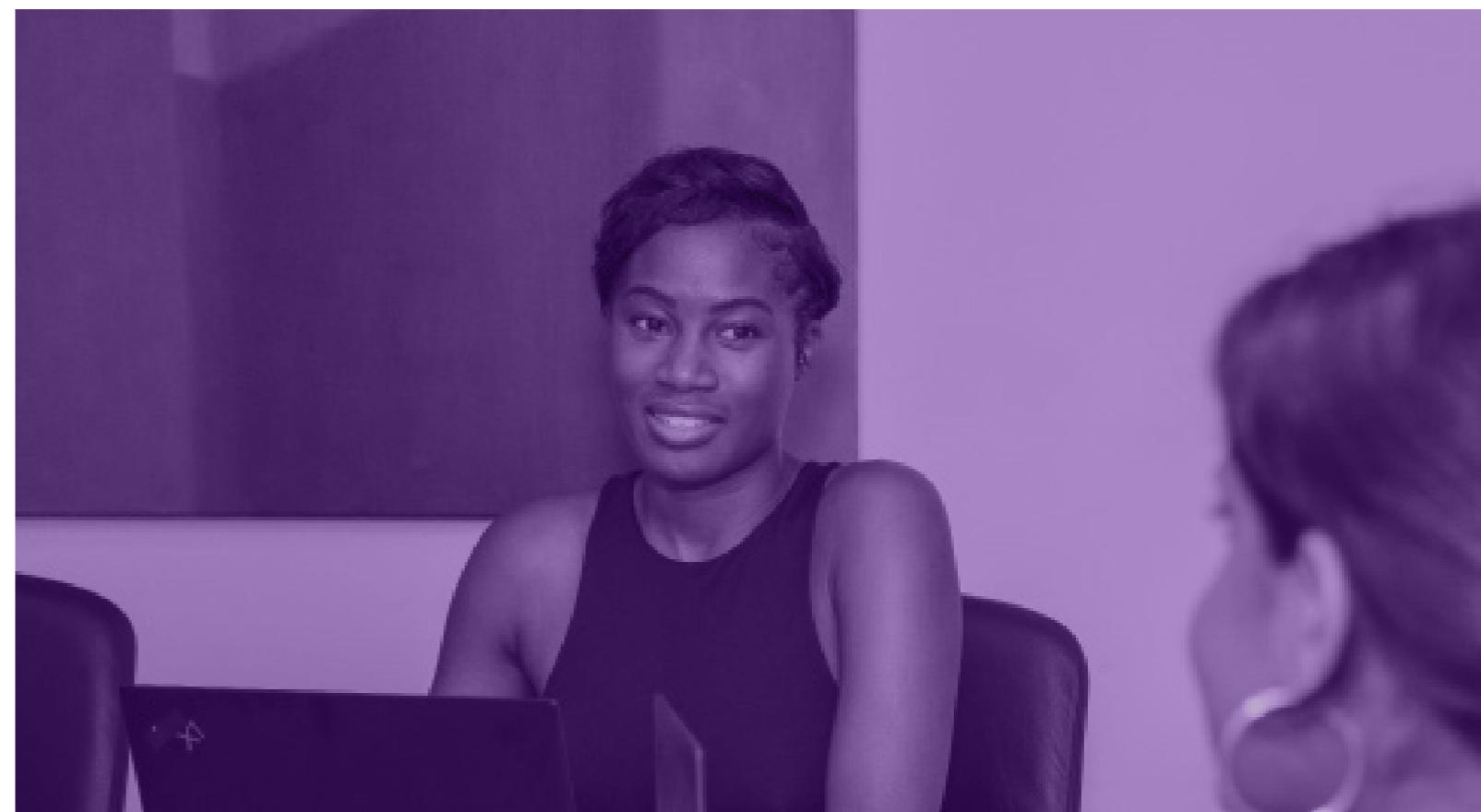
The application process is the first chance we have to assess your suitability for the role you're applying for, and as such, we ask that your application is written by you, and that you do not use AI tools such as ChatGPT to create your application. Where we suspect AI tools have been used to create 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](http://rcr.ac.uk))

Applications should be emailed to [jobs@rcr.ac.uk](mailto: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 July 2026.

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](mailto:jobs@rcr.ac.uk)





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