

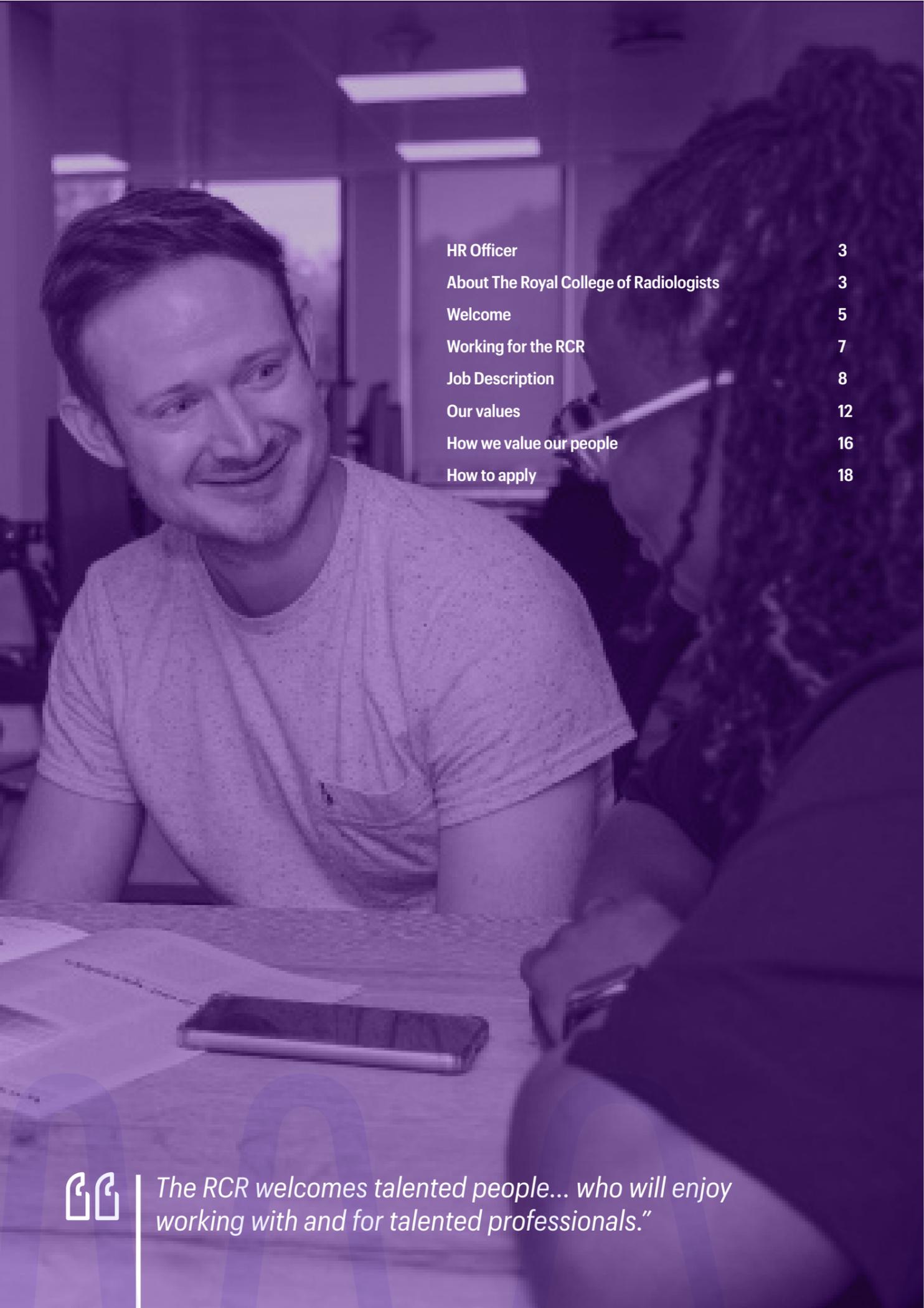


The Royal College of Radiologists

HR 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."

HR 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 29 March 2026
Interview date:	Shortlist interviews are scheduled for 1 April 2026 and selection interviews are scheduled for 8 April 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

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 140 other employees.

The Executive Office/HR Team

The RCR is a membership organisation, with both commercial and charitable operating models. In addition to around 140 members of staff, we also benefit from working closely with our members (Doctors) who take up voluntary Contributor roles. We've grown at pace over the last five years, and our plans for growth continue, making the College an exciting and ever-changing place to work.

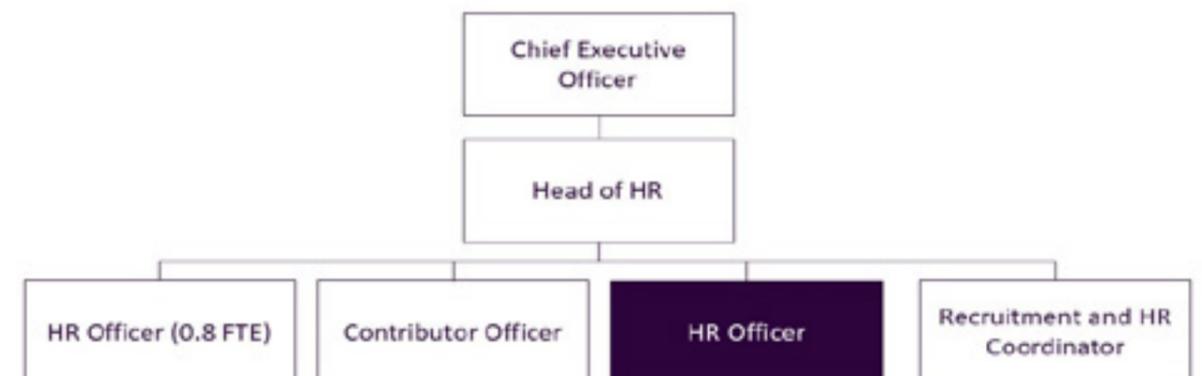
As we expand, we are looking to grow our HR Team and recruit a second HR Officer to join the team. Although the team is still relatively small, soon to comprise of five team members, our ambitions certainly aren't and we challenge ourselves to deliver excellence in all areas of our work. In taking

on this role, you'll have the opportunity to connect with the excellent individuals that work for the RCR, working closely with managers across the business to manage our key asset, our people. As well as managing lots of the functions you would expect, such as employee relations, payroll, and employee engagement, you'll also be encouraged to innovate and challenge the status quo, as part of our mission to continuously improve the value the HR department adds to the College. Whatever your stage of career, your experience and perspective will be genuinely valued here, we're a team that believes in learning from one another.

We're looking for a real team player who will help enhance the work of the team, be willing to muck in to get things done and take pride in doing it well. Collaboration is at the heart of how we work, and we're at our best when everyone's pulling in the same direction. In return, we promise to offer you a welcoming and supportive environment as well as ensuring we have a break every now and then to bond as a team through lunches and away days.

Ultimately, everything we do serves a purpose that we're proud of: facilitating a high performing workforce that supports our colleagues and members to improve imaging and cancer care for all.

Where the job fits





Job description

Job title:	HR Officer
Responsible to:	Head of HR
Responsible for:	N/A
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

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

Main areas of responsibility

- a. Operational HR delivery
- b. Partnering with managers and employee relations support
- c. Delivery of HR projects and reporting
- d. General

Responsibilities

a. Operational HR delivery

1. Take forward organisational development activities under the guidance of the Head of HR, introducing agreed initiatives to prepare employees and managers to succeed in the delivery of RCR plans and priorities.
2. Manage the monthly payroll process ensuring it is accurate, reporting errors or queries to the payroll providers, and authorise the final pay run.
3. Provide advice and guidance to staff and managers on RCR HR policies and procedures, including complex/sensitive matters such as performance management, discipline and grievance, checking with and reporting back to the Head of HR as appropriate.
4. Evaluate posts using the RCR's job evaluation system and organise meeting of the job evaluation group, chairing the group in the absence of the Head of HR.
5. Contribute to HR policy development, ensuring policies are up to date with employment law, appropriate to the needs of the RCR and written in RCR branding style.
6. Shared responsibility within the team for conducting exit interviews and other tasks associated with leavers, reporting on trends and making recommendations.
7. In carrying out day-to-day work, ensure that any issues in the application of policies or procedures or in feedback from employees are raised with the HR team in order to identify if any changes or developments are needed.
8. Contribute to the accurate maintenance of all HR, personnel and training records, liaising with individual

employees as necessary.

9. Lead and support administrative processes such as creating annual pay letters and contract amendments.
10. Contribute to and manage specified HR related initiatives, including diversity and inclusion (D&I), learning and development (L&D) and wellbeing.
11. Assist the Head of HR as required in research on the external pay market.
12. Manage the delivery of staff surveys, including preparing data for analysis and producing timely reports and analysis on the results to various management and staff groups
13. Plan, coordinate and communicate the annual Manager 360 Feedback process, collating the data related to this process and producing individualised reports and summary reports to SMT.
14. Manage the College's objective setting and professional development processes, including maintaining the online system and preparing progress reports for boards and committees.
15. Deputise for and assist the Recruitment and HR Coordinator when needed, managing the RCR's recruitment process including creating the candidate pack, advertising, undertaking proactive candidate search, collating applications received, diversity monitoring, supporting shortlisting, interview arrangements, references, offer letters and recording recruitment data.
16. Participate in recruitment activity, such as shortlisting and selection interviews.
17. Deputise for the Recruitment and HR Coordinator when needed with the onboarding of new staff including agreeing start dates, planning induction activities and working with teams within the Directorate of Business and Resources to ensure new staff have the equipment they need.
18. Assist with the administration of the HR information and applicant tracking systems, ensuring all records are accurate.
19. Support the Recruitment and HR Coordinator as required with compiling and reviewing development and training requests within the organisation, collating the learning and development needs for staff and creating RCR-wide training plans.

b. Partnering with managers and employee relations support

20. Provide sound professional advice across the whole range of HR issues, referring more complex cases to the Head of HR for guidance.
21. Coach, support and empower managers to find solutions and implement best practice people management interventions.
22. Provide dedicated HR support for employee relations cases, such as compiling documentation, note taking and advising involved parties on HR policy and procedures.
23. Support a culture of customer care and service excellence.
24. Partner with allocated operations managers across the business to keep abreast of developments within their teams and supporting them to deal with people issues as they arise, reporting findings to the Head of HR.
25. Create and deliver informative, engaging management resources, such as HR Essentials workshops and develop management guidance material.

c. Delivery of HR projects and reporting

26. Manage the delivery of specified HR projects, discussing and agreeing plans with the Head of HR and ensuring they support the achievement of our people strategy and wider organisational objectives.



27. Assist with the delivery of various HR projects (for example, the culture project)
28. Assist the Head of HR in overseeing organisational development and change within the organisation, including restructures and legal consultations.
29. Produce and contribute to a wide variety of HR reports and metrics, such as EDI and Leavers reports, making recommendations to management to drive new initiatives and policies to improve the RCR employee experience

d. General

30. Contribute to reviewing processes and procedures to ensure the work of the HR team is professional, efficient and customer focused.
31. Maintain and manage records in accordance with the RCR's data protection policy and guidance.
32. Maintain documentation on all activities carried out.
33. Undertake such other duties appropriate to the level of the postholder's qualifications and experience as may be required by the RCR from time to time.



Key working relationships

Internal working relationships

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

External working relationships

- HR teams in other medical Royal Colleges – networking and exchange of information
- Applicants and general enquirers about employment at the RCR – information and interviewing candidates on occasion
- Recruitment agencies - negotiating rates and instructing them on recruitment campaigns
- Advertising bodies - instructing and placing recruitment advertisements
- Payroll bureau – processing the monthly payroll, checking pay changes and authorising the monthly payment run.
- Staff survey provider – preparation of various staff surveys and discussing opportunities for enhancements.

Scope and limits of authority

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



The person

Essential (E) or
Desirable (D)

Knowledge, qualifications and experience	
A minimum of Level 3 CIPD qualification, or equivalent experience, with a good standard of literacy and numeracy.	E
Knowledge of the range of HR and L&D areas and a full understanding of how they contribution to business success	E
Significant practical experience working in an HR department in an advising role. Experience of establishing and maintaining ongoing relationships with managers is beneficial.	E
Skills and abilities	
Accurate use and understanding of English.	E
An analytical thinker, able to interpret and report on qualitative and quantitative data and make clear business recommendations.	E
A confident and credible individual, able to establish and maintain working relationships, gaining the respect of managers when giving advice	E
Ability to prioritise work to competing demands and meet deadlines	E
Accuracy and attention to detail	E
Self-starter, confident to initiate and progress work, knowing when to consult or involve others	E
Ability to work effectively within the team to manage tasks and projects.	E
Effective interpersonal skills, and ability to support and get on with a very wide range of individuals	E
Willingness to undertake routine administrative tasks.	E
Commitment to working with absolute discretion and confidentiality in respect of HR issues as they affect individual College employees.	E
Enthusiasm for learning and development and taking on new tasks	E
Demonstrable commitment to providing a professional customer service to colleagues, members and stakeholders.	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.

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 29 March 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.

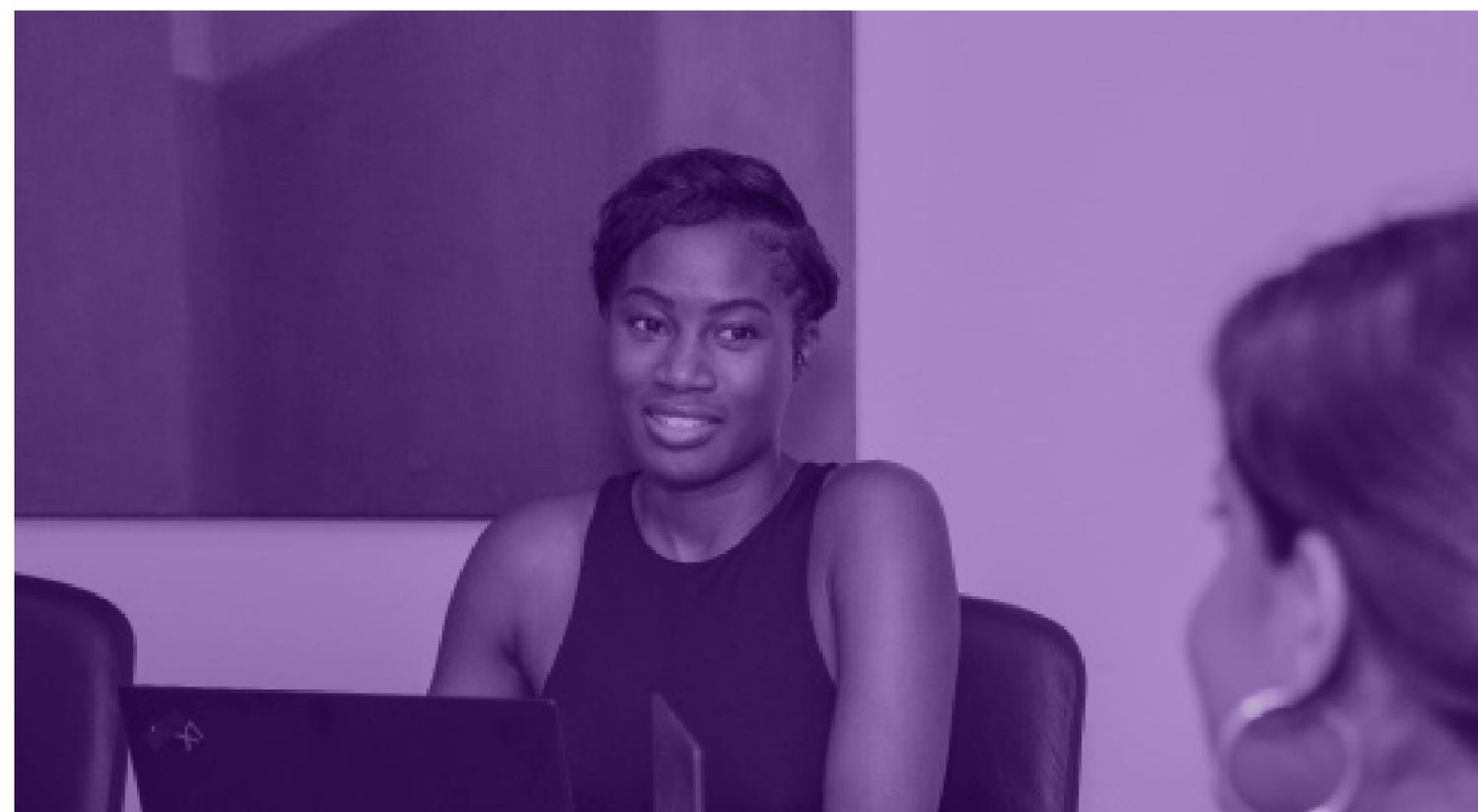
The application process is the first chance we have to assess your suitability for the role you're applying for, and as such, we ask that your application is written by you, and that you do not use AI tools such as ChatGPT to create your application. Where we suspect AI tools have been used to create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

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 1 April 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





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

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