



The Royal College of Pathologists

Pathology: the science behind the cure

May 2024

Dear Applicant,

RE: Senior Committees Officer

Thank you for your interest in working for The Royal College of Pathologists.

Pathology is at the heart of modern healthcare. Pathologists work to prevent, diagnose, treat, and monitor diseases and are involved in the diagnosis of disorders affecting every organ of the body, from before birth to after death. Most tests requested by doctors will be performed and interpreted by a clinical scientist or medically qualified pathologist.

This is a fantastic opportunity to join a Royal Medical College whose members were at the forefront of tackling the COVID-19 pandemic and play a crucial role in the recovery and renewal of diagnostic services within the NHS.

We have an exciting opportunity to lead a dynamic and capable team supporting the professional interests of members through a complex committee structure.

About you:

You can manage a small team to support effective member engagement through committee secretariat services. This will suit you if you have managed or supervised a team. This could be an opportunity if you are looking to move into formal management.

You will have experience of managing committee governance and support to enable efficiencies in administration processes. Such efficiencies will link to development of a new CRM.

Your focus on quality and detail will be coupled with an ability to proactively plan and prioritise a busy workload. You have a flexible approach to deliver the best outcome for members in a sensitive, confidential, and supportive manner. You enjoy working on your own initiative, can motivate and influence others.

To apply, please send your **completed supporting information form and CV** to recruitment@rcpath.org.

The deadline is **10am Monday 20 May 2024**.

If you apply for the post, I would be grateful if you would complete an optional anonymous diversity monitoring questionnaire to enable the College to monitor the diversity of applicants: [RCPath Diversity Monitoring Questionnaire](#)





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If you would like to speak to someone about the role, please contact HR in the first instance on 020 7451 6700, or via recruitment@rcpath.org.

I look forward to receiving your application.

Yours sincerely,

Karen Wellings

Corporate Administration Manager



Senior Committees Officer Job Description

- Reporting to:** Corporate Administration Manager
- Responsible for:** Governance & Committee Services Officers
- Working hours:** Full time 35 hours per week (excluding lunch hour) Monday to Friday
- Location:** The Royal College of Pathologists, 6 Alie Street, London E1 8QT and remotely at your home. (Hybrid working arrangements are in place).

Directorate and team

The Senior Committees Officer is in the Corporate Administration Department, which provides oversight and management of corporate administration and governance as well as committee administration and governance. The Corporate Administration department is within the Corporate Services Directorate which delivers services to College members and staff.

The professional interests of members, decision making and policy setting of the College takes place through a structure of Committees and Specialty Advisory Committees (SACs). These operate within a governance structure and accountability to a Trustee Board or to College Council. Committee membership is drawn from College members or associated bodies. The breadth of committees covers the interests of 17 individual pathology specialties, topics of interests applicable to all or several pathology specialties or membership groups and intercollegiate and joint committees hosted on a rotational basis between the College and another professional body.

Main purpose

The Senior Committees Officer is part of the corporate administration team and manages, supports, and develops member and committee engagement through a complex committee structure. The Senior Committees Officer works with a wide range of external stakeholders including committee chairs, committee members, Fellows and other members of the College and external bodies and is responsible for liaising with groups at other Colleges or professional bodies.

The main purposes of this role are:

- To manage the team providing administration for College Committees.
- To lead the annual planning and delivery cycle for administering College Committees.
- To provide secretariat services to six College Committees and pre-empt where possible when unexpected changes will be required.
- To lead and implement operational efficiency of committee processes.
- To co-ordinate communication across the College of the work and specific activities associated with Committees.



Key duties:

Committee services management

1. To manage the operational delivery of services for committee and members support, ensuring the delivery of the service is high quality and cost effective and the priorities for the College are met.
2. To support committees across the Governance and Committee Services team, overseeing and planning the committees' annual schedule.
3. To oversee and develop the service standards and efficiencies for committee administration. Such efficiencies will link to the development of a new CRM.
4. To resolve standards issues and assist the Governance and Committee Services Officers to reach resolution and implement next steps, working with the Corporate Administration Manager or Director of Corporate Services to resolve more complex matters.
5. To lead the effective operation of committees in line with service standards, setting up and maintaining systems and processes to enable this.
6. To develop and implement an induction programme for committee chairs and members.
7. To work on processes for recruitment and appointment of new committee members, and the retirement of existing members who reach the end of their term of office.
8. To support committee chairs and members both individually, and as a group, to fulfil their duties through the provision of up-to-date information and ongoing support in their roles.
9. To provide advice and guidance internally and externally, on committee governance procedure, good practice, and all committee functions as the subject matter expert.
10. To provide advice, information and guidance to College staff or appointed Honorary Officers to deliver the work programme of the committees.
11. To approve expense claims for attendance at committee in line with College policy.

Committee secretariat responsibilities

To provide comprehensive support and administration for up to six committees, ensuring that this is carried out accurately and to time.



1. To proactively work with committee chairs to produce a purposeful agenda which is focussed on member interests and achieving the strategic objectives of the College.
2. To administer multiple committee meetings, including preparing agendas, providing guidance on committee paper content, liaison with key stakeholders to ensure timely preparation and circulation of meeting packs and drafting associated minutes.
3. To enable communication and reporting on the work of a committee and, where required, delivering work on behalf of a committee.
4. To research and collate information as requested by a committee chair.
5. To develop professional working relationships, supporting and maintaining effective communication with committee chairs, members and across the College.
6. To advise and direct committees on committee governance and procedural matters, ensuring review and update of all terms of reference.
7. To manage and deliver the appointments, elections to committees and advise on the correct composition of committee membership.
8. To Maintain accurate committee data and information in the College's internal platforms and on member-facing platforms. including membership database, website as well as specific correspondence, reports, and meeting administration for designated areas of work.

Staff management

1. To manage three Governance and Committee Services Officers, including recruitment, providing induction, regular 1-2-1s and conducting appraisals.
2. To oversee continuous development for all team members, with appropriate training and skills development plans in place.

General duties

- To provide occasional *ad hoc* cover in the absence of the Corporate Administration Department.
- To ensure effective management of bulk emails to members.
- To keep abreast of relevant research and developments within own professional field.
- To undertake any other duties and responsibilities as requested which are commensurate with this role.
- To maintain confidentiality and security.



Senior Committees Officer Person Specification

Requirements	E	D
Experience and Qualifications		
Experience of managing governance compliance processes, committee governance and committee support services in a complex organisation	✓	
Experience of improving committee administration processes in a sensitive, confidential, and supportive manner	✓	
Providing high quality customer service to a diverse range of customers	✓	
Professional qualification in Governance		✓
Experience of administering, preparing papers and taking formal minutes for senior level meetings	✓	
Able to build strong relationships and networks to get things done and to build effective, efficient, and sustainable services	✓	
Detailed knowledge and experience of using IT systems, packages, and video conferencing to support the delivery of services and for hybrid meeting arrangements	✓	
Experience of leading, managing and developing staff	✓	
Ability to recognise, value and develop the strengths of individuals to achieve service objectives and improvements	✓	
Experience of the NHS, membership, public or voluntary sector organisations		✓
Experience of working in a medical education environment		✓
Experience of supporting and administering project-based activities to accomplish delivery of outcomes		✓
Skills and abilities		
Strong oral and written communication skills	✓	
Ability to deal with confidential information in a professional and customer-focussed manner	✓	
Ability to work on own initiative	✓	
Excellent time management, organisation skills and attention to detail	✓	
Ability to proactively plan and prioritise a busy and reactive workload and to meet deadlines	✓	
Ability to work collaboratively as part of a team, including managing upwards to advise and influence the priorities and requirements of committee chairs	✓	
Management of conflicting priorities	✓	
Understanding of data protection, and how it applies to this role	✓	
Qualities		
Commitment to a customer focused culture	✓	
Good team working skills, including across departments	✓	
Tact, diplomacy, and discretion	✓	
Highly self-motivated	✓	
Adaptable and flexible, with a positive attitude to change and promotes a positive approach within an organisation	✓	
Understanding of equality and diversity and how it applies to this role	✓	



Working for the Royal College of Pathologists

We offer a supportive working environment, promoting values of quality service, teamwork and partnership. We offer the following benefits to employees:

Competitive Salary	The salary for this Grade 4 role is £42,646 per annum with competence-based pay progression.
Hours	Full time 35-hour week (excluding lunch hour) Monday to Friday but some out-of-hours work will be required.
Annual Leave	25 days per annum (pro-rotta), plus bank holidays, increasing with length of service.
College Closure Days	The Trustee Board every July decides whether it will close the College between Christmas and New Year.
Employee Discount Scheme	The College has an employee discount scheme operated through Reward Gateway. This scheme offers employees discounts and cashback with major retailers.
Pensions	Employees will join the College pension scheme.
Interest-free season ticket loan	You may apply to the College for an interest-free loan to purchase an annual season ticket.
Cycle to work scheme	The College offers an interest free loan as part of our cycle to work scheme.
Employee Assistance programme	Through this programme employees have access to a confidential counselling service, health advice, emotional support as well as a comprehensive occupational health service.
Learning and Development	The College offers learning and development opportunities for all members of staff.
Maternity Pay	Enhanced maternity pay, with up to 8 weeks at full pay, and 18 weeks at half pay.
Paternity Pay	Two weeks full pay.
Flexible Working	Flexible working is supported.

This is an example of current benefits provided, subject to eligibility requirements, and it is not contractual.



The College's values and behaviours **set out the kind of organisation we are, what is important to us collectively, and how we work to achieve success.** They apply to staff members, honorary officers and volunteers. We also share our values and behaviours with contractors and others working within the College.



Teamwork

We achieve excellence by working together.

- We collaborate, share knowledge and communicate plans.
- We involve the right people at the right time.
- We work cohesively towards common goals.
- We value diversity and the contribution and expertise of others.
- We provide, seek and act on constructive feedback.
- We approach tasks with energy and focus on positives.



Service

We support members to deliver the best patient care.

- We provide a welcoming, consistent and professional service.
- We listen to our members to understand and respond to their needs.
- We deliver impartial and accurate information and advice.
- We seek opportunities to improve the value of benefits for all membership categories.
- We are positive, open and transparent.
- We are reliable, delivering within agreed timescales.



Ambition

We aspire to provide the best quality services and lead innovation for pathology.

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- We strive to be the best we can be. We are resilient and determined.
- We take managed risks and learn from our mistakes.
- We take a proactive and solutions-focused approach to our work.
- We use innovation and creativity to improve the quality and efficiency of our work.
- We are committed to continuous learning and development.