

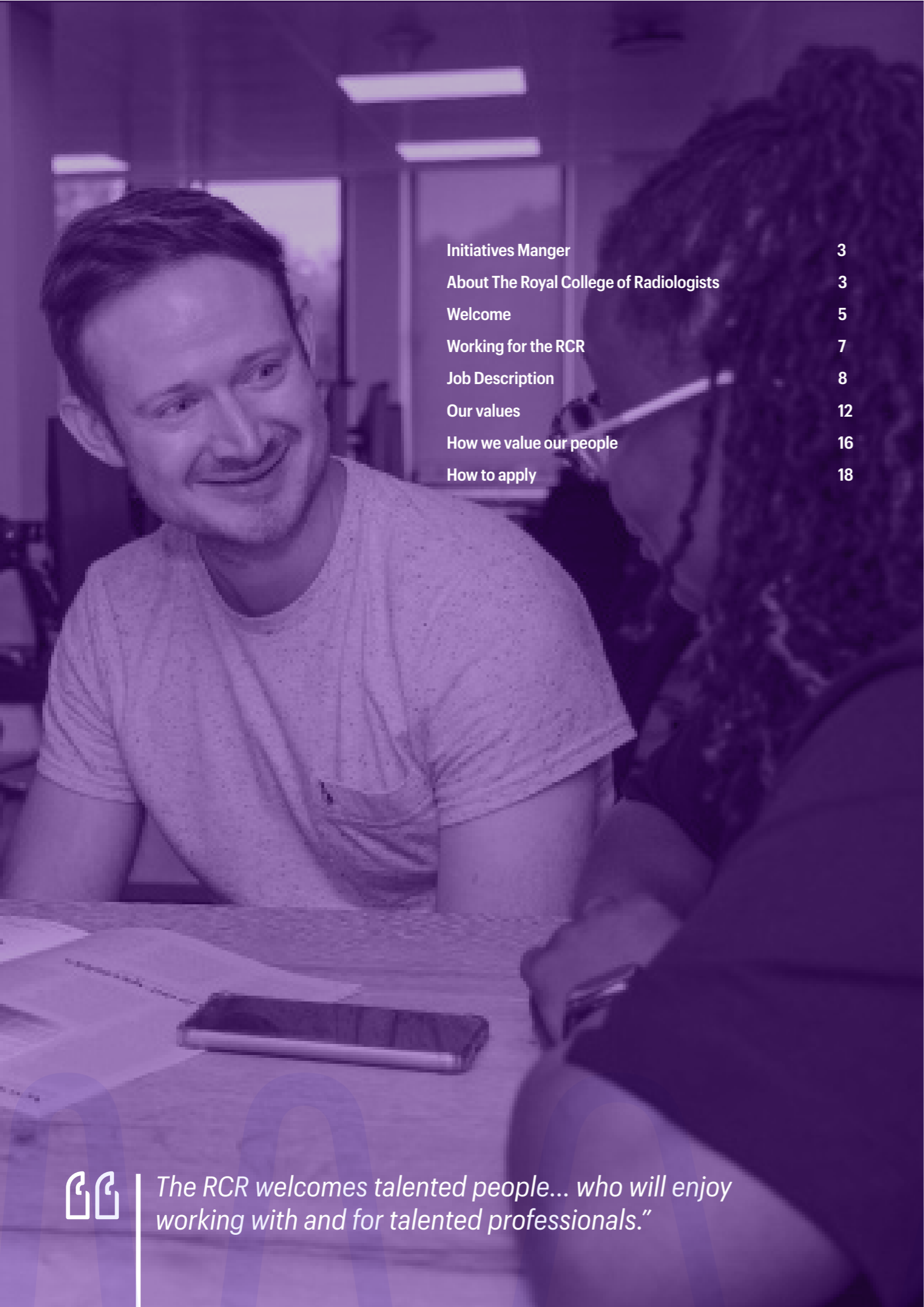


# The Royal College of Radiologists

## Initiatives Manager



The Royal College of Radiologists



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

## Initiatives Manager

Salary:	£51,724 per annum, with pay progression up to £57,167 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 September 2024
Interview date:	Shortlist interviews are scheduled for 3 October 2024 and selection interviews are scheduled for 9 October 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](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 100 other employees.

### The Education & Professional Practice Directorate/Workforce Development Team

Patients need more Clinical Radiologists to support early diagnosis and Clinical Oncologists to promptly treat those diagnosed with cancer with both radiotherapy and drug-based treatments. As Initiatives Manager, you will lead a team focused on researching, developing and delivering initiatives to grow the workforce for existing and emerging groups of doctors and allied health professionals.

### Where the job fits

The Workforce Development and Training Team is split into three distinct but interlinked functions; strategic development and support, development, and operational delivery. You will work closely with the Head of Workforce Development & Training to take information from the strategic side of the team to inform workforce initiatives, and with the Workforce Development Operations manager to build new initiatives into business as usual operations. This role would suit someone with experience of project management and development of educational programmes or curricula. We are looking for an exceptional team manager who can support and motivate the team to grow our workforce and someone who is not afraid to step in and lend a hand when needed.





# Job description

Job title:	Initiatives Manager (Project Team Manager)
Responsible to:	Head of Workforce Development and Training
Responsible for:	Workforce Projects Officer
Contract terms and hours:	Permanent, full time
Location:	63 Lincoln's Inn Fields, London WC2A 3JW with flexible working

## The role

### Overall purpose

This role is responsible for successful development and delivery of initiatives which support the Workforce Development and Training (WDT) Team to deliver its overarching goal - to grow the UK workforce in our specialties of Clinical Radiology and Clinical Oncology, ensuring that quality and impact are at the heart of our plans.

The WDT Team is split into three distinct but interlinked functions; strategic development and support, initiatives, and operational delivery. This role will work closely with the strategic development side of the team and lead the initiatives team to develop and deliver programmes to grow and support the UK cancer and imaging workforce. This will include increasing routes into the workforce for both existing and emerging groups of doctors and allied health professionals, whether based in the UK or globally, increasing recruitment into UK specialty training, and quality assuring UK training curricula in Clinical Radiology and Clinical Oncology.

The Initiatives Manager will work with two direct reports to fully research potential markets for new activities and options for achieving goals, ensuring appropriate funding streams are developed for both development and ongoing workforce initiatives.

## Main areas of responsibility

•Team leadership and line management •Programme oversight and delivery •Research and development of new initiatives •Quality assurance •General

### Responsibilities

#### a. Team leadership and line management

1. Lead, mentor, and develop a team of project officers, fostering a collaborative and high-performance culture.
2. Identify and address training and development needs within the team to enhance overall project management capabilities.
3. Build and maintain the team's programme of activities, ensuring resources are appropriately planned to deliver individual projects as needed
4. Promote effective communication between members of the Workforce Development & Training Team and other relevant members of RCR staff and stakeholders.
5. Conduct regular one-to-one meetings, performance reviews, and provide constructive feedback to team members.
6. Manage records (attendance and absence) of direct reports using the RCR's electronic HR system.

#### b. Programme oversight and delivery

7. Work with the Head of Workforce Development and Training and Workforce Project Officers to plan and agree deliverable programmes of work over the college year.
8. Oversee the successful planning, execution, and delivery of workforce development initiatives, ensuring alignment with RCR objectives.
9. Ensure that all projects are appropriately resourced, and that the extent of resource allocated to a project is clearly understood by stakeholders.
10. Monitor project progress, performance, and risks, and implement corrective actions as necessary.
11. Draft papers for relevant boards and committees to appraise them of progress against plans.
12. Liaise with relevant external bodies, e.g. statutory education bodies and the GMC to build and maintain stakeholder engagement.
13. Work with the Workforce Development & Training Operations Manager to operationalise processes as needed.

#### c. Research and development of new initiatives

14. Undertake market research to evaluate the viability of proposed new workforce initiatives, targeting those with the greatest impact and reach.
15. Be data driven, ensuring that assumptions are tested.
16. Work with the Head of Workforce Development & Training to identify appropriate models of funding to support and sustain new initiatives, including drafting funding bids and developing income generating business models.
17. Seek approval to proceed through relevant boards and committees by writing excellent business cases to support the proposed direction of travel.
18. Work with the Workforce Project Officers to build project plans, deliver the work needed to progress the initiative and monitor progress against plans.
19. Manage issues arising during projects, working with stakeholders to do this, escalating any high-risk issues to the Head of Workforce Development & Training.

#### d. Quality assurance

20. Establish and oversee necessary quality assurance mechanisms for workforce and training programmes, including specialty curricula for clinical radiology, interventional radiology and clinical oncology training, ensuring regulatory compliance.
21. Use the data gleaned from quality assurance activity to support the case for further initiatives to improve training
22. Oversee the regular review and development of training curricula and their assessment strategies, including the specialty curricula for clinical radiology, interventional radiology and clinical oncology training.
23. Lead the ongoing development of the e-portfolio system, ensuring it is fit for purpose and allows users (including those in training and trainers) to easily record training activities, developing the system as needed in the context of new workforce initiatives.
24. Manage the relationship with the e-portfolio supplier.
25. Work with the Workforce Development & Training Operations Manager to manage transition arrangements and resulting changes to operational processes as needed.



#### e. General

26. Maintain and manage records in accordance with the RCR's data protection policy and guidance.
27. Maintain documentation on all activities carried out.
28. 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

- Workforce Development Operations Manager - all new initiatives will ultimately need to be built into business as usual operations. You will work closely with this peer to make this happen.
- Medical Directors, Education & Training - these are the clinical leads for workforce development and trustees of the RCR. You will work with them to agree plans to progress and importantly, what to stop.
- Professional Practice and Quality Improvement team - some initiatives are likely to touch on areas of importance to this team too. You will liaise closely with the Professional Networks Manager and Professional Standards Manager to agree management of touchpoints.

### External working relationships

- General Medical Council - the regulator sets the standards for training and assessment and will be a key stakeholder in new developments you may initiate.
- Statutory Education Bodies - responsible for specialty training, but also likely to drive new workforce initiatives which will come to your team.
- Heads of School and Training Programme Directors - in many instances they will be key stakeholders to new initiatives in contemplation.
- Other royal colleges – networking, sharing information, collaborative working on joint ventures.



## Scope and limits of authority

Decision making level	<ul style="list-style-type: none"> <li>• Responsible for managing own work and that of direct reports</li> <li>• Responsible for determining the viability of proposed new initiatives.</li> <li>• Responsible for ensuring that curricula remain up to date and meet regulatory requirements</li> </ul>
Financial resources	<ul style="list-style-type: none"> <li>• Annual department budget of circa £500,000.</li> <li>• Income target of £100,000</li> <li>• Processing payments to value of £5,000</li> </ul>
Other resources	<ul style="list-style-type: none"> <li>• Training and workforce related sections of the College's website and associated digital resources</li> <li>• Responsibility for the e-portfolio system</li> <li>• Relevant project records and resources</li> <li>• Organisational data quality and maintenance relevant to team's work</li> </ul>
People management	<ul style="list-style-type: none"> <li>• Direct management of two staff.</li> <li>• Will support and guide clinical contributors to project delivery</li> </ul>
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> <li>• Ensure compliance with the RCR Scheme of Delegation</li> <li>• Ensure compliance with GMC and NHS legislative requirements, particularly in the areas of CESR and global recruitment activities</li> </ul>



## The person

Essential (E) or  
Desirable (D)

Knowledge, qualifications and experience	
Experience of Programme/Project Management	E
Previous experience of line managing and developing a high-performing team	E
Knowledge and understanding of UK healthcare workforce strategy, including postgraduate medical education	E
Experience in developing funding bids/building cogent business cases	D
Experience of curriculum development or experience of innovation in training programmes or teaching	D
Skills and abilities	
Accurate use and understanding of English.	E
Excellent manager of people, capable of inspiring individuals to deliver strategic ambition	E
An analytical thinker, able to evaluate key issues and exercise sound judgment in drawing conclusions	E
Able to build and sustain great working relationships with a diverse range of stakeholders globally	E
A great communicator, both orally and in writing	E
Able to prioritise own work and work of team to deliver agreed outcomes	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 29 September 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.

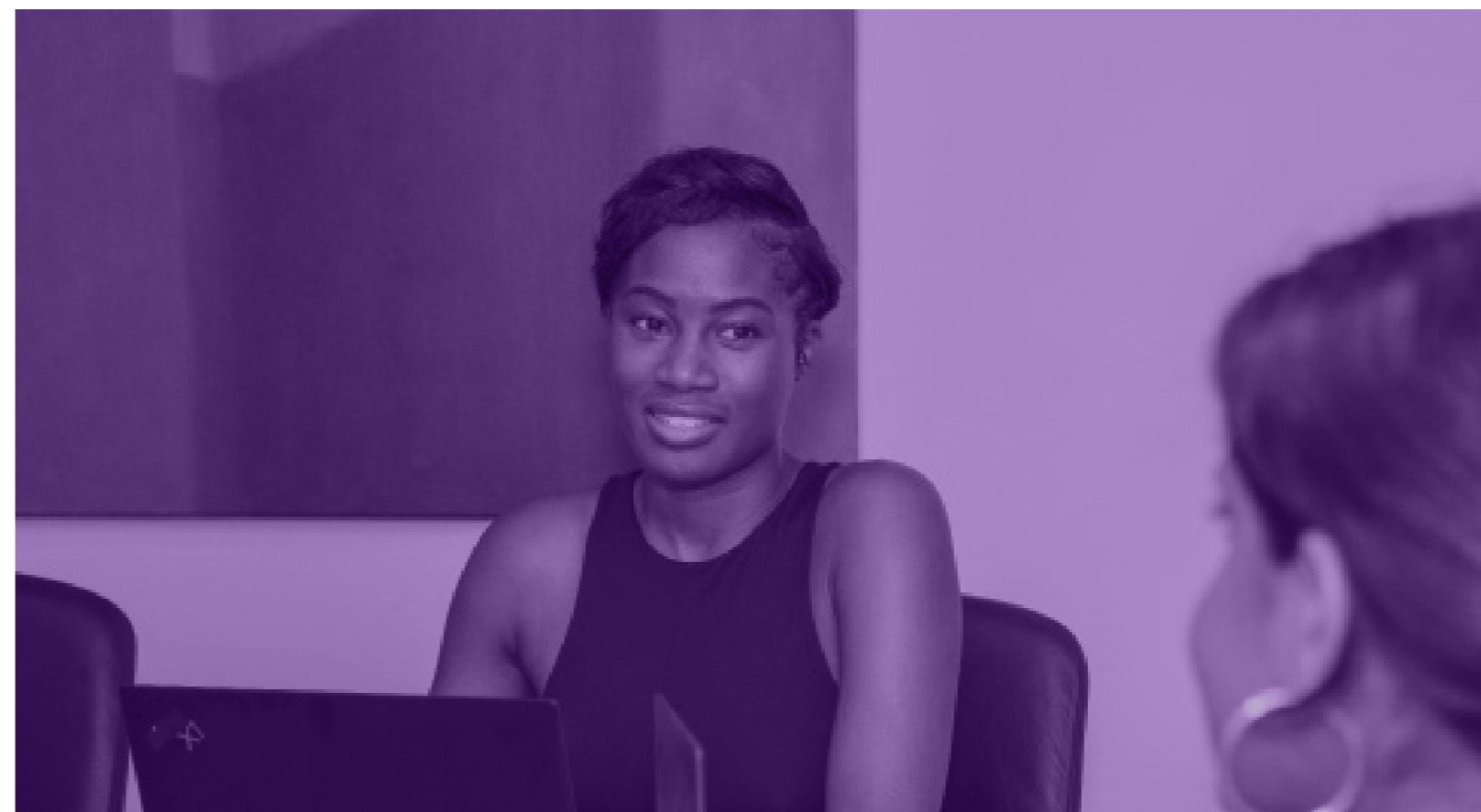
The application process is the first chance we have to assess your suitability for the role you're applying for, and as such, we ask that your application is written by you, and that you do not use AI tools such as ChatGPT to create your application. Where we suspect AI tools have been used to create 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](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 3 October 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](mailto:jobs@rcr.ac.uk)





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