

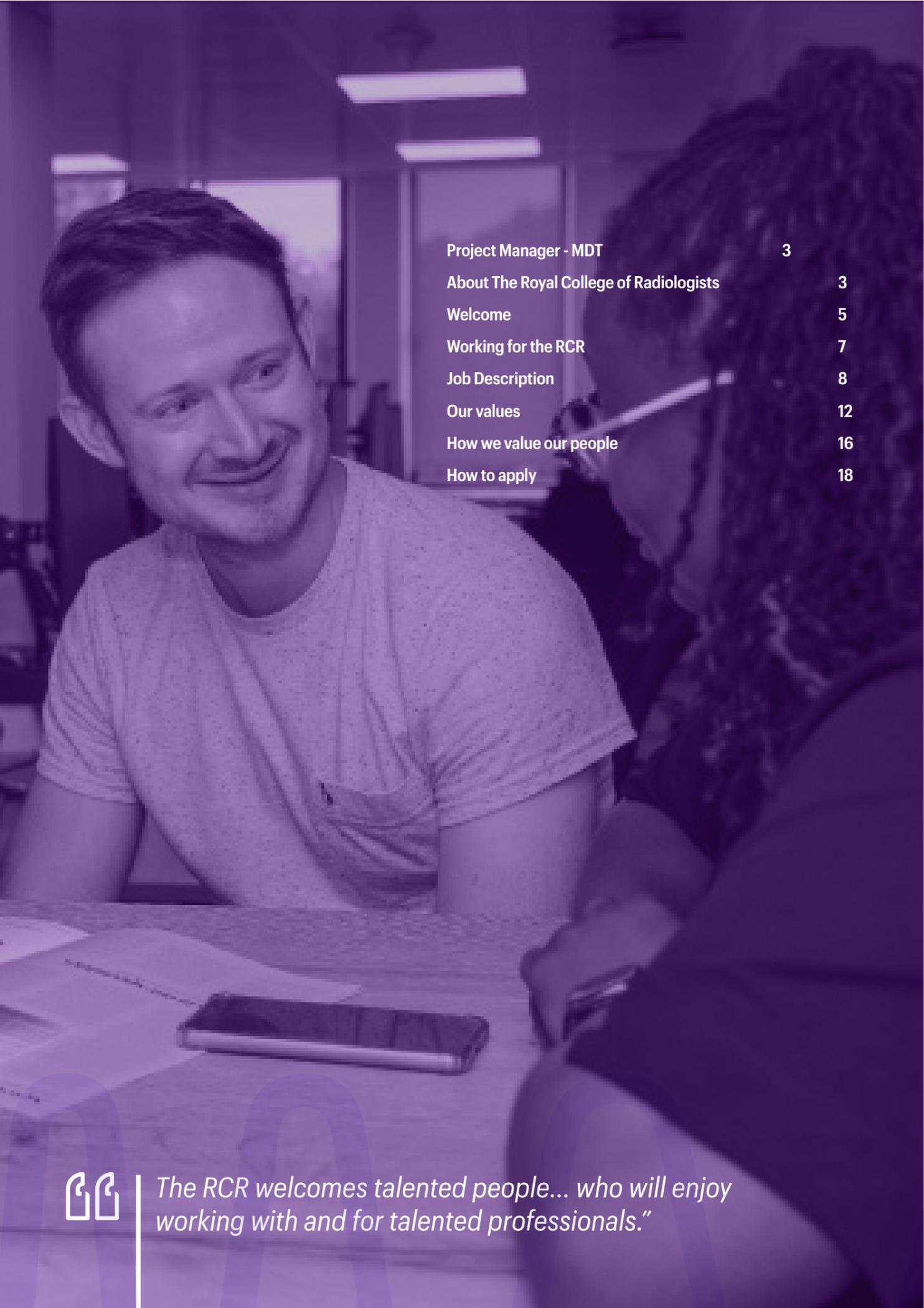


# The Royal College of Radiologists

Project Manager- Cancer  
Multidisciplinary Team Reform  
Candidate pack



The Royal College of Radiologists



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## Project Manager - MDT

Salary:	£54,869 - £60,644 per annum dependent on experience, plus excellent benefits
Location:	Central London, with flexible working
Hours:	Full-time/35 hours per week
Contractual status:	12 months fixed-term
Closing date for applications:	23:59 6 April 2026
Interview date:	Shortlist interviews are scheduled for 15 and 16 April 2026 and selection interviews are scheduled for 23 and 24 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.



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



## 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.

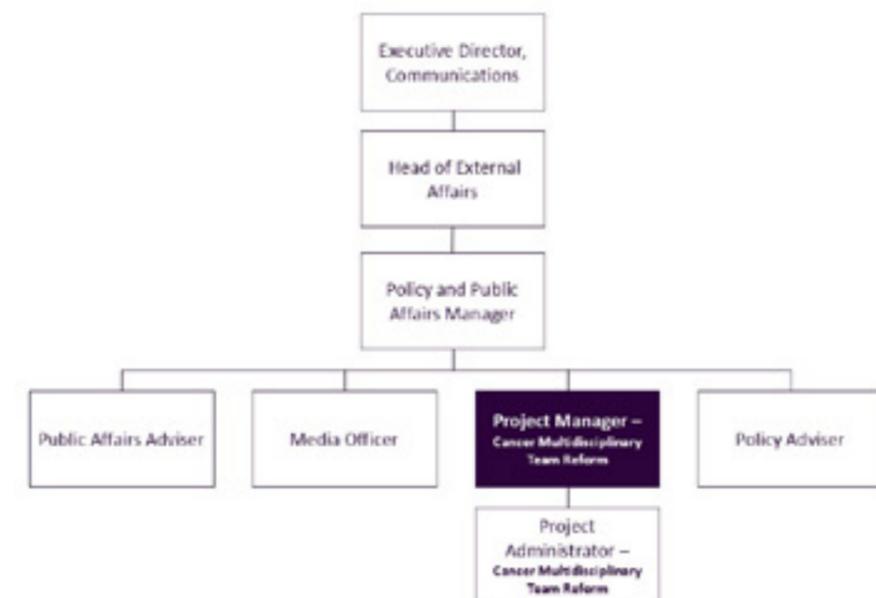
### The Communications Directorate/External Affairs Team

The Department of Health and Social Care has asked the RCR to lead a review of opportunities to reform cancer multidisciplinary teams (MDTs). We are collaborating with Macmillan Cancer Support on this work, who have agreed to fund the project including a Project Manager and Project Assistant role.

This is a high profile piece of work for the college and we are looking for an experienced project manager to lead it. We want someone who can effectively work with senior stakeholders (internal and external), manage competing priorities, and take real ownership of the project. Someone with proven experience or knowledge of cancer or wider health policy would be ideal for the role.

Responsibilities of the post holder will include delivery of a large, two-day stakeholder event, the researching and drafting of high-impact written materials, and collaboration with NHSE and DHSC to develop MDT reform guidance. The role will be line managed by the Policy and Public Affairs Manager and sits within the External Affairs Team. The post-holder will also report regularly to the RCR Vice President - Clinical Oncology.

### Where the job fits





# Job description

Job title:	Project Manager - Cancer Multidisciplinary Team Reform
Responsible to:	Policy and Public Affairs Manager
Responsible for:	Project Administrator - Cancer Multidisciplinary Team Reform
Contract terms and hours:	12 months fixed-term, 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

The Royal College of Radiologists (RCR) is working with Macmillan Cancer Support on a project looking to reform cancer multidisciplinary team (MDT) working – a key commitment in the 2026 National Cancer Plan for England.

The 1-year, fixed-term Project Manager role will lead the planning and delivery of this work, which is set to transform how cancer teams work for the benefit of patients, clinicians and other professionals involved in cancer care. This post holder will play a vital role in ensuring the success of this work, from planning and overseeing delivery of the project, through to drafting a report on opportunities for MDT reform which will be shared with the Department of Health and Social Care.

## Main areas of responsibility

- a. Project planning
- b. Project management
- c. Communications
- d. Line Management
- e. General

### Responsibilities

#### a. Project planning

1. Develop a detailed MDT reform project plan, which includes overarching objectives, key milestones and reporting processes which will result in completion on time and within budget.
2. Define and agree project roles and responsibilities, making sure that contributors are clear on the expectations of them and ensuring reasonable time if allowed for completion.
3. Maintain and adjust the project plan as the project develops.
4. Create, agree and maintain a project risks/issues register for the project, keeping relevant colleagues informed of any significant changes.

#### b. Project management

5. Ensure the project is delivered to time and meeting key milestones and goals set.
6. Collaborate with RCR colleagues and Officers to ensure the project meets wider organisational objectives.
7. Support the delivery of a large stakeholder event, ensuring attendees can meaningfully contribute and content directly informs wider project objectives.
8. Develop and write report, to be shared with the Department of Health and Social Care, on opportunities to reform cancer MDTs.
9. Develop an MDT Reform implementation plan, which may include piloting of novel approaches and approaches to sharing best practice.
10. Collaborate with external stakeholders to achieve consensus on priorities for MDT reform.
11. Convene effective stakeholder meetings which support the overall aims of the project.
12. Build relevant relationships both externally and internally which will support the success of the project.
13. Work with Policy and Public Affairs Manager and other RCR colleagues to draft impactful written materials which effectively detail recommendations for MDT reform.

#### c. Communications

14. Work with internal colleagues to ensure the MDT Reform project is effectively communicated to members and Fellows.
15. Support RCR Officers with effective briefing material ahead of project-related activities.
16. Report on project progress to key collaborators, including Macmillan Cancer Support, NHS England and the Department of Health and Social Care.
17. Communicate effectively about the work with stakeholders from across England, Scotland, Wales and Northern Ireland, ensuring that this project is seen as highly relevant in all contexts.

#### d. Line management

18. Supporting the Cancer MDT Reform Project Administrator to assist in wider project activity.
19. Lead, motivate, performance manage and develop the Project – MDT team in accordance with RCR policies and the Scheme of Financial, Contractual and HR Delegation.
20. Promote effective communication between members of the Project – MDT team of the wider Communications directorate and other relevant members of RCR staff and stakeholders.
21. Manage records (attendance and absence) of direct reports using the RCR's electronic HR system.

#### e. General

22. Maintain and manage records in accordance with the RCR's data protection policy and guidance.
23. Maintain documentation on all activities carried out.
24. 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

- Colleagues in External Affairs – line management, working collaboratively.
- President, Vice-President for Clinical Oncology and other RCR Officers – seeking their input on the project, providing project-related updates, seeking approval for project outputs.
- Faculty Leadership Team meetings and other relevant RCR structures – seeking their input in MDT reform project, presenting issues for discussion, seeking their agreement.
- Communications directorate colleagues – communicating to develop digital outputs, working collaboratively to ensure effective communication and involvement of RCR members, and communication to social media audiences.
- Assorted colleagues across the RCR – advice about development and delivery of MDT reform project.

### External working relationships

- NHS England Cancer Programme and Department of Health and Social Care Cancer Policy Team – building trusting relationships to ensure project proceeds smoothly.
- Macmillan Cancer Support – keeping updated with project progress and seeking input into project outputs.
- Other medical royal colleges, special interest groups and relevant health charities – sharing information, seeking input and achieving consensus.

## Scope and limits of authority

Decision making level	<ul style="list-style-type: none"> <li>• Direction and work priorities are determined and agreed with Policy and Public Affairs Manager, working to the Faculty Leadership Team's priorities.</li> <li>• Postholder expected to take decisions and advise on areas of agreed responsibility.</li> </ul>
Financial resources	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Other resources	<ul style="list-style-type: none"> <li>• Responsibility for developing project-based outputs, deferring final approval to senior colleagues within Communications Directorate.</li> </ul>
People management	<ul style="list-style-type: none"> <li>• Direct management of one member of staff</li> </ul>
Legal, regulatory and compliance responsibility	<p>Compliance with:</p> <ul style="list-style-type: none"> <li>• RCR's Human Resources (HR) policies</li> <li>• The Scheme of Financial, Contractual and Human Resources</li> <li>• RCR Health and Safety policies</li> <li>• Data protection policies</li> </ul>



## The person

	Essential (E) or Desirable (D)
<b>Knowledge, qualifications and experience</b>	
Educated to degree level or equivalent, with good standard of literacy and numeracy.	E
Strong project planning and management experience.	E
Experience of leading areas of work and getting results.	E
Experience of working with senior leaders.	E
Line management experience.	D
Experience of organising events and large meetings.	D
<b>Skills and abilities</b>	
Accurate use and understanding of English.	E
Ability to work collaboratively and build and sustain effective working relationships with a diverse range of colleagues, stakeholders and partners at all levels.	E
Familiarity with cancer care or health care more broadly	D
Self-starter, confident to initiate and progress work, knowing when to consult or involve others.	E
High level oral and written and communication skills, with ability to tailor for different audiences.	E
Ability to report clearly on project progress.	E
Ability to manage competing demands and prioritise work effectively.	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 6 April 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 15 and 16 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**



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