

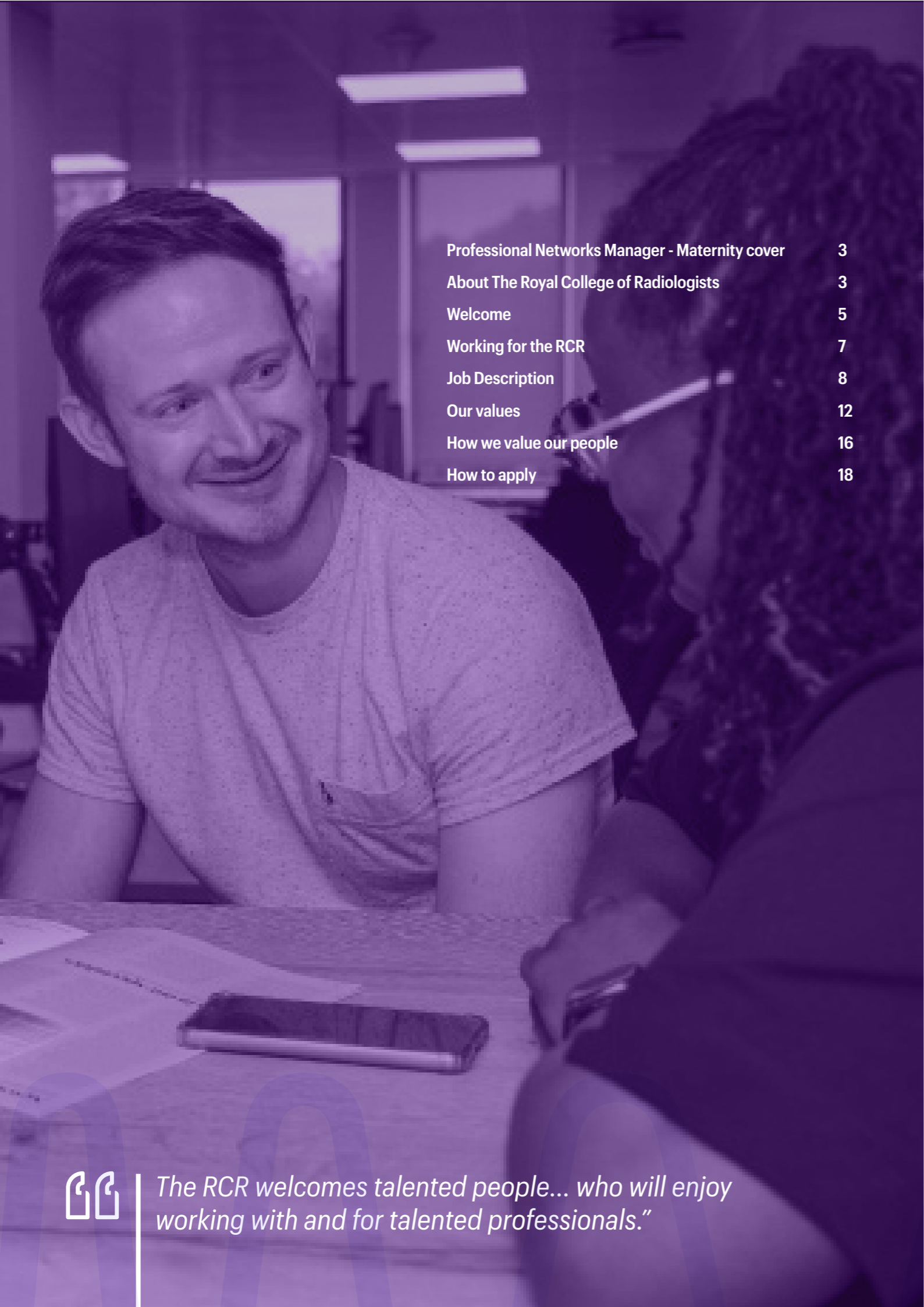


The Royal College of Radiologists

Professional Networks Manager
- Maternity cover



The Royal College of Radiologists



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

Professional Networks Manager - Maternity Cover

Salary:	£51,724 - £57,167 per annum dependent on experience, plus excellent benefits
Location:	Central London, with flexible working
Hours:	Full-time/35 hours per week
Contractual status:	14 month fixed term maternity cover
Closing date for applications:	23:59 17 November 2024
Interview date:	Shortlist interviews are scheduled for 22 November 2024 and selection interviews are scheduled for 29 November 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

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 100 other employees.

The Education & Professional Practice Directorate/ Professional Practice and Quality Improvement Team

This is an exciting opportunity to join the Royal College of Radiologists' (RCR) newly-established Professional Networks team, and to make a significant contribution to supporting all of our Fellows and members to deliver the best care for patients, for their entire career regardless of where or how they practice. We

are seeking an enthusiastic and analytical colleague who is able to lead and motivate a team to manage a busy programme of work that delivers tangible outputs that our members and Fellows value, and that creates a sense of belonging and ongoing support at both an individual and a service level.

The successful candidate will have a track record of working collaboratively with internal and external stakeholders to shape and support networks or communities of practice. You will be comfortable with developing and exploring different ways of working to meet different stakeholder needs, and with evaluating what works and what doesn't. A skilled communicator who is able to manage both projects and people, you'll be joining the team at a pivotal time, with a real opportunity to make a positive difference to our doctors working in imaging and cancer care.

Where the job fits





Job description

Job title:	Professional Networks Manager
Responsible to:	Head of Professional Practice and Quality Improvement
Responsible for:	Professional Networks Coordinators x3
Contract terms and hours:	14 month fixed term maternity cover, full time
Location:	63 Lincoln's Inn Fields, London WC2A 3JW with flexible working

The role

Overall purpose

The Professional Networks Manager will lead and co-ordinate the work of the Professional Networks team.

The manager will work closely with leading doctors across both faculties – Clinical Oncology and Clinical Radiology – in the planning, development and delivery of professional networks and communities of practice. These networks will facilitate sharing of challenges, good practice, and tools to address the practical problems our doctors face in the course of their day-to-day work, as well as in the leadership and development of the services in which they work.

The manager will be responsible for developing strategies for informing and supporting the decision to create specific new networks, and for enhancing existing networks and services. With the support of the Head of Professional Practice and Quality Improvement, they will design and implement an approach to systematically evaluating the success of the networks we build and maintain, and to understanding the impact they make.

The manager will work across their team to realise key areas of development or improvement, to plan and deliver the team's overall programme of work, and to ensure that learning is shared and further built upon over time. They will co-ordinate the team's activities for planning and budgetary cycles. The manager will act as a focal point for liaison across the College to ensure that all teams understand and have opportunities to promote their work through College networks, as appropriate.

In the management of the team the manager will be expected to ensure the consistent and effective adoption of College-wide processes and policies.

Main areas of responsibility

- Professional Networks Team
- Team leadership and management
- General activities

Responsibilities

a. Professional Networks Team

1. Manage the planning, development, delivery, and evaluation of professional networks and communities of practice.
2. Report on progress with the establishment of new professional networks and the enhancement of existing ones to Officers of the College, and to relevant College committees and staff.
3. Develop and implement approaches and strategies for building new networks, for enhancing existing provision, and for facilitating liaison between networks where appropriate. This should include identifying different media through which engagement with members, Fellows, key external role-holders, and other stakeholders might be channelled for greatest effect.
4. Design and implement a strategy for evaluating the success of the College's professional networks, and for

understanding and enhancing their impact.

5. Guide and support the Professional Networks Co-ordinators (x3) in their allocated networks, addressing issues that have been escalated.
 6. Personally lead in the planning and delivery of programmes of work and in the leadership of and support for specific professional networks.
 7. Proactively liaise with the Professional Standards and Quality Standards for Imaging teams to ensure they are fully apprised of and have early opportunities to engage with emerging themes and potential workstreams arising from our Professional Networks, such that these are accommodated as part of the College's wider programme of work.
 8. Develop strategies for promoting the aspirations and achievements of Professional Networks to members, Fellows and other relevant external audiences, in liaison with the Marketing and Digital team.
 9. Promote the work of the team across the College, ensuring that teams across the College are able to promote their work through relevant networks as appropriate.
 10. Ensure that learning arising from evaluation of the team's work is shared appropriately across the Professional Practice and Quality Improvement function, the wider Directorate, and across the College more broadly.
- b. Team leadership and management
11. Lead, motivate, performance manage and develop the Professional Networks Team in accordance with RCR policies and the Scheme of Financial, Contractual and HR Delegation, to deliver expected outcomes; KPIs; and seek improvement on a continuing basis.
 12. Proactively identify opportunities for cross-team collaboration that will enhance the RCR's offer to members and Fellows.
 13. Promote effective communication between members of the Professional Networks Team, the wider Educational and Professional Practice Directorate and other relevant members of RCR staff and stakeholders.
 14. Manage the relationship with any external partners whose input is agreed as necessary for the successful delivery of the Professional Networks Team's activities, including ensuring that appropriate contracts for services are in place, and the quality of service being provided is actively monitored and managed.
 15. Manage and monitor expenditure within budget, in line with the scheme of Financial, Contractual and HR Delegation, ensuring that delivery of programmes of work is undertaken within the resources available.
 16. Manage records (attendance and absence) of direct reports using the RCR's electronic HR system.

c. General activities

17. Ensure the team comply fully and consistently with College-wide processes and policies.
18. Maintain and manage records in accordance with the RCR's records retention and data protection policy and guidance.
19. Maintain SOPs/documentation for all activities within responsibility.
20. 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

- The elected Officers – providing information, guidance and support.
- Other leading doctors who may act as Professional Network Leads, steering group members, or members of other RCR Committees or Boards (e.g. Professional Support and Standards Board).
- Direct reports - lead, manage and motivate
- Executive Officers for each Faculty – sharing information in support of delivery of projects and outcomes
- Colleagues across Education and Professional Practice and the wider College (e.g. Marketing and Digital, External Affairs, Membership Engagement)
- Head of Professional Practice and Quality Improvement and other members of the Professional Practice and Quality Improvement team
- RCR management team including the Senior Management Team

External working relationships

- Fellows and members of the College – facilitating their engagement with our Professional Networks, providing information, guidance and support.
- Clinical Directors and Heads of Service – encouraging support for them and their colleagues to engage with our Professional Networks.
- Other royal colleges and professional bodies – networking, sourcing information and sharing best practice.

Scope and limits of authority

Decision making level	<ul style="list-style-type: none"> • Responsible for delivery of programme of activities within agreed parameters. • Escalation of issues which will inhibit delivery to line manager and relevant medical director. • As specified within each programme/project • Day to day staff management, including performance and attendance
Financial resources	<ul style="list-style-type: none"> • Annual department budget of approx. £50,000. • Processing payments to value of £5,000
Other resources	<ul style="list-style-type: none"> • Information resources related to the areas of responsibility
People management	<ul style="list-style-type: none"> • Direct management of three staff
Legal, regulatory and compliance responsibility	<p>Compliance of self and team with:</p> <ul style="list-style-type: none"> • RCR's Human Resources (HR) policies • The Scheme of Financial, Contractual and Human Resources • RCR Health and Safety Policy • General Data Protection Regulation (GDPR).



The person

	Essential (E) or Desirable (D)
Knowledge, qualifications and experience	
High standard of education, ideally to degree or equivalent level.	E
Experience of working with and supporting networks or communities of professionals and/or stakeholders in pursuit of shared interests.	E
Significant experience of leading and line managing a team.	E
Experience of budget setting.	D
Experience of working with and managing volunteer activity.	D
Some experience of working with doctors or other high-profile professionals would be advantageous, as would an understanding of the NHS, its structures and the issues being faced in medicine and the healthcare workforce today.	D
Skills and abilities	
Accurate use and understanding of English written and oral including an ability to explain complex issues clearly and the ability to adapt style to different audiences.	E
Effective interpersonal skills:	
(a) Skilled manager of people, able to bring together, motivate, co-ordinate and develop a team.	E
(b) Ability to work collaboratively and build and sustain effective working relationships with a diverse range of colleagues, partners and stakeholders at all levels.	
Ability to manage own time effectively and prioritise own work and the work of others across a range of activities to deliver as required.	E
Ability to manage a substantial range of programmes of work and ensure they are delivered to a high standard with appropriate consultation with the relevant stakeholders.	E
Ability to systematically evaluate, report on project or programme outcomes, and identify and implement any improvement actions that may arise.	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 management and delivery of own area of work.
- Demonstrable commitment to providing professional customer service to colleagues, members and stakeholders, and ability to manage a team to do the same.
- A strong commitment to equality and valuing diversity
- Commitment to the aims and charitable objectives of the RCR and the RCR values
- The ability to maintain confidentiality and information security



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 17 November 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**

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 22 November 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**



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