

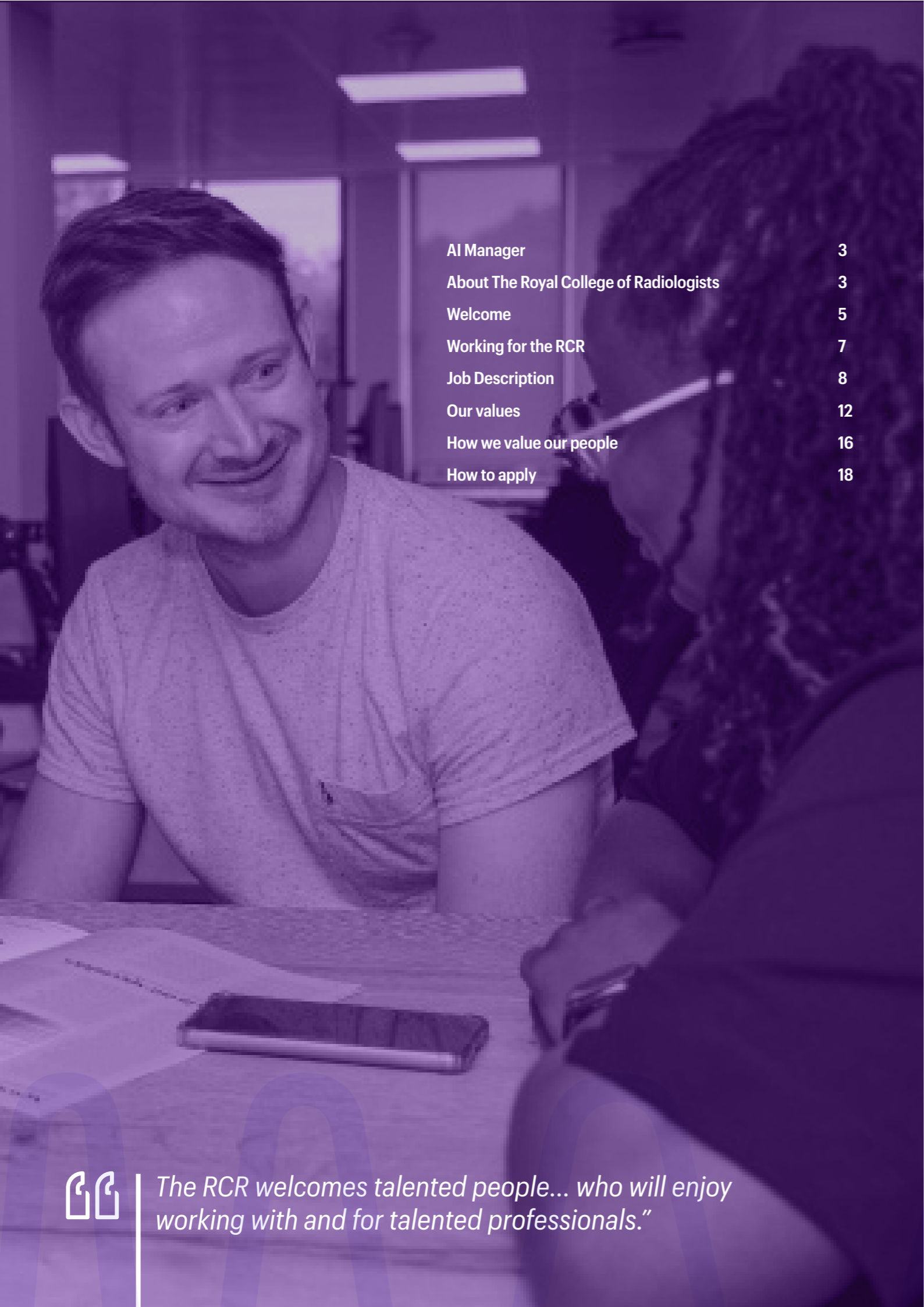


# The Royal College of Radiologists

AI Manager 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."*

## AI Manager

Salary:	£61,104 per annum, with pay progression up to £67,354 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 21 April 2025
Interview date:	Shortlist interviews are scheduled for 25 April 2025 and selection interviews are scheduled for 30 April 2025.

## 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.

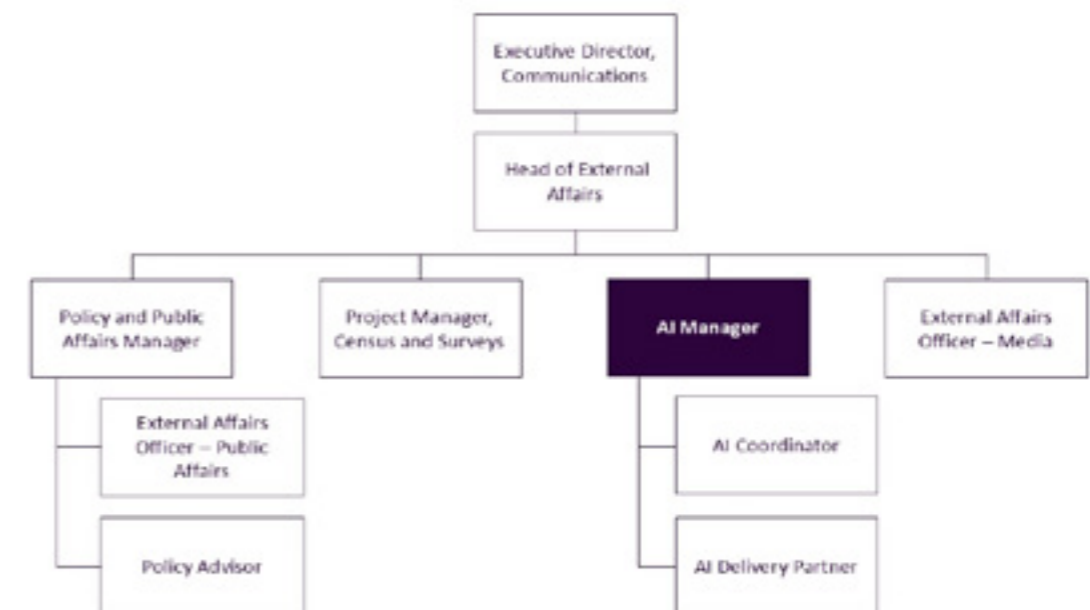
### The Communications Directorate/AI Team

This is an exciting opportunity to lead a growing area of work for The Royal College of Radiologists (RCR). Artificial Intelligence is increasingly becoming an area of interest in medicine and our specialities of radiology and oncology are at the forefront of this development. The RCR has a huge part to play and this role will help ensure we are leaders in this area.

We're looking for an experienced strategist and programme manager who can drive this work forward, developing the organisation's overarching strategy and managing several programmes of work. This means someone who's proactive, a clear and analytical thinker, as comfortable with the big picture while being across the detail of this complex and technical area. You don't have to be an AI specialist to apply – just a quick learner, with an interest in AI.

This role is part of our External Affairs team, reflecting our ambitions for thought leadership with AI. This means you'll forge strong relationships with our data, policy, public affairs and media specialists, working closely together to build the RCR's policy and influencing work on AI. You'll also work closely with colleagues across the RCR who will support the practical implementation of AI, for example through developing guidance or planning our Global AI Conference.

### Where the job fits





# Job description

Job title:	AI Manager
Responsible to:	Head of External Affairs
Responsible for:	AI Delivery Partner
	AI Coordinator
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 the staff lead for the RCR's AI programmes of work. You will work closely with senior internal and external stakeholders such as the RCR President and NHS leaders to understand the ways in which AI will affect our specialties, and develop and evolve the College's AI strategy. This includes working with staff, Officers, our AI Committees and external stakeholders, to identify how we can support the safe and effective adoption of AI and ensure it has a positive impact on imaging and cancer care.

As part of this you will be overseeing a range of programmes and projects, working with a range of teams across the College to identify and develop new opportunities (including financial), as well as managing ongoing programmes. To support this work you will be leading a small team who will support you on the successful delivery of AI programmes, projects and strategy.

Your work will also advance the RCR's reputation as a leading organisation in the healthcare AI space, working with External Affairs colleagues to build a position of thought leadership on AI, shaping external discussions and decisions.

## Main areas of responsibility

• Lead on AI for the college • Manage areas of work • Team Leadership and Line Management • General

### Responsibilities

#### a. Lead on AI for the college

1. Work with senior doctors, staff, Department of Health & Social Care, NHS England and other healthcare organisations to develop the College's AI strategy, securing our place as a leading organisation in the healthcare AI space.
2. Be the first point of contact for AI, both internally and externally.
3. Represent the college externally in meetings, groups and other fora, including presentations where necessary, and including alone as sole representative of the college.
4. Ensure the College's AI strategy and programmes of work are being delivered to time and budget and meeting key milestones and goals set.
5. Keep up to date with developments in AI as it relates to radiology and oncology.
6. Be the main staff point of contact for AI within the College for Officers and staff.
7. Ensure RCR AI groups and committees are running smoothly, managing the AI Team to deliver this.
8. Work with External Affairs colleagues to build the RCR's position of thought leadership, ensuring external communications about AI are accurate, of a high standard and generate maximum impact.

9. Build relevant relationships both externally and internally to further our influence and knowledge in the AI space, collaborating effectively with colleagues to ensure a joined-up approach to stakeholder management.

#### b. Manage areas of work

10. Manage areas of AI college work, in line with the scheme of Financial, Contractual and HR delegation, including but not limited to:
  - a. developing AI workstream plans, aligned to a clear overarching strategy
  - b. delivering the projects to time and budget
  - c. ensuring prudent financial management of workstreams
  - d. negotiating contracts
  - e. liaising with partners
  - f. communicating the project
  - g. setting up and running advisory (and other) committees
  - h. project evaluation
  - i. solving difficulties
  - j. other work to ensure successful programme outcomes
11. Secure buy in for and develop new AI projects as opportunities emerge, including successfully converting those opportunities into funded projects with impactful outputs for the College.

#### c. Team leadership and line management

12. Line manage roles in the AI team.
13. Lead, motivate, and support roles in the AI team to ensure a productive and engaged team.
14. Manage the distribution of activities across the team, supporting team members to manage their workload and competing priorities, proactively problem solving and highlighting any operational risks.
15. Performance manage and develop the team in accordance with RCR policies and the Scheme of Financial, Contractual and HR Delegation.
16. Manage records (attendance and absence) of direct reports using the RCR's electronic HR system.
17. Promote effective and open communication between the team and wider colleagues and stakeholders to optimise delivery against objectives.
18. Manage team budgets effectively, working within our financial management documents.

#### d. General

19. Maintain and manage records in accordance with the RCR's data protection policy and guidance.
20. Maintain documentation on all activities carried out.
21. Undertake such 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 External Affairs team
- The President
- The Vice-Presidents and elected Officers
- The Senior Management Team
- Heads of Teams

### External working relationships

- RCR AI groups and committees
- RCR groups and committees
- Department of Health & Social Care/NHS England and devolved equivalents
- Other government agencies
- Other Royal Colleges
- Healthcare organisations
- AI companies and industry bodies
- Academics working in AI

## Scope and limits of authority

Decision making level	<ul style="list-style-type: none"> <li>• Strategy development for the RCR AI work.</li> <li>• Oversight of the planning and successful delivery of all elements of the RCR AI offer, proactively problem solving any issues which inhibit this.</li> </ul>
Financial resources	<ul style="list-style-type: none"> <li>• Manage budgets and contracts in line with the scheme of Financial, Contractual and HR delegation</li> <li>• Oversee operational budget of approximately £200,000.</li> <li>• Profit designated from the RCR Global AI Conference (in the event of a profit).</li> </ul>
Other resources	<ul style="list-style-type: none"> <li>• Responsibility for ensuring information on AI is up to date and of high quality.</li> </ul>
People management	<ul style="list-style-type: none"> <li>• AI team, managing two members of staff.</li> <li>• First RCR contact with the CR AI Lead Advisor and CO AI Working Group Chair.</li> </ul>
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> <li>• Exercise role in compliance with RCR's data protection policy and the requirements of the General Data Protection.</li> </ul>



## The person

Essential (E) or  
Desirable (D)

Knowledge, qualifications and experience	
Educated to degree level or equivalent, with a good standard of literacy and numeracy	E
Strong programme management experience, particularly managing, evolving projects	E
Experience of developing and implementing strategic plans	E
Experience leading a new area of work where flexibility, adaptability and opportunity spotting is key	E
An interest in AI	E
Experience of leading areas of work and getting results	E
Experience working with senior leaders	E
Line management experience	E
Skills and abilities	
Accurate use and understanding of English.	E
Ability to work collaboratively and build and sustain effective working relationships with a diverse range of colleagues, partners and stakeholders at all levels.	E
Clear and analytical thinker with the ability to exercise sound initiative, judgement and discretion and think through issues to offer practical solutions.	E
Ability to manage own time effectively and prioritise own work and work of others (officers) across a range of activities to deliver as required.	E
Self-starter, confident to initiate and progress work, knowing when to consult or involve others.	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.
- Enthusiasm for learning and development and taking on new tasks.
- 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 21 April 2025

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, 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 25 April 2025.

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

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