

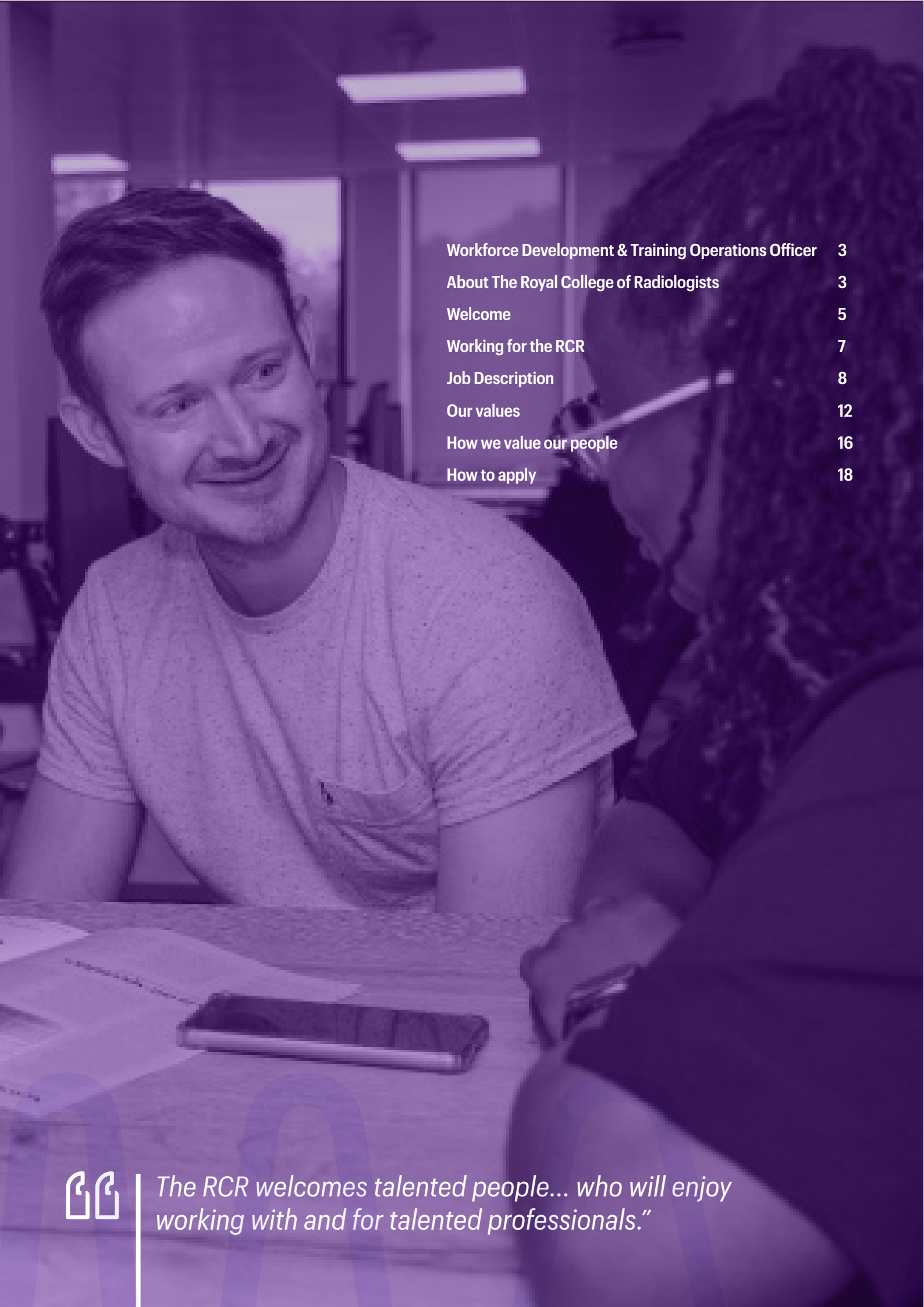


The Royal College of Radiologists

Workforce Development &
Training Operations Officer



The Royal College of Radiologists



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

Workforce Development & Training Operations Officer

Salary:	£42,860 per annum, with pay progression up to £47,371 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 6 October 2024
Interview date:	Shortlist interviews are scheduled for 10 October and selection interviews are scheduled for 16 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

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 (Council) 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 Education, Professional Practice and Business and Resources) supported by about 100 other employees.

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

We are looking for a new team member to help us in our single goal. To grow the number of Clinical Radiologists and Clinical Oncologists working in the UK to deliver timely diagnosis and treatment of patients. No two days will be the same as you manage a blended caseload supporting doctors as they develop in their career in the UK. The successful candidate will be working as one of four in a vibrant, friendly

and talented team to navigate the various pathways to make this happen. Being a team player is very important as is a commitment to go above and beyond for the doctors we are working with. The role could suit someone with casework experience, confident in progressing cases through to completion.

They will have an exceptional eye for detail and the ability to review, understand and summarise large quantities of written evidence, identifying anomalies and understanding the potential implications of different outcomes. They will either already possess, or have the ability to quickly build, a detailed knowledge of both GMC regulations concerning registration in the UK and UK visa rules and requirements. They should be organised, having the ability to plan and prioritise work against set deadlines and must be able to write well.

The Workforce Development and Training Team are known for their friendly and supportive attitude, and are dedicated to doing everything they can to support and develop the future cancer and diagnostic workforce.

Where the job fits





Job description

Job title:	Workforce Development & Training Officer
Responsible to:	Workforce Development & Training Operations Manager
Responsible for:	N/A
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 one of 4 in the team who will work together to deliver all aspects of the team's operational work which achieves the objective of growing the workforce in our specialties. The role is broad and will encompass supporting both trainees and trainers through their programmes. Postholders will be expected to build their expertise in the relevant legislative and regulatory frameworks within which they operate and apply that expertise across a wide portfolio of activity, analysing individual circumstances within those parameters. This will include the responsibility for training decisions against GMC and statutory Education Body requirements as well as assessing applications for global workforce initiatives, for example the Certificate of Eligibility for Specialist Registration (CESR) and the Medical Training Initiative (MTI), with all members of the team trained to deliver all aspects of work. As new initiatives evolve and become business as usual, the work of operations will evolve. The team will work with colleagues overseeing initiatives to identify the best way to bring them into practice.

Main areas of responsibility

- Trainee and trainer support
- CESR and MTI
- Customer service
- General

Responsibilities

a. Trainee and trainer support

1. Using expertise in the regulatory frameworks associated with specialty training in the UK, provide tailored advice on all matters that might affect a trainee's status and training time
2. Applying GMC requirements, make decisions on RCR approval of applications for "out of programme activities (OOPA)", consulting the Medical Directors, Education and Training when required
3. Manage and deliver the Certificate of Completion of Training (CCT) recommendation process, including prompting trainees approaching the end of training to ensure CCT applications are made at the appropriate times
4. Collate and check all evidence for progression in training, liaising with the trainees, trainers and training programme personnel as appropriate where evidence may be incomplete
5. Make recommendations to the GMC for the award of CCT based on prevailing regulatory requirements
6. Deliver the process to provide RCR externality for the Annual Reviews of Competence Progression
7. Proactively work with WDTO colleagues to ensure trainees and trainers are adequately supported, sharing work between the team and maintaining a clear and shared progress log to enable cross-cover where needed.

b. CESR and MTI

8. Using expertise in the GMC's requirements for alternative routes to specialist registration, coupled with understanding of specialty specific guidance and its application to evidence, review and prepare CESR and MTI applications for assessment by the specialist committee including identifying anomalies and resolving these; preparing a detailed list of evidence ensuring that it is correctly assigned to the appropriate part of the application; advising the committee of significant points to note
9. Prepare detailed evaluations of each application, synthesising the evidence and the views of the committee
10. Identify, and advise the committees in connection with legislation, procedure and GMC requirements, including any potential risks or implications of recommendations
11. Liaise with the GMC on issues arising from specific applications or in relation to policy and processes.
12. Manage the processing of applications for GMC and the Academy of Medical Royal Colleges (AoMRC) and visa sponsorship from overseas doctors wishing to train in the UK under the MTI
13. Ensure job descriptions for the posts being offered meet the necessary requirements and liaise with potential employers to ensure all necessary support structures are in place
14. Follow up references from the applicants' home countries
15. Maintain contact with doctors during their stay in the UK to monitor progress
16. Ensure that the MTI operates in accordance with legislation and regulations
17. Provide information, support and guidance to overseas doctors and potential employers on the process for application
18. Work with WDTO colleagues to ensure CESR and MTI applications are progressed in a timely manner, sharing work within the team and maintaining a clear and shared progress log to enable cross-cover where needed.

c. Customer service

19. Provide a timely, customer-focussed and responsive service to ensure that complex enquiries across all stakeholder groups are responded to in accordance with prevailing frameworks and in the context of individualised circumstances within agreed service levels.
20. Proactively identify opportunities to improve how we work to deliver great customer experience, working with colleagues and the Workforce Development & Training Operations Manager to continuously improve our processes and offer to our customers.
21. Build relationships with colleagues across the organisation to understand how their work impacts on your own and vice versa, using this information to suggest improvements.

d. 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. Continuously review ways of working, suggesting improvements to processes.
25. 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 the Education and Professional Practice Directorate, specifically others in the Training and Workforce Development Team – working collaboratively and sharing information
- Chairs and members of the Equivalence Committees – providing support and advice
- Medical Directors, Education & Training – reporting on progress and taking advice

External working relationships

- Other royal colleges and the Academy of Medical Royal Colleges – networking, sharing information
- Statutory Education Bodies and deaneries, sharing information regarding training matters
- Trainees and trainers to support them through their training journeys.
- General Medical Council - networking, sharing information
- Individual doctors considering working in the UK and/or applying for MTI or equivalence
- NHS employers and other organisations supporting the employment of overseas doctors

Scope and limits of authority

Decision making level	Independent decisions on training milestones in accordance with statutory and regulatory frameworks Make recommendations for GMC registration and visa sponsorship following agreement with the Medical Directors for Education and Training (MDETs) Expected to take decisions, sometimes alone, sometimes in collaboration with colleagues, College officers or committee chairs. Expected to manage own workload in consultation with line manager.
Financial resources	N/A
Other resources	Responsible for ensuring data is kept up to date and accurately recorded in approved RCR systems
People management	N/A
Legal, regulatory and compliance responsibility	Responsible for ensuring work is delivered in accordance with GMC statutory and regulatory requirements Must ensure that trainers and trainees are supported in accordance with the Gold Guide



The person

Essential (E) or
Desirable (D)

Knowledge, qualifications and experience	
High standard of education, ideally to degree or equivalent level	E
Detailed understanding (or the ability to rapidly acquire it) of UK legislation and GMC regulations and procedures in relation to entry to GMC registers and the right to work in the UK	E
General understanding of the operation of post-graduate medical education.	D
Some experience of working with doctors or other high-profile professionals would be advantageous, as would an understanding of the NHS and the provision of healthcare services.	D
Skills and abilities	
Accurate use and understanding of English.	E
Customer focussed, with effective interpersonal skills	E
Effective negotiation skills and the ability to influence others.	E
Ability to handle competing demands, whilst maintaining accuracy and attention to detail.	E
Ability to understand, interpret and advise on legislation, external processes and complex documentation	E
Ability to explain complex issues clearly in writing and orally and ability to adapt style to different audiences.	E
A great team player, able to work collaboratively to deliver team goals and build and sustain effective working relationships with a diverse range of colleagues, partners and stakeholders at all levels.	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 October 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 10 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**



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