

## Information for Applicants

### Interim Chief Executive Officer

£100,000-110,000 per annum subject to negotiation according to experience

12 month interim contract. The College will consider a secondment for this role.

Edinburgh

After almost 19 years in post our CEO is retiring. We are looking to recruit an Interim CEO to join the College for a 12 month period. We seek a highly motivated, innovative and effective executive to take over leadership of the senior management team as the College moves forward in an increasingly digital and international arena.

The Royal College of Physicians of Edinburgh (RCPE) is an independent professional membership body, governed by a Royal Charter and is a registered charity. The College's main charitable object has remained unchanged since its foundation in 1681 and is to support the profession to deliver the highest possible standards of care.

Priorities and activities change over time and our aims as outlined in our current five year strategy are to:

- Promote excellence through evidence-based medical practice, research and policy.
- Improve public health and healthcare through international partnerships with multi-disciplinary clinicians and the public.
- Be the professional voice of physicians.
- Achieve international recognition as an innovator in medical education, training and standards.
- Share and promote our medical heritage.

We represent over 13,000 Fellows and Members worldwide with a significant proportion of our UK membership outside Scotland. Our historic headquarters in the World Heritage site in Edinburgh along with our world renowned history of medicine collections provide a strong foundation for our work. This is balanced by our investment in a digital future with a thriving programme of on-line and webcast education events, shared with audiences in up to 210 sites in 60 countries.

We provide a vehicle for the collective voice of physicians to influence health and development of policy through dialogue with governments and health innovators. Our expertise is sought by international partners for accreditation of clinical teaching and assessment and for standard setting and quality improvement initiatives.

In partnership with the other Colleges of Physicians in the UK we provide a world class clinical assessment for mid-career physicians, the recognised training programmes for all medical specialties along with a system of monitoring and recording CPD for physicians at all career stages.

## The Role

The role of Interim CEO is critical to the success of the College where the governance arrangements provide for regular turnover of elected and appointed Office Bearers. The main responsibilities are laid out in the detailed Job Description. Close working with the elected President and other Office Bearers requires a flexible approach to style and working hours.

The successful candidate will have relevant general management skills at senior level and experience at Board level. Educated to degree level or equivalent you will have an excellent working knowledge of governance, budget management, strategic delivery and operational management. A confident communicator, you will be a highly motivated leader who is comfortable working across a complex network of stakeholders while responding to an ever changing environment. Experience of clinical settings, demonstrating an understanding of the needs and working patterns of busy clinicians would be an advantage.

## The Remuneration Package

The salary for this role is subject to negotiation based on experience and will be in the £100,000 - £110,000 range. Additional benefits include:

- Group Private Pension Scheme: with employer contributions of 13%.
- Holidays: 28 days annual leave and 11 days public holiday/College close down days.
- Life assurance scheme.
- Long-term income protection scheme for those unable to work due to illness.
- Cycle to Work scheme.

## How to Apply

To apply please send:

- A full CV and supporting statement addressing the role requirements and referenced to the selection criteria.
- The details of three referees, two of whom should be recent employers.
- Please complete and return the Equality and Diversity Monitoring Form.
- Please send your CV and supporting documentation in **word format only** (not converted to .pdf).

**Closing Date:** 9am on Monday 17 June 2019

**Interviews:** Wednesday 10 July 2019

Informal enquiries to Elaine Tait, CEO: 0131 225 7324, [e.tait@rcpe.ac.uk](mailto:e.tait@rcpe.ac.uk)

Completed applications with accompanying documents should be returned to:

Email: [m.craven@rcpe.ac.uk](mailto:m.craven@rcpe.ac.uk)

## Data Protection Statement

The personal information (data) you provide us with (which includes the collection of sensitive personal data), is collected for the purpose of recruitment, personnel administration (for new employees) and equality and diversity monitoring. It is the College policy to protect, and keep secure, all personal data collected. Unless you direct otherwise, the application forms (and attachments) of unsuccessful applicants will be securely destroyed after 12 months. All personal data in the case of successful applications is processed for the satisfactory administration of their employment, and for no other purpose. Additional information can be found in our Data Privacy Notice at: <https://www.rcpe.ac.uk/college/privacy-notice#applications>