

Job Description

Section 1 – Description

Job Title: Interim Chief Executive Officer
Location: RCPE, Edinburgh
Reports to: President, RCPE
Date: May 2019

Section 2 – Job Purpose

To be responsible to the President and Council for the corporate and staff governance of the charity, for policy development and for the strategic planning, operational delivery, overall management and security of the College. To represent the College's best interests in major partnerships including the Federation of Royal Colleges of Physicians in the UK (Federation).

Section 3 – Organisation Chart

See attached.

Section 4 – Dimensions

- Number of Staff (excluding this post): 80 including a Deputy CEO and 5 Heads of Department plus a small number of casual workers.
- Turnover: £7.5m (RCPE) plus a share of £13m from Federation.
- Line management: for Senior Management Team members (6) and Executive Secretariat (Presidents/CEOs Office).
- UK representation:
 - at conferences, policy meetings and social events
 - supporting the Charity Trustees
 - Board level attendance at Federation
- International representation:
 - at consulates and embassies
 - international visits
 - exchanges with senior international Fellows
- Direct Office Bearer Support for: President, Vice Presidents and International Director, including deputising for them in national forums, e.g. UK Academy of Medical Royal Colleges, Scottish Academy and meetings with government officials.
- Indirect Office Bearer Support for: all elected and appointed members of Council.
- Formal Committee Attendance:
 - Council (5 per annum)
 - College Strategy Group (3 per annum)
 - Federation - Board and Executive Management (4 each per annum)
 - Investment Trustees meeting (4 per annum)
 - UK Colleges CEOs meetings (4 per annum)
 - College Finance Committee (4 per annum)
 - Education Strategy Group (3 per annum)
 - International Executive (6 per annum)
 - Heritage Committee (4 per annum)
 - Lay Advisory Committee (4 events per annum)

Section 5 - Main Responsibilities and Role

- To be accountable to the President and Council for the effective running of the College and its facilities through the Honorary Officers and the Senior Management Team.
- To lead the development of strategic and operational proposals for the College, supported by clear evidence, to support strategic decision taking at Council.
- To represent the College at high level UK and international meetings either in support of or deputising for the President.
- To seek new opportunities for College development and growth.
- To support the International Director and the President to develop a College wide International Strategy as agreed by Council, to negotiate partnership agreements and monitor progress.
- To lead the staff through change to ensure the College adapts in line with the external environment and the needs of Fellows and Members.
- To commit the College to financial agreements (including significant payments for services) in line with agreed Business Plans and authorisation limits.
- To approve public information flows to support the profile of the College with Fellows, Members, physicians and the public.
- To negotiate with legal and other professional advisers as required on behalf of the College.
- To develop and support the lay advisory committee of the College
- To attend and advise at Board meetings of Federation in support of the President or to deputise on his/her behalf.
- To negotiate with CEOs in other Royal Colleges on joint projects and in areas of common interest.
- To negotiate with the Health Departments across the UK and with other relevant medical bodies, e.g. General Medical Council, Scottish and UK Academies and University Medical Schools.
- To contribute to key committees in the College, bringing a wider perspective and understanding of the external environment and financial position of the College.
- To be the line manager for the Senior Management Team, staff within the President/CEO Office and other project staff sitting outside individual departments.
- To preside in College staff disciplinary and grievance appeal hearings in line with College policies and employment law and to undertake investigations in line with the Code of Conduct for volunteer workers.

Section 6 – Planning and Organising

- Work streams will be self-generating.
- Post holder will be expected to plan and organise own workload and that of staff ensuring key priorities are delivered appropriately.
- Post holder will be expected to re-prioritise work streams without further consultation in the event of sudden and/or significant events and problems.

Section 7 – Decision Making

The post holder will be required to take all significant operational decisions on behalf of College and urgent strategic decisions in the absence of President or other Office Bearers. This will include but not be limited to:

- Spend on unplanned items.
- Reprioritising departmental work as required.
- Policy announcements.
- Media responses.
- Decisions in staff disciplinary or grievance procedures up to and including dismissal.

Section 8 – Internal and External Relationships

Internal

President, Vice Presidents and the International Director
Other elected members of Council
Senior Management Team and College Staff

External

Fellows and Members (UK and Internationally)
Physicians not yet members, including medical students and trainees (UK and Internationally)
Senior managers in other equivalent organisations and HEIs (UK and Internationally)
Government Bodies, e.g. GMC , Health Improvement Scotland, Health Education England
Politicians and government Officials across the UK and international administrations
General Public
Media, Professional Advisers and Consultants

Section 9 – Person Specification - Knowledge, Experience, Skills and Style Required

Essential

- Educated to degree level or equivalent with general management skills at a senior level as evidenced by several years directly relevant experience.
- Possess Board level experience including consensus building and conflict resolution both within an academic and joint-academic organisation (or similar) work.
- Ability to lead and manage significant change at a senior level, motivating staff to respond to change to allow the College to remain competent and solvent.
- Ability to understand, analyse and interpret complex information quickly and when under pressure.
- Demonstrable success in financial management accounts including managing budgets.
- Excellent written and verbal communication and presentational skills with the proven ability to persuade and influence decisions.
- Well-developed analytical abilities and report writing skills to influence decisions.
- IT literate and possess an awareness of the IT infrastructure to support secure corporate information, electronic communications systems and office functions.
- Proven ability in managing competing priorities and achieving tight deadlines.
- Flexible team player when working with senior Office Bearers in the College and in cross College projects.
- Success in managing multi-disciplinary teams.
- An understanding of external communication and PR campaigns.
- An awareness of marketing techniques to promote the College and its services and facilities.
- Be a positive advocate for the College as a professional association and promote the wider role of the College for professionals and the public.

Desirable

- Management experience of a membership organisation.
- A relevant postgraduate management qualification.
- Understanding and insight into the provision of healthcare.
- Experience of working in a charity, including working with unpaid charity trustees and volunteers.
- Experience of negotiating with government bodies and officials.
- Experience of working internationally with professional groups.

Section 10 – Job Context and Special Features

This role is key to the effective functioning of the College. It includes College-specific responsibilities and critical work in the jointly owned Federation. This demands an appreciation of the balance of competition and cooperation between partners. The recent addition of a deputy CEO signals greater strategic responsibilities and external activity for the CEO role, both in support of and deputising for the President and VPs of the College. The CEO must be a skilled diplomat for inter organisational relations and in everyday working with the College's volunteer workforce (elected and appointed Officers).

**RCPE Organisational Structure
March 2019**

