**Information for Applicants**

**DEPUTY CHIEF EXECUTIVE AND HEAD OF CORPORATE GOVERNANCE**

Circa £70,000 per annum

Full-time Permanent

Edinburgh

This is a time of great change and challenge for healthcare services and we are seeking to appoint a highly motivated, innovative and effective leader, ideally with the knowledge of UK health policy, to join the senior management team as Deputy Chief Executive and Head of Corporate Governance.

The Royal College of Physicians of Edinburgh is an independent professional membership organisation and registered charity, which exists to support the profession to deliver the gold standard in healthcare provision.

Our five year strategy includes five main aims 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 12,000 Fellows and Members worldwide by improving their skills and knowledge, setting standards and developing policy and guidance. The College helps qualified doctors to pursue their careers in specialist (internal) medicine through our world-renowned education and training programme. We provide resources and information to support and facilitate professional development for physicians throughout their careers. We also ensure that the views and practical clinical experiences of our membership are taken into account by health policymakers throughout the UK.

This new role will be pivotal to the continuing development of the College, adding resilience to the management team (clinical and non-clinical) as we adapt to the challenges ahead. We seek an individual with energy, ideas and capabilities for the undertaking.

**The Role**

* To play an integral role in co-ordinating strategic and operational planning across the College supporting the CEO and President in key governance matters. This includes the business of Council and College meetings, and contributing to media enquiries and social media activity.
* To provide strategic and operational leadership to the teams within the Membership Services Department which are responsible for elections and applications, adviser networks, corporate records and regional events (for the College itself and a number of small medical societies).
* To deputise for the CEO as required including at ceremonial events.
* To participate in HR policies and procedures as an independent senior manager, taking decisions in hearings and facilitating meetings.

**The Person**

* Proven track record of achieving targets including financial targets.
* Decision taking skills with evidence of taking difficult decisions and evidencing reasoning.
* Ability to quickly analyse situations and adapt approaches to ensure priority tasks are achieved within time targets and budgets.
* Proven ability in managing competing and sometimes conflicting priorities.
* Ability to create and maintain effective working relations with a wide range of staff, Fellows and Members.

Please refer to the Job Description for full details of the knowledge, skills and experience needed.

**The Remuneration Package**

The salary for this role is circa £70,000 plus benefits. Additional benefits include:

* Pension: with employer contributions of 9%.
* Holidays: 28 days annual leave and 11 days public holiday/College close downs.
* Life assurance scheme.
* Long-term income protection scheme for those unable to work due to illness.
* Cycle to Work scheme.
* Discounted rates for use of the venue for personal events.

**To Apply**

All applicants are required to submit a completed application form.

Closing Date: 10am on Monday 28th August 2017.

Assessment and Interviews: Monday 18th September and Tuesday 19th September 2017. **Please note, shortlisted candidates will be required to attend on both dates.**

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

Completed applications should be returned to: [m.craven@rcpe.ac.uk](mailto:m.craven@rcpe.ac.uk)