Role

description

Director of medical workforce and data insights team

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| **Location** | Predominantly remote working with face-to-face at RCP London offices as needed  |
| **Department** | Membership Support and Global Engagement (MSGE) |
| **Reports to** | RCP registrar |
| **Direct reports** | RCP clinical adviser in flexible working  |
| **Appointment** | Up to a maximum of 4 years  |
| **Time commitment**  | Work is project driven and equates to 1 day per week Clinician release supplement available (see below).Job share applications are welcome, but these must be agreed between the applicants in advance. |

# About the RCP

The Royal College of Physicians (RCP) is a professional membership body with 40,000 members in the UK and around the world, working to improve patient care and reduce illness. Our activities focus on educating, improving and influencing for better health and care.

We champion an inclusive culture and welcome applications from all sections of society. We value taking care, learning and being collaborative. These values underpin everything we do.

Join us to help achieve our vision of a world in which everyone has the best possible health and healthcare.

# About this opportunity

The Royal College of Physicians (RCP) is looking for a new director of medical workforce and data insights (MWDI).

This is a key leadership role within the RCP as we are campaigning to make sure that the UK has a medical workforce that meets the needs of patients. The work of the MWDI team provides essential insights from the membership to inform the RCP’s workforce policy activities and surrounding strategy, as well as wider focuses for the College.

The role holder must be:

* a practising medical doctor who is actively connected with, and credible to, the clinical community. They should hold a licence to practise
* a fellow of the RCP in good standing with the RCP, their employer, and the GMC
* committed to the vision, mission and values of the RCP, and its [Code of Conduct](https://www.rcp.ac.uk/about-us/code-of-conduct/).

# Role purpose

**Leadership and strategy**: The director leads the MWDI team and is responsible for aligning workforce projects with the RCP strategy and membership needs. This involves working closely with the president, registrar, other officers, and relevant RCP groups.

**Data collection and analysis**: Leads on the design and development of RCP surveys, providing actionable insights into this data to key stakeholders shaping workforce planning and policy decisions.

**Collaboration and stakeholder engagement**: Building links with stakeholders such as specialist societies, regional networks, NHS England, Health Education and Improvement Wales (HEIW), Health and social Care Northern Ireland (HSCNI) and the GMC. Identifying opportunities to collaborate and managing relationships is a crucial part of the role. The director develops insights that help the RCP with its own decision-making.

This post is supported by the MWDI team, which comprises three members of staff and one clinician – clinical adviser in flexible working. This post will report to and be appraised by the registrar.

To allow for handover, the successful candidate will start as soon as possible after appointment, subject to clinical commitments.

Travel expenses will be reimbursed in accordance with RCP policy, when necessary.

**About the MSGE department and the Medical Workforce and Data Insights team**

The RCP has five main departments. The role sits within the Membership Support and Global Engagement department, which includes the following units: Membership Engagement; Membership Administration; UK Regional Offices; Global Office; Professional Governance; Committees and Consultations; Invited Service Reviews; Medical Workforce and Data Insights; Advisory Appointment Committees. The department is led by the RCP registrar and headed by an executive director.

This post is supported by the Medical Workforce and Data Insights team (MWDI), consisting of three members of staff and a clinical adviser in flexible working. The team regularly surveys UK based consultant physicians, SAS doctors, CCT holders in the year they qualified, which provides essential information for workforce planning and our influencing work. We have used it to lobby the government and the NHS for changes such as additional consultant posts and medical student places.

Additionally, the MWDI undertakes a series of short surveys of representative portions of RCP membership during the year, providing quick, accurate and relevant data on the present issues affecting doctors.

MWDI also supports activities related to those around workforce within the RCP and beyond.

# The purpose of your role

* Helping the RCP provide a professional focus on workforce matters for physicians in the UK.
* Working with the head of MWDI to initiate and develop surveys of the membership on workforce and other key policy priorities and projects.
* Promoting positive, cross-organisational collaboration on delivering workforce surveys with the Royal College of Physicians of Edinburgh and Royal College of Physicians and Surgeons of Glasgow, along with other royal colleges.
* Liaising with specialties about current workforce issues, facilitating a forum for discussion for the specialty workforce representatives. For example, we hold an annual workforce and specialty roundtable event.
* Building and maintaining strong networks in the regions, specialist societies and allied health workforce organisations.
* Overseeing the clinical adviser in flexible working, ensuring that flexible working practices are effectively integrated into the medical workforce strategy. Providing leadership and guidance to the clinical adviser, fostering a collaborative environment to develop and implement policies that support flexible working initiatives across the UK physician workforce.
* Represent the work of MWDI at RCP boards and RCP Council meetings (as appropriate). For RCP boards and governance, please see the governance section of the [RCP website](https://www.rcp.ac.uk/about-us/governance/).
* Participating in RCP or external working groups, representing RCP on workforce matters.
* Answering questions raised by individual fellows or members or specialist societies on workforce issues.
* Contributing to the development of RCP policy and projects on workforce (eg contributing to working groups; contributing to and reviewing consultation responses, parliamentary inquiries, policy reports; and advising on necessary research etc.)
* Representing the RCP externally (eg at meetings and events) as advised by the registrar, academic vice president and/or the Policy and Campaigns team.
* Representing the RCP in the press as advised by the RCP’s Media team and/or senior officers.

# How we will measure your success

Success in the role will be established through the quality of relationships that the post‐holder nurtures with key stakeholders and within the organisation.

This will be assessed on:

* your leadership to the MWDI team in delivering its projects
* levels of membership participation in RCP workforce surveys
* ongoing review of the insight from data produced by the MWDI team
* feedback from specialties and allied organisations
* delivery of your own objectives (agreed with the registrar) as part of the annual appraisal process
* lead by example by embodying our organisational values through the successful implementation of our [values framework](https://www.rcp.ac.uk/media/xnkdgcjs/living-our-values-behaviour-framework-1.pdf).

# Person specification

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| --- | --- | --- |
| General experience | Essential | Desirable |
| Be within clinical practice at the time of appointment | ✓ |  |
| A fellow of the RCP, in good standing with employer, GMC and RCP | ✓ |  |
| A demonstrable ability to provide leadership and create consensus  | ✓ |  |
| Ability to work collaboratively across specialties and institutions | ✓ |  |
| Experience of project delivery | ✓ |  |
| Designing surveys  |  | ✓ |
| Experience of summarising findings from surveys to provide data insights | ✓ |  |
| Data manipulation and statistical skills  |  | ✓ |
| Knowledge of, and experience with, workforce issues in the UK | ✓ |  |
| Specific workforce interest and publication record |  | ✓ |

# Conflicts of interest

When representing the RCP in their capacity as director of medical workforce and data insights, the role holder must ensure they do not place themselves in a position where their personal interests or views may conflict with the interests or views of the RCP. Should such a situation arise, the role holder should seek the advice of the registrar and/or the RCP’s Policy and Campaigns team and Media team before proceeding.

The role holder should make a declaration of any interests that might conflict with their RCP work, in line with the [RCP declaration of interests policy](https://www.rcp.ac.uk/membership/declaration-of-personal-interests-and-good-standing/). The role holder must also, at all times, conduct themselves in accordance with the [RCP Code of Conduct](https://www.rcp.ac.uk/about-us/code-of-conduct/).

The role holder should inform any relevant employing authority about their commitment to the role of special adviser.

#  Use of title

The role holder may use the title director of medical workforce and data insights at the Royal College of Physicians solely when representing the RCP in a public capacity, in line with the agreed RCP policy position and agreement from the registrar and executive director of the Communications, Policy and Research Directorate, or nominated deputy. The role holder should seek the advice of the registrar and/or the RCP’s Policy and Campaigns team and Media team should any confusion arise.

#  Tenure of post

 Up to 4 years (3-year initial term that can be extended by an additional year on mutual agreement of the post holder and the RCP).

**Time commitment and financial aspects**

The role is not remunerated, and it is crucial that the postholder has the support of their employer to enable sufficient time to carry out the role. It is their duty before taking up office to obtain agreement from their employing authority that they will be given adequate time to perform RCP duties that are recognised by the Department of Health and Social Care as being in the wider interests of the NHS.

It is anticipated that duties will be performed through the postholder’s job plan.

The RCP appreciates the cost pressures on NHS employers and is able to offer a clinician release supplement to the employer towards the cost of backfilling roles of up to £12,000 per annum. This offer is subject to satisfactory annual appraisal and to the approval of a job plan that provides adequate time to allow for performing RCP duties. Appointees are eligible to claim reimbursement of reasonable expenses incurred in carrying out their roles, in line with the RCP’s expenses policy.

# Termination of role

As the role will be undertaken in a voluntary capacity, the role holder is free to step down at any point following discussion with the registrar.

The role holder is asked to give 12 weeks’ notice if they intend to step down from the role.

 **Application and deadline**

Application is via a short CV and cover letter addressed to the registrar.

The cover letter should clearly set out how you fulfil the person specification and how you would approach the role, including identifying time in your job plan.

Please return applications to **recruitment@rcp.ac.uk by 11.59pm on Sunday 13 April 2025**. The provisional date for in-person interviews in London is Thursday 24 April 2025. In addition, a staff panel interview will take place via Microsoft Teams. This is to be arranged.

The successful candidate should be in post from June 2025 with informal handover starting immediately post-interview.

Interested candidates are welcome to have an informal conversation with the registrar, the current director of medical workforce or data insights, or the head of medical workforce and data insights. Appointments can be made through victoria.wilson@rcp.ac.uk.

 **Our values**

We are committed to **taking care**, **learning**, and **being collaborative**. These values drive the way we behave, how we interact with each other, and how we work together to achieve our vision and improve patient care.

## We value taking care

This means we behave respectfully towards people, whatever their role, position, gender or background. It means we act as representatives of the RCP and make decisions in the interests of the organisation as a whole.

## We value learning

This means we continuously improve through active learning and honest reflection, so that we grow personally and as an organisation, while striving for excellence. We support learning and development opportunities.

## We value being collaborative

This means we work together towards the RCP’s vision in a collaborative and professional way, understanding that individuals bring different strengths and approaches to our work. We value diversity and each other’s contributions.

*The RCP positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status or pregnancy and maternity.*

*The RCP is all about our people – our members, staff, volunteers and leaders. We educate, influence and collaborate to improve health and healthcare for everyone and know we can only do this by being inclusive, encouraging and celebrating diverse perspectives. Welcoming into our community people who represent the 21st-century medical workforce and the diverse population of patients we serve is a priority for us.*

As an employee/volunteer/temporary contractor you are expected to comply with all RCP data protection and security policies and procedures.

**Reviewed:** February 2025

**Next review:** To be reviewed annually as part of annual appraisal