

# Role description

## Clinical adviser in flexible working

<b>Location</b>	Predominantly remote working with face to face at RCP London offices as needed
<b>Department</b>	Membership Support and Global Engagement (MSGE)
<b>Reports to</b>	Director of the Medical Workforce Unit (MWU)
<b>Direct reports</b>	None
<b>Appointment</b>	3 years followed by a review to extend for a further year
<b>Time commitment</b>	Estimate 6-8 hours a month, subject to workstream activities and candidate's clinical commitment. This will be on a flexible basis throughout the year

### About this opportunity

The Royal College of Physicians (RCP) is looking to recruit a new clinical adviser in flexible working, based in the Medical Workforce Unit (MWU).

This post provides an exciting opportunity to support the RCP's work and promotion of flexible working across all grades of the physician workforce.

This post is supported by the MWU, which comprises three members of staff and one clinician the director of the MWU involved with the team.

This post will report to and be appraised by the director of the MWU.

This is an **unremunerated** post which would be expected to continue for a period of 3 years followed by a review to extend for a further year. Successful candidate to start as soon as possible after appointment subject to their clinical commitments.

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

### About the MSGE Department and Medical Workforce Unit

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

Unit; Advisory Appointment Committees. The department is led by the RCP registrar and headed by an executive director.

The MWU conducts surveys on consultant physicians, higher specialty trainees, SAS doctors, CCT holders in the year they qualified in the UK. Together, these provide essential information for workforce planning and the RCP's influencing work. We have used the information to lobby the government and the NHS for changes, such as additional consultant posts and medical student places.

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

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

## The purpose of your role

The clinical adviser in flexible working will lead on these areas of MWU activity:

- > Chair the RCP Flexible Working Group which focuses on working flexibly in different settings: working with a long-term condition, in the later stages of careers, as a new consultant and training flexibly. The group will meet virtually 3-4 times a year, one of these meetings will be face to face. Review mission statement on a regular basis. Manage the groups' workstreams which include:
  - Showcasing flexible working practices
  - E-Rostering solutions
  - Team job planning
  - Flexible working information collation and dissemination
  - Retention of the physician workforce
- > Scope current work and evidence from workforce surveys undertaken by RCP to formulate guidance on flexible working.
- > Contribute questions about flexible working to workforce surveys as required.
- > Provide advice and guidance on flexible working to RCP members.
- > Speak on flexible working at RCP events/meetings as required.
- > Work with stakeholders in and outside of the RCP to share and promote good practice in flexible working.
- > Less than full time view on any workforce modelling work undertaken.

## How we'll measure your success

- > The success of the role can be measured by the change in flexible working patterns described in the annual census and resulting report about flexible working.

## Person specification

General experience	Essential	Desirable
Be within clinical practice at the time of appointment	✓	
A consultant physician and fellow or subscribing member of the RCP, in good standing with employer, the GMC and RCP	✓	
A commitment to the vision, mission and values of the RCP and our Code of Conduct	✓	
Prior leadership role in training/workforce delivery	✓	
Interest in issues around flexible careers	✓	
Experience of project delivery	✓	
Experience of surveys		✓
IT literacy and competency with Microsoft packages	✓	
Ability to work flexibly and remotely	✓	
Specific workforce interest and publication record		✓

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](#). The role holder must also at all times conduct themselves in accordance with the [RCP Code of Conduct](#).

# Our values

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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 take 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:** January 2025

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