

# Role description

## Registrar

<b>Department</b>	Membership Support and Global Engagement
<b>Reports to and appraised by</b>	President
<b>Tenure</b>	An initial term of 3 years, with the option to extend to a maximum of 5 years, subject to annual appraisal, commencing at an agreed date as soon as possible after appointment.
<b>Location</b>	UK based, with office locations available in London and/or Liverpool. There will be a mix of onsite and remote working, plus regular UK travel.
<b>Sessions</b>	3 full days per week, with a commitment to work flexibly to meet the requirements of the role. Job-share applications are welcomed, but these must be agreed between the applicants in advance.

## About the RCP

The Royal College of Physicians (RCP) is a rewarding and friendly place to work with an incredible history, dating back to our foundation in 1518. We are a professional membership body for physicians, with over 40,000 members and fellows across the globe. Our three strategic priority areas are educating, improving and influencing.

The RCP comprises four directorates, the corporate service department and the c-suite. The c-suite is made up of the president, registrar, treasurer, chief executive and the chief of staff.

The senior officers group work alongside the executive directors to ensure delivery of the RCP's strategic aims. The role of registrar works alongside our Membership Support and Global Engagement department (MSGE).

## The purpose of your role

This is a leadership role of national importance and a key position in the RCP. With a broad portfolio, you will be accountable for how we listen to, support and engage with our membership. As part of the senior officer team, you will work together on issues relating to the RCP's relationship with the NHS and wider stakeholder bodies. Working with the senior officers and executive leaders of the RCP theme boards (improving, educating and influencing), the registrar plays a key role connecting the different constituencies and stakeholders of the RCP, from the new consultants committee and regional advisers to Council and specialist societies.

## 1) UK and global membership engagement

The RCP is continually looking to improve how we recruit, connect, support and engage with members in the UK and globally. We bring physicians together to collaborate, and the networks we do this through are an essential part of a successful future and the pursuit of our mission and vision. Supported by a team of officers and staff from the MSGE, you will:

- > lead on all matters related to the membership, delivering our membership engagement strategy
- > ensure that we listen to our membership and that they are at the heart of what we do and how we do it
- > build and maintain regional networks across the UK, working closely with our regional advisers, to ensure that the RCP is accessible and relevant to members and prospective members
- > support and develop the RCP career stage committees and our college tutor network
- > support and advise the global team, led by the global vice president, in the recruitment and engagement of members, operational delivery of work, the building of networks through our international advisers and ensuring that our global work is in line with our strategy and charitable objectives
- > oversee medical workforce and data insight functions and strategy.

## 2) Professional governance

The registrar oversees professional governance, including:

- > ensuring that the college functions in terms of Council, to which you will be honorary secretary, and its committees, officer appointments and elections
- > the fellowship process, from proposal through to election and ceremonial duties
- > oversight of professional governance changes from time to time linked to any constitutional review required/requested by Council, ensuring that the RCP is a modern, relevant and listening membership organisation
- > as one of the senior officers and a trustee of the RCP, discharging the duties required by the RCP bye-laws and charity law and undertake ceremonial duties.

## 3) Professional standards and consultations

The registrar supports the setting and maintaining of professional standards. This includes:

- > managing matters of concern, with oversight of complaints about college members in accordance with our code of conduct (working with our censors)
- > overseeing invited reviews in partnership with the clinical vice president. This is a complex area of work that has direct impact on challenging situations for patients, physicians, teams and services
- > overseeing the RCP's consultation duties, identifying the appropriate senior officer for review and sign off, liaising with specialist societies, stakeholders, medical experts and our policy team.
- > overseeing advisory appointment committees, ensuring standards at appointment for consultants and SAS doctors.

You will oversee the governance of the Faculty of Physician Associates (FPA), including membership engagement, and professionalism and conduct issues until its

independence/separation from the RCP. In this regard, you will liaise with the chair of the PA oversight group.

Directly responsible to the president, you will work as part of the senior officer team and with executive colleagues as part of the strategic leadership team. You will deputise for the president when needed.

## How we'll measure your success

- > Effective collaboration with senior officers and the executive director team to develop a robust, collaborative, and transparent approach. This approach should actively listen to our membership, address challenges and implement positive action plans to drive the college forward as a modern, member-focused organisation.
- > Positive, cross organisational collaboration for the delivery of the strategy, identifying and delivering change where needed.
- > Increased membership uptake and healthy membership retention, including a broadening of the diversity of the membership and fellowship to continually reflect the physician workforce in the UK.
- > Strong networks built and maintained across the RCP's regions, college tutors, career stage committees and with specialist societies and medical leaders.
- > Strong networks and relationships built and maintained across NHS institutions and with trusts and health boards, as part of the senior officer team.
- > The smooth running of key college functions including Council, officer elections and appointments, and fellowship proposal and election.
- > Lead by example by embodying our organisational values through the successful implementation of our [values framework](#).

## Your experience includes...

### *Essential*

- > All officers of the RCP are encouraged to be practising medical doctors and actively connected with, and credible to, the clinical community. You must:
  - hold a licence to practise
  - be a fellow of the RCP in good standing with the RCP, your employer and the GMC
  - have a commitment to the vision, mission and values of the RCP and our Code of Conduct.
- > Demonstrable ability to provide leadership and create consensus.
- > Experience in a senior leadership role.
- > Ability to self-reflect and support the values of the organisation.
- > Ability to work collaboratively across specialties and institutions, as well as between different career stages of doctors and with staff at all levels.
- > Ability to delegate effectively, ensuring appropriate skills and experience are deployed from a team to deliver strategic objectives.
- > Be experienced in implementing strategies and thinking strategically.
- > Experience of building networks and relationships.
- > Ability to chair meetings professionally.

- > Ability to work in a multidisciplinary environment with clinical and non-clinical colleagues.

#### ***Desirable***

- > Experience as a charity trustee

## **Board and committee membership**

- > Board of Trustees (as a trustee of the charity)
- > Council (as honorary secretary)
- > Fellowship Council (as chair)
- > Nominations Committee (as chair)
- > President's Fortnightly Meeting (PFM)
- > Strategy Executive Group
- > Theme boards (Influencing, Improving, Educating)
- > Membership Engagement Operational Group (as chair)
- > Faculty of Physician Associates Board
- > Joint Specialty Committees (shared with other members of the senior officer team)
- > Faculty of Forensic & Legal Medicine Board
- > Expert Advisory Group for Commissioning (as chair)
- > Delegated sub-group of Council – election and constitutional issues (as chair)
- > The registrar is also an ex-officio member of all other boards and committees, including the joint and intercollegiate specialty committees

## **Reporting**

#### ***Direct reports***

- > Deputy registrar
- > Linacre fellow
- > Director, Medical Workforce Unit
- > Specialist, associate specialist and specialty (SAS) lead
- > Chair of the new consultants committee
- > President of the Faculty of Physician Associates (until FPA separation/independence from the RCP)

#### ***Shared reports***

- Global vice president (with the president)
- Medical director of invited reviews (with the clinical vice president)
- Trainees Committee chair(s) (with the vice president for education and training)

## **Time allocation**

The average time needed for this role is 3 days per week. Hybrid working between office and home is the norm. Nevertheless, there will be an expectation of UK travel to support some regional meetings and trust/health board visits. The role is supported by a number of clinical leadership roles, eg deputy registrar and the Linacre fellow.

The RCP is working towards greater equality, diversity and inclusion and is open to discussion about flexible working arrangements.

## 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 a combination of agreed SPA time over and above the minimum required to fulfil revalidation requirements, and that any shortfall would be made up through additional external activities agreed 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 £30,000 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.

## MSGE directorate

This role works closely with the Membership Support and Global Engagement directorate and its executive director lead. MSGE currently includes the following units: Membership Engagement and Administration; UK Regional Offices; Faculty of Physician Associates (until its independence/separation from RCP); Global Office; Professional Governance, Committees and Consultations; Invited Reviews; Medical Workforce Unit; Advisory Appointment Committees.

## Application and deadline

Application is via a short CV and cover letter addressed to the senior censor and vice president for education and training. 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](mailto:recruitment@rcp.ac.uk) by 23:59 on Sunday 22 September 2024. The provisional date for interviews is Friday 18 October 2024.

If you would like to discuss the role prior to applying, please contact the senior censor and vice president for education and training (acting as president) Dr Mumtaz Patel, the chief executive Ian Bullock, or the executive director of Membership Support and Global Engagement Matthew Foster.

Appointments can be made through [victoria.wilson@rcp.ac.uk](mailto: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 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 a volunteer you are expected to comply with all RCP data protection and security policies and procedures.

Last reviewed: July 2024

Next review: To be reviewed annually as part of appraisal