



Royal College of
General Practitioners

Candidate Briefing Pack



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Welcome Messages from:

Valerie Vaughan-Dick, Chief Operating Officer



My name is Valerie Vaughan-Dick, and I am the Chief Operating Officer of RCGP – the largest medical royal college in the United Kingdom with over 54,000 members. The Royal College was founded in 1952 – 4 years after the start of the NHS.

The College has a talented workforce of over 250 people who work to support our GP members in maintaining the highest standards of patient care. Every year, we help around 2000 new GPs join the NHS. We are the voice of GPs on education, training, research, and clinical standards.

We keep our staff team motivated and inspired by valuing and rewarding the contribution they make, and by supporting everyone to develop to their fullest potential. We offer a wide range of benefits for working with us and invest in our people's learning and development. We recognise and promote the value of a diverse, dynamic and inclusive workforce.

Every team at the College contributes to the delivery of our Strategic Plan 2020-2023 - 'Putting members at the heart of everything we do' which sets out what the College is going to do over the next three years to make rapid progress in translating that vision into reality and delivering tangible improvements to the working lives of frontline GPs.

We work well together to deliver exceptional work and have won many awards over the years that we are extremely proud of. We encourage and inspire each other to make a difference for the people we support

I'm very pleased that you are interested in joining the College and becoming part of our hardworking, talented, and vibrant workforce who help to make a difference to patients' lives every day.

We very much look forward to receiving your application.

Harriet Jones, Executive Director for Planning and Resources



I'm delighted you are thinking of joining RCGP and are interested in a role in my Directorate. This is a great opportunity to become part of a team that provides high quality support functions for all College activities, directorates, employees and members. We work well together to deliver exceptional work and encourage and inspire each other to make a difference for the people we support.

Alongside Governance, my directorate has responsibility for Finance, HR, IT & Digital, and Property. I'm proud of leading skilled and committed colleagues to support the College efficiently and effectively to achieve its objectives for members and stakeholders.

As a charity and a membership organisation, effective governance is critical in ensuring we meet both internal and external regulatory requirements and keep pace as these evolve. It is not straightforward and, as a result, the team is high profile. The Assistant Director Governance requires robust technical skills alongside the ability to influence and direct through forming strong relationships with trustees, elected officers and the executive team. The responsibilities are varied and rewarding and managed across an experienced and skilled team. It is an exciting time to join.

As an organisation, we have adapted well to the challenges presented by COVID. For our staff, this has included moving seamlessly to remote working enabled by high quality technology infrastructure. Our London office, when we return post-COVID, is a unique listed building, centrally located next door to Euston Station. In due course we plan on implementing a hybrid, in office and remote working model which meets business need whilst giving staff valued flexibility in managing their work / life balance.

I hope you are excited at the opportunity outlined in this candidate pack and look forward to your application.

About Us

What we do

We are the professional membership body for or family doctors across the UK and abroad. With more than 54,000 members, the College is the largest of the medical Royal Colleges by membership.

The Royal College of General Practitioners was founded in 1952 and granted a Royal Charter in 1972. It is a Chartered Corporation and a registered charity, administered in accordance with its Royal Charter, Ordinances and Bye-Laws.

Our purpose is to encourage, foster and maintain the highest possible standards in general medical practice.

We support GPs through all stages of their career, from medical students considering general practice, through to training, qualified years and retirement.

Further information about the College can be found on our [website](#).



Our Organisational Structure

The College Leadership Team comprises of the UK Officers, Chairs of Devolved Councils, chair of Trustees, and members of the Executive Management Team. The Chief Operating Officer leads the Executive Management Team (EMT). The EMT is responsible for the strategic management of the College.

The Executive Management Team

- The Chief Operating Officer – Valerie Vaughan-Dick
- Executive Director – Policy and Engagement – Mark Thomas
- Executive Director – Professional Training & Standards – Fiona Erasmus
- Executive Director – Membership, Development & Education – Ben Clacy
- Executive Director – Planning and Resources – Harriet Jones



Council

Our Council is an elected body of leading GPs from across the UK. It is led by Dr Martin Marshall, who as Chair of Council is the College's principal spokesperson.

There are 18 nationally elected council members who usually serve a three-year term, with six places coming up for election each year.

The President is elected by national ballot every two years. Officers are elected or reconfirmed by the Council each year. The Council also elects the Chair of Trustees and three other Trustees.

Faculties

We support our members through a network of local faculties, where faculties are the local face of the College and elect members to Council. There are 32 Faculties each with their own board. Each faculty is led by a faculty board, who work voluntarily upholding our vision, purpose and priority goals.

Devolved Councils

There are devolved Councils in Scotland Northern Ireland and Wales who ensure that the work of the College remains relevant across the country.

Trustees

The charitable aspects of the College (financial and governance) are overseen by a Board of Trustees comprising GP and lay members. Trustees have a number of Committees to ensure the appropriate scrutiny of the College's activities

- Planning and Resources
- Audit
- Nominations
- Governance
- Remuneration

Trustees also create task and finish groups from time to time

Officers

The College has 4 honorary Officers (excluding the Chair) who usually work for 1-2 days per week on College business, with the exception of the Chair of Council who attend 3 days per week. There is also an elected President whose work is mainly ceremonial.

Leadership Group

Leadership group is the working group of Officers and the Executive Management Team, which meets monthly.

Benefits of Working for Us



Our people bring talent, passion, imagination and drive to our work every day – an enormous contribution that deserves to be rewarded!

We care about our people, as much as we care about our purpose, members, officers and other stakeholders. We aim to support everyone to be the best they can be and make the College a truly great place to work.

So, it makes sense that our employee policies should support the lifestyle you choose and offer a rewards and recognition programme that makes you feel valued.

The full list of our employee benefits:

Leave

- **Annual leave:** 27 days per annum plus bank holidays (pro rata for part time employees). Our employees can buy 5 days additional annual leave and sell up to 2 days annual leave. This will be pro rata for part time employees.
- **Employer Supporter Volunteering Scheme:** Up to 2 paid days to volunteer (pro rata for part time employees)
- **Flexi-time:** Our flexi-time system allows employees to vary their start and finish time to ensure they fulfil their contractual commitments to the College. There is also the ability to bank time to allow employees to carry out personal/family commitments

Work related

- **Long service award:** We give a financial award for staff achieving long service
- **Membership of professional body fees:** If membership is relevant and appropriate to the job we will pay for one professional membership a year
- **Pension scheme:** We operate a contribution pension scheme where employees pay a minimum 4 per cent contribution per month through salary sacrifice. We pay 8 per cent per month
- **Study grants and loans:** Applications considered for study grants of up to £1000 and loans of up to £3000 for courses of study that are relevant to your role subject to budget

Health and wellbeing

- **Employee assistance program:** Provided by Axa Healthcare and offers an employee support helpline, information services, 24 hours a day, 365 days a year.
- **Eye care vouchers:** We contribute £20 towards eye tests and £55 towards spectacles for VDU use

- **Life assurance:** Life Assurance is provided at six times the employee's salary, during employment. Staff employed prior to 1st July 2006, who were members of the College Final Salary Scheme, receive Life Assurance of four times the employee's salary + a Death in Service Dependents pension Please note this benefit ceases at age 65 or state retirement age whichever is the greatest and upon cessation of employment. This benefit only applies to employees who are in the pension scheme
- **On site gym:** Our London Head office has a fully equipped gym that is free to use
- **Well scheme:** Once you have passed probation, we will pay up to £50 per rolling year for you to attend a course, evening class, fitness suite, or other activity which will benefit your wellbeing

Family friendly benefits

- **Occupational leave:** Maternity, Paternity, Adoption, Parental and Shared Parental Leave
- **RCGP Plus:** Discounts on products and services from a wide variety of vendors
- **Searcys:** A 10% discount at Searcys venues
- **Costco membership**

Travel and Transport

- **Bike loan:** Cycle to work scheme interest free loan, permanent staff only
- **Season ticket loan:** Season ticket loans are available to employees once probation period has passed, normally six months
- **Bike storage:** Large inside bike store to leave your bike dry and safe at our 30 Euston Square office

RCGP Strategic plan 2020 – 2023

'Putting members at the heart of everything we do'

Our Mission and Values

Our mission is to encourage, foster and maintain the highest possible standards of patient care in general practice, across the UK and worldwide.

We do this by working with our members: to define the skills that GPs need; to provide them with education and support to deliver quality patient care; to shape the future of general practice; and to be the voice of the profession.

Our values describe the principles that guide us as we work to achieve our mission. We strive to demonstrate:

- **Compassion** – for our patients, the populations we serve, our members, our colleagues and ourselves.
- **Inclusivity** – we value diversity as part of our communities and treat each individual with equal respect.
- **Sustainability** – we look to the future and care about the long-term wellbeing of our members and colleagues, our profession, our patients and the world around us.
- **Accountability** – we take responsibility for the results of our actions and continuously strive to be the best that we can be.
- **Integrity** – we are honest, open-minded, ethical, evidence-based and fair.

Our Priorities


General practice is under huge strain. Patient demand has escalated, in terms of both volume and complexity, while successive governments have failed to invest in the family doctor service appropriately. As a result, we now have a severe shortage of GPs grappling under pressures that are unprecedented for the profession.

Our landmark publication *Fit for the Future* outlines the College's vision for revitalising the profession over the next decade and supporting general practice to meet the health needs of the future – for the benefit of GPs and their practice teams, as well as patients and the wider NHS.

This strategy sets out what the College is going to do over the next three years to make rapid progress in translating that vision into reality and delivering tangible improvements to the working lives of frontline GPs.

Its title is 'Putting members at the heart of everything we do' because having a strong, active membership is critical - not just to the College, but to the profession and to patients. Only through our engagement with our members can we have the impact that we desire in enabling GPs to provide the best possible care and creating an environment in which general practice can flourish.

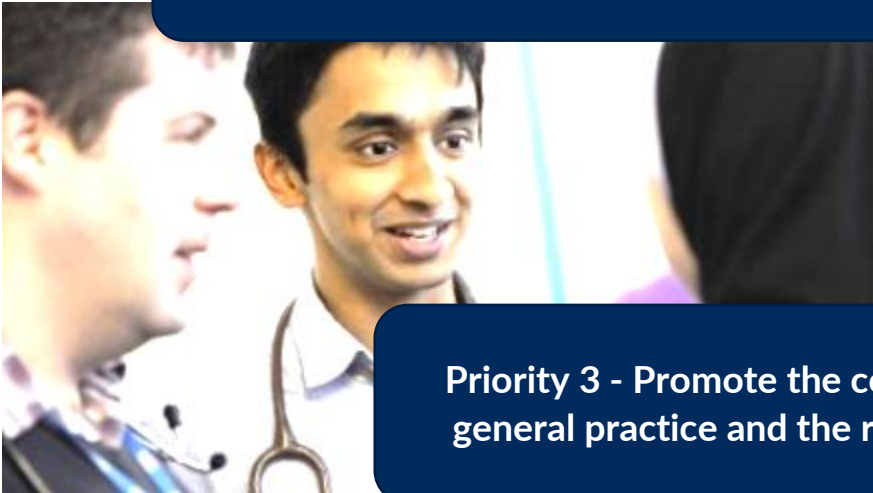
Our four priorities for 2020 - 2023:



Priority 1 - Shape and deliver practical solutions to tackle workload pressures



Priority 2 - Develop the College into a dynamic and inclusive membership community



Priority 3 - Promote the contribution of general practice and the role of the GP



Priority 4 - Ensure members place a high value on their College membership

Role Profile

Assistant Director of Governance

Role:

The Assistant Director of Governance is responsible for the strategic development, management and provision of the corporate governance framework for the College. As an expert source of knowledge, they provide effective strategic leadership and ensure the College has systems and processes in place to provide assurance to the various Boards. This includes responsibility for a robust framework for the escalation and management of risk and for compliance with internal and external regulations and best practice set by external agencies and national bodies.

Purpose:

- Responsible for effective policies to ensure fit-for-purpose governance of the College
- Responsible for the operation of the College's Constitution and other formal governing documents.
- Provision of strategic and professional advice on legal, constitutional and corporate governance issues.
- Provision of assurance and risk management advice to support business process owners to make informed decisions regarding risk management and appropriate mitigations.
- Responsible for the development, implementation, monitoring and review of appropriate policies to support continuous improvement in governance and decision-making structures and how they work in practice in line with the College's vision and values.

Key responsibilities

- Provide leadership to a functional area of the organisation to develop a high-performance culture that promotes excellence.
- Responsible for assurance processes with effective use of Internal Auditors to ensure the organisation is meeting its statutory and regulatory responsibilities, and core business processes are being managed appropriately.
- Responsible for the risk management framework and its effective operation, reporting regularly to EMT, Audit Committee and Trustee Board.
- Operational lead for Audit Committee, Governance Committee and Nominations Committee, supporting Officers and Trustee leads as required on annual work plans and drafting papers to ensure the committees work effectively in line with delegations from Trustee Board.
- Administrative lead for Council and Trustee Board, ensuring meetings are appropriately planned, attended, supported, equipped, and with necessary membership through effective management of periodic ballots and recruitment.
- Responsible for ensuring compliance with corporate governance and reporting annually to Trustee Board.
- Lead and manage company secretarial, legal, governance and procurement team to ensure that the College is compliant with internal and external regulatory requirements.
- Ensure that Officers, Trustees and Returning Officer are provided with relevant and necessary information and advice to enable them to undertake their statutory duties and corporate responsibilities.
- Advise Chief Operating Officer on matters concerning respective responsibilities of Trustee Board and Council and the application of the College's governing documents.
- Administrative lead on Code of Conduct cases periodically brought by members.
- Support Chief Operating Officer in their role as Returning Officer.

Knowledge & Experience of:

- 'Current thinking' and approaches relating to strategic law and governance.
- Successfully leading the delivery of legal, governance & risk strategies.
- Establishing robust systems for the delivery of effective legal, constitutional and governance management
- Managing risk management frameworks and associated risk registers
- Establishing and building effective partnership arrangements.
- Working at a senior level, influencing and advising on strategic law and governance matters in the not-for-profit sector
- Working at a senior level that requires a high level of strategic awareness

Job specific Qualifications

- Bachelor or advanced Degree or equivalent by experience
- Membership of a relevant professional body is desirable, such as Chartered Secretary (ICSA) or equivalent, or a Qualified Lawyer / Solicitor,
- Working knowledge of the Charity Governance Code, charity and company law, working in a high-profile organisation with a significant public-facing remit and commitment to equality diversity and inclusion

Job details

Reports to:

Executive Director of Planning and Resources

Direct reports:

General Counsel, Governance Manager (Trustee Board), Governance Manager (Council), Head of Officer Support & Administration

Salary: Band A, £74,460

Permanent. Full-time. 35 hours

How to Apply

Candidates wishing to apply should:

Apply online via [our website](#). This is the preferred method of application.

A covering letter and detailed CV. The CV should include names and contact details of two referees and also a short supporting statement which addresses the criteria as set out in the person specification.

To request a copy of the full Job Description, please email Recruitment@rcgp.org.uk

Recruitment Timetable

Stages	Key dates
Closing date of vacancy	6 August 2021
Shortlisting process	10 August 2021
1st stage interviews	18 / 19 / 20 August 2021
Informal discussion with team members	23 / 24 August 2021
2nd stage interviews	25 August 2021