



Role	Head of Faculties
Reporting to	Director of Membership, Marketing & Communications
Location	Edinburgh

About the College

The Royal College of Surgeons Edinburgh has an ambitious Strategy 2022-2027 to deliver the highest standards of education and information to more people across the globe and to encourage greater engagement from new and existing members.

We do this by being available where we are needed, face to face or online and to be rooted in the education and development journey of all clinicians as they grow their career from school to retirement.

We advocate on their behalf to promote fairness and equal opportunity for all, an inclusive and nurturing work environment and the highest standard of patient care.

Our Strategy is led by our Mission and Vision. You can read more about our Strategy and Values here. : <https://www.rcsed.ac.uk/the-college/about-us/our-strategy>

The College has a staffing complement of just over 200.

Introduction

Over the last twenty months the College has embarked on a programme of significant change with the development of our College Strategy 2022-2027 and our Values and ways of working. As we look to implement our Strategy a further period of substantial organisational development and cultural change lies ahead.

The Membership, Marketing & Communications Directorate has a very significant role in delivering and developing critical functions for the College and its members. One change that is underway is bringing our faculties function into the Directorate and we are now looking to fill a new post of Head of Faculties to lead the development and administration support across our faculties.

You will be an experienced and professional academic manager with a proven track record in values lead leadership. You will bring a fresh, forward thinking and collaborative approach building positive and proactive working relationships at all

levels across the College. You will be able to evidence delivery of innovation, change and improvement to the delivery of services and team performance.

Reporting to the Director of Membership, Marketing and Communications you will be the College's professional lead for delivery and development of all aspects of the College's service delivery and support to our faculties. Setting a clear future direction for the team you will lead the development of the team's operational plan, track performance and be prepared to deliver 'a positive no' to proposals that would be detrimental to the ability of the team to meet planned commitments.

You will also be a key member of the Directorate's management team working collaboratively with colleagues to develop the Directorate's operational plan and support the Director in the on-going development of new ways of working across the Directorate.

About the Role

This is a new post for bringing together the administration of a number of [Faculties](#) serving the needs of our members who work within Dental, Surgical and the Wider Healthcare Workforce.. There are seven Faculties which vary in size and maturity, all contributing to College ambitions. Current faculties are

- [The Faculty of Dental Surgery](#)
- [The Faculty of Dental Trainers](#)
- [The Faculty of Surgical Trainers](#)
- [The Faculty of Perioperative Care](#)
- [The Faculty of Pre-Hospital Care](#)
- [The Faculty of Remote, Rural and Humanitarian Healthcare](#)
- [The Faculty of Sport and Exercise Medicine](#)

Each Faculty has its own Executive Committee made up of senior clinicians in their field who drive the strategy for the Faculty in line with the College Strategy. Based on a strong track record of building excellent working relationships with a variety of professional groups you will work closely with faculty Executive Committees to understand and advise on the development of their plans negotiating with tact and diplomacy the 'art of the possible'.

The delivery of high quality services depends on a number of individuals and teams contributing to their delivery. This requires the ability to negotiate and influence across organisational boundaries at all levels thinking laterally to find solutions and ways of resolving issues that may not be immediately obvious.

A significant forum for influencing is attendance at relevant faculty committees where you will contribute to decision making, carrying out a similar role at Council. Proactively contributing to the development of faculty strategies and plans should lead to more feasible delivery plans as well as building the trust and confidence of clinical leads in the delivery of administration services.

The development and delivery of consistent and high quality management information will be an important in supporting informed faculty decision making.

You will be able to evidence the successful development of teams bringing a strong commitment to their personal and career development through coaching and the management of performance. You will lead the delivery of services through four faculty managers and a total staffing complement of around 16 staff.

Key Accountabilities

- Provide professional, values led leadership and direction for the Faculties function ensuring the team has the expertise and skills needed to deliver proactive, high- quality services drawing on external best practice
- Working collaboratively with Directorate management colleagues, support the Director of Marketing, Membership and Communications in developing the Directorate operational plan as well the management and development of the Directorate as a whole
- Through positive and proactive working relationships contribute, influence and negotiate the development of faculty strategies that align with College objectives and available resources
- Working with and through faculty managers, drive continuous improvement in the quality, consistency in all aspects of the administration and operational delivery across all faculties, including the development of timely management information to inform decision making
- Develop and agree with all relevant stakeholders a stretching but deliverable annual operational plan, tracking and reporting on performance sustaining open and regular communications on all aspects of delivery
- In collaboration with senior clinical leaders, liaise with the internal College stakeholders to develop and ensure examination, education and CPD offerings uphold the highest quality standards

- Working collaboratively across the College ensure faculty needs are communicated and factored into directorate operational plans; also to ensure our offering to current and potential new members, is attractive and sustainable
- Set faculty operational budgets, manage operational delivery within budgetary constraints and report governance and compliance risks to all relevant stakeholders as they arise
- Develop and sustain high quality relationships with external stakeholders including representing the College at external events and meetings

Person Specification

E- Essential

D- Desirable

Assessment – assessment can comprise the application (A), interview (I) and exercises as appropriate for the post

Qualifications, Experience & Attributes	E	D	A
Degree educated or equivalent professional experience	x		A
Significant experience gained in an academic management/education management role underpinned by strong experience of planning and operational service delivery	x		A
Demonstrable track record of inspiring values led leadership with a proven track record of establishing positive, collaborative and influential relationships with stakeholders at all levels	x		A
Highly skilled communicator with evidence of building positive and collaborative working relationships with very diverse stakeholders at all levels, internally and externally	x		A
Track record of balancing the application of constrained resources demonstrating the ability to deliver a 'positive no' at the same as retaining the trust and confidence of stakeholders	x		x
Evidenced experience of managing change working collaboratively with a diverse range of stakeholders, applying professional skills and knowledge to effect positive and innovative changes in practice and service delivery	x		A

Flexible and confident approach in managing and motivating teams including developing experience of developing, operational plans, performance measures and management of budgets	x		A
Proven project management experience gained from managing or playing a significant role in the delivery of change projects	x		A
Experienced in the use of and application of metrics and management information to inform decision making and planning	x		A
Resilient with an infectious enthusiasm and ability to motivate self and others	x		A

GENERAL INFORMATION AND CONDITIONS

Working Patterns

The hours of work shall be 35 hours per week, working each day Monday to Friday, 9 – 5pm with a one-hour unpaid lunch break on each day worked. The nature of the role is such that tasks are often time-critical and an ability to effectively prioritise workloads and tasks is required. The postholder may be required to work outside of normal working hours on occasion. They may also be required to travel and work away from Edinburgh for short periods, which may require overnight stays away from their normal place of residence.

Accountability

The Head of Faculties is accountable to the Director of Membership, Marketing, and Communications.

Pension Scheme

The College uses the People’s Pension, pension scheme. Further information can be obtained from the Finance Department. (Anyone wishing to transfer from an existing Pension Scheme should discuss this option with their Financial Adviser).

Sick Pay Scheme

Members of staff are eligible for the benefits of the College’s Sick Pay Scheme once they have been in post for a minimum of six months.

Annual Leave

The College’s annual leave year runs between 1st January to 31st December and awards staff the following entitlements (pro-rata for part time employees)

Personal Holidays

- 30 standard personal days
- 3 fixed compulsory days which fall in between Boxing Day & New Year's Day

Public Holidays

- 9 public holidays
- 5 days of those Public Holidays can be taken on any date
- 4 fixed compulsory public holidays taken on Christmas Day, Boxing Day, and the 1st & 2nd of January (or nearest working days)

Total annual leave given per year = 42 days

General

All posts are offered subject to the receipt of references satisfactory to the College.

This post is offered on a six-month probationary period basis.

Candidates may be requested to undergo a medical examination.

Appointment is subject to proof of eligibility to work in the UK provided in advance of the proposed start date.

Salary

This will be £45,208 per annum, pro rata, dependent on experience

December 2022

Director Membership, Marketing & Communications

**Head of Marketing
& Communications**

Head of Faculties

Head of Membership Services

Development Manager
Faculty of Remote, Rural &
Humanitarian Healthcare

Development Manager
Faculty of Pre-Hospital Care

Development Manager
Faculties