

THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH

Membership, Marketing & Communications and Faculties

Faculty Development Manager Full time permanent position

1. THE COLLEGE

The Royal College of Surgeons of Edinburgh is an independent membership organisation dedicated to the education, training and advancement of surgeons, dental surgeons, doctors, and various individuals throughout healthcare who are involved in the surgical care of patients. The College has a current membership approaching 30,000 and growing, with members spanning over 100 countries around the world. From our founding in 1505, the College has been committed to the advancement of surgery and driving patient safety standards worldwide and continues to do so to do this day. For our full story, please visit the College website at www.rcsed.ac.uk

2. ABOUT THE FACULTIES DEPARTMENT

Over the last twenty months the College has embarked on a programme of significant change with the development of our College Strategy 2022-2027 alongside 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 and Faculties Directorate has a significant role in the development and delivery of critical functions for the College and its members. Due to a recent internal promotion we are now looking to fill the existing role of Faculty Development Manager to lead the development and administration support of two or more of our Faculties.

The Faculties Department is led by the Head of Faculties and reports to the Director of Membership, Marketing & Communications and Faculties. The Department has responsibility for meeting the support and development needs of the various Faculties of the College including the establishment and nurturing of new Faculties. The Faculties team provide administration and secretariat services on behalf of the Faculties, serving the needs of our members who work within dental, surgical and the wider healthcare workforce. 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

The current Faculties of the College 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](#)

3. ROLE SUMMARY

Reporting to the Head of Faculties, the post holder will manage and coordinate the administration of Faculties to deliver operational excellence across all activities, help formulate and deliver strategy and policy objectives and oversee compliance with governance requirements.

In the first instance, the Faculty Development Manager's role will encompass support for the Faculty of Remote, Rural and Humanitarian Healthcare (FRRHH) and the Faculty of Perioperative Care (FPC). The post holder will join a dynamic team, forming one of three Faculty Managers. Each of the three Faculty Managers will work closely along with the Head of Faculties to offer support, discuss new ideas, identifying and share best practice amongst the Faculties team.

The Faculty Development Manager will manage a small, collaborative team to ensure the delivery of an efficient and effective administration and support function. The post holder will be expected to liaise and work closely with other College departments, senior staff, Faculty office bearers and with a variety of external stakeholders, as required. At all times, the Manager's focus will be on ensuring the success of the College's Faculties and supporting the formulation, monitoring and delivery of their strategic objectives.

The post holder should be able to demonstrate previous success in managing and developing high-performing staff teams as well as experience of effectively managing projects and / or diverse portfolios of activity. The post holder will be required to bring to bear good judgement, critical thinking and strategic awareness, as well as the highly developed interpersonal and communication skills necessary to work successfully with a wide range of stakeholders at all levels. This role will suit a flexible and adaptable individual with strong organisational skills who can work well under the reasonable pressures of time and resource constraints.

Previous experience of managing a successful team will be essential. In addition, they will be required to bring to bear good judgement, creative thinking, strategic awareness and enthusiasm, as well as the highly developed interpersonal and communication skills necessary to work successfully with a wide range of senior stakeholders. Specific and demonstrable experience in working with and establishing professional membership networks or communities of practice will be an advantage.

Staff Management and Development

The Faculty Development Manager is responsible for the overall management and direction of the administration function across the relevant Faculties and will play a key role in supporting staff development. Activities include:

- Managing and developing a small team of Faculty administrators;
- Overseeing the development and improvement of administrative procedures across the relevant Faculties to ensure that they are effective, efficient, consistent and compliant with any College requirements;
- Ensuring that responsibilities and tasks are allocated fairly and effectively across the administrative team, according to the needs of each Faculty; and
- Monitoring and enhancing the performance of the administrative team, identifying and supporting the development needs of individual team members.

Governance

The Faculty Development Manager is responsible for ensuring that the governance arrangements of the relevant Faculties are compliant and effective. Activities include:

- Ensuring that Faculty committee structures and processes are fit for purpose and aligned with constitutional requirements;
- Overseeing the efficient and proper servicing of all Faculty committees and groups, through the management and deployment of the Faculty Administration Team;
- Support compliance with College and Faculty governance structures and processes, advising College staff, Faculty Office Bearers and other Executive Committee members of key requirements;
- Ensuring compliance with College policies and procedures across the relevant Faculties; and
- Being alert to any key governance-related or compliance risks arising from or affecting Faculty activity, highlighting these to the Head of Faculties as appropriate.

Operational Delivery and Organisational Excellence

The Faculty Development Manager is responsible for developing and delivering excellence and consistency across all administrative functions within the relevant Faculties. Activities include:

- Managing and enhancing Faculty administrative services and internal operations;
- Promoting and developing best practice in Faculty management and administration;
- Responsibility for preparing Faculty budgets and monitoring income/expenditure, working with the Head of Faculties to provide regular financial reports to Faculty executive groups and College boards;
- Work closely with the Head of Faculties and a diverse range of internal and external stakeholders to agree, implement and manage multi-year and multi-strand project plans for new and emerging Faculties of the College, supporting the identification of key work streams, outputs, measures of success and timescales for delivery;

- Managing relationships with other College departments that provide central support functions and influencing practice, where appropriate, to ensure that Faculty aims are supported;
- Representing the Faculties and communicating their requirements, as necessary, on other College working groups or committees;
- Ensuring the effective forward-planning, organisation and delivery of Faculty committee and steering group meetings, conferences and events;
- Identifying potential business process improvements and/or efficiencies and making the case for positive change; and
- Being prepared to deliver 'a positive no' to proposals that are not aligned to College or Faculty strategic objectives.

Strategy and Policy Development and Implementation

The Faculty Development Manager attends a number of decision-making committees across the relevant Faculties and actively supports the formulation and implementation of Faculty strategies and policy initiatives, advising and liaising with the Head of Faculties.

Activities include:

- Being responsible for the flow of business and required decisions between the Faculties and other areas of the College governance structure, including preparing regular activity reports to College oversight boards;
- Monitoring actions arising from Faculty decision-making committees and groups and ensuring implementation and delivery;
- Sourcing management information, as required and where available, from other areas of the College to support Faculty decision-making;
- Managing and co-ordinating the development and implementation of various Faculty strategies, work streams and projects; and
- Providing or co-ordinating support for the various policy development objectives of the Faculties.

The Faculty Development Manager will be expected to undertake any other reasonable duties, as required by the College.

5. PERSON SPECIFICATION

The stage at which criteria are assessed are marked at the end of each criterion below with either an A (Application) and/or I (Interview)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to Degree level (or significant equivalent experience of at least four years duration) 	<ul style="list-style-type: none"> • A recognised Project or Programme Management qualifications (or demonstrable experience in successful project management and delivery)

		<p>Or</p> <ul style="list-style-type: none"> • Relevant professional level qualification (or demonstrable experience) in management, administration, finance or HR
<p>Knowledge, Skills and Experience</p>	<ul style="list-style-type: none"> • Significant and demonstrable experience of managing and developing staff teams to achieve successful outcomes. • Evidence of sustained success in delivering projects and / or varied work streams across a diverse activity portfolio. • Excellent time and task management skills with the ability to prioritise and deliver multiple competing objectives. • The ability to work in constructive and effective partnership with internal and external stakeholders across organisational boundaries. • Experience in setting and managing financial budgets. • Experience of providing effective, high-level support to committees and work working groups. • Highly developed problem-solving skills and the ability to identify propose and implement solutions. • Excellent written and verbal communications skills. • Well-developed IT skills (as a minimum, incorporating the standard Microsoft Office suite) • The ability to employ innovative, critical and strategic thinking in support of agreed aims and objectives. 	

People and Interpersonal Skills	<ul style="list-style-type: none"> • Methodical and conscientious approach to work • The ability to network, negotiate and influence at all levels. • Resilience and the ability to adapt in response to a fast-moving work environment and changing priorities • The ability to operate with discretion, maintain confidentiality, offer effective advice and exercise good judgement. 	
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6. COLLEGE VALUES

Our values underpin who we are, how we behave, and the ways in which we work together across every aspect of the life of the College. They determine how we will deliver our ambitious Vision, Mission and Strategy. Our values are the principles that guide all our actions and decisions which, in turn, will shape the culture of our organisation. They apply to everyone who is part of the life of the College, including our staff.

The postholder will need to demonstrate these values.

Inclusivity	<ul style="list-style-type: none"> • We all feel welcomed and valued as part of our family. • We are each treated in the same positive way.
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Integrity	<ul style="list-style-type: none"> • We behave ethically and professionally, with the best interests of the College and our profession at heart. • We are open and honest in everything we do.
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Innovation	<ul style="list-style-type: none"> • We seek to develop new ideas and new ways of doing things which make it better for the College, our colleagues, and our members. • We embrace innovation and enthusiastically support change.
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Respect	<ul style="list-style-type: none"> • We are afforded equal dignity, empathy and respect. • We are supported by a positive culture that motivates and nurtures us throughout our career.
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Professionalism	<ul style="list-style-type: none"> • We are committed to working together to deliver the best for the wider College community.
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	<ul style="list-style-type: none">• We are encouraged to grow our knowledge and skills and are given tools to help us.
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7. 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 Faculty Development Manager 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 Faculty Development Manager is accountable to the Head of Faculties.

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 in the range of £34,000 - £36,720 per annum, depending on experience.

(April 2023)