Linacre fellow – role description and person specification

Reports to: The RCP registrar

Sessions
Candidates should have capacity to give the equivalent of a full day per week to the role delivered flexibly through SPAs/external duties and discretionary time. The employing hospital will be offered a fixed part recompense in the form of a direct payment (clinical release supplement).

The purpose of the role
The RCP is continually looking to further improve how we support and engage with our members. 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. The Linacre fellow sits within the office of the registrar and is a key member of the officer and staff team forming Membership Services and Global Engagement.

Other officers in the team include, deputy registrar, SAS lead, vice president for Wales, vice president for Global and president of the Faculty of Physician Associates.

Your work will focus on the development and leadership of the RCP network of college tutors (CTs) and associate college tutors (ACTs). As Linacre fellow, you will be responsible for driving engagement with college tutors and linking their work to that of other regional roles, most notably regional advisers, RCP Trainees Committee and RCP New Consultants Committee and regional SAS representatives. You will also shape the way the RCP’s college and associate college tutors work, how they contribute to the wider workforce and how they can make a positive impact within their trusts in providing support and development to their physician trainees and doctors who are locally employed within physician specialties. You will be interested in the strategic development of these roles and networks, understand the RCP strategy, and be able to think strategically in terms of our work and engagement with these stakeholders.

Cross college working will mean that you work alongside other teams within the RCP, including the Care Quality Improvement Department, Policy and Education.

In order to guide the RCP in the strategic development and delivery of a well-rounded RCP college tutor system, you will use your experience and connections within the physician community, feedback from the college tutors and support from the regional advisers and others in the regional teams to identify clear ways to support and direct college tutors. You will explore and identify new opportunities that RCP should act upon in order to better meet those needs. The Linacre fellow will also act as the voice of the RCP and associate college tutors, often undertaking the role of advocate and champion for their work within the wider medical workforce.

Specifically, you will:

> develop the next stage of the direction and strategy of the RCP’s college and associate tutors (CTs and ACTs), working closely with the registrar, deputy registrars, head of regions UK and the deputy director of MSGE.
> support the implementation of this strategy, supporting RCP tutors and staff across the UK, and aligning priorities.
> be a central point of contact for college and associate tutors nationally, responding to any specific enquiries, supported by MSGE staff.
lead all college and associate tutors, driving their engagement and motivating them in their roles
> stay up to date with current practice, education and training, and the needs of trainees
> chair any CT associated meetings, including the annual conference for CTs and ACTs, for which the Linacre fellow will set the agenda
> develop a strong working relationship with RCP regions, working with regional advisers and regional staff to establish strong regional links with CTs and ACTs, as well as RSAs and other regional representatives
> develop a strong understanding of CTs and ACTs and their role currently, not just within the RCP but across the medical profession
> produce regular copy in collaboration with the membership engagement team, including bulletins, articles and newsletters
> represent the interests of college tutors within the RCP
> liaise, advise and work in partnership with the registrar and president of the RCP, other officers and staff across the organisation in achievement of the RCP strategic goals
> be able to manage competing priorities and respond positively to changing demands. The role will offer significant opportunity for personal and professional development
> Support the work of the Advisory Appointments Committee (AAC) team as a point of escalation for RA queries in job plan approval and challenges around supporting shortlisting and appointment panels
> Represent the RCP at Federation/JRCPTB meetings such as the MaP Board, quality criteria as well as at the physician specialty recruitment office advisory group (PSRO-AG), feeding back to the RCP registrar directly.

How we’ll measure your success
> A visible and active network of college tutors and associate college tutors in each region across England, Wales and Northern Ireland.
> High attendance of CTs and ACTs at RCP regional and national meetings.
> Support given to CTs and ACTs to enable them carry out their roles effectively.
> An embedded structure of CTs and ACTs in regional offices/networks.
> Regular, clear communications to CTs and ACTs.
> Good relationships developed and maintained with key stakeholders in training (including JRCPTB, HEE, deans, head of schools and others.)

Your experience

Essential
> Be within clinical practice at the time of appointment, including the supervision of doctors in training.
> Demonstrable ability to provide leadership and create consensus.
> A consultant physician and subscribing fellow of the RCP, in good standing with employer, GMC and RCP.
> A commitment to the mission, vision and values of the RCP.
> Willingness to work collaboratively across specialties and institutions.
> Ability to delegate effectively, ensuring appropriate skills and experience are deployed from a team to deliver strategic and operational objectives, including the annual college tutors’ conference.
> Willingness to build networks and relationships.
Ability to chair meetings and oversee the supporting administration
> Willingness to work in a multidisciplinary environment with clinical and non-clinical colleagues.

Desirable
> Experience as a college tutor or associate college tutor.
> Experience as an RCP representative of an Advisory Appointment Committee.
> Experience on an RCP committee or other RCP role.

Board and committee membership
> Council (observer)
> Membership Support and Global Engagement Board
> Regional advisers
> Education Board
> College Officers Forum

Tenure of post
Up to 4 years (3-year initial term that can be extended by an additional year by mutual agreement of the postholder and the RCP).

Appraised by
Annual review will be with the registrar, and a review of the job description will also take place on an annual basis.

Financial aspects
Candidates for RCP office should be aware that it is their duty to obtain advance agreement from their employing authority that they will be given adequate time to perform RCP duties, in the context of activities recognised by the Department of Health as being in the wider interests of the NHS. If necessary, the RCP can support negotiation with their employer to pay some compensation for time in line with our clinical release supplement policy. This can be discussed with the RCP registrar prior to, or after, application.

RCP officers can also claim reimbursement of all eligible expenses incurred in carrying out their roles in line with the RCPs travel policy.

MSGE Department
The RCP has five departments. The Linacre fellow will be based within the Membership Support and Global Engagement Department, which includes the following teams: Membership Engagement; Membership Administration; UK Regional Offices; Faculty of Physician Associates; Global Office; Professional Governance; Committees and Consultations; Invited Service Reviews; Medical Workforce Unit; Advisory Appointment Committees. The department is headed by an executive director and overseen by the registrar. Find out more about the RCP.

How to apply
Please send a comprehensive CV outlining relevant experience for this role and a supporting statement (maximum two sides of A4) giving evidence of your ability to meet the role requirements.

Applications should be submitted by email to the registrar at registrar@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 Royal College of Physicians welcomes and actively seeks to recruit people to its activities regardless of race, religion, ethnic origin, disability, age, gender and sexual orientation. The RCP aims to reflect the diversity of its members in all its committee, senior roles and staff in general.*

**Approved: July 2022**