Director of the Medical Workforce Unit (MWU)

Reports to and appraised by – Registrar

The Role

To lead the RCP strategy on workforce matters. This is a key leadership role within the RCP and an opportunity to influence at national level. Data collected by the MWU reflects the experiences of physicians from the start of training to retirement. You will work with the president, registrar, other officers and staff and relevant RCP groups (eg trainees and new consultants committees) to make sure that workforce projects are aligned to RCP strategy and membership needs.

The MWU workforce director

- leads on the design and development of the RCP census and surveys,
- provides insight into this data to key stakeholders such as specialist societies, regional networks, Health Education England (HEE), Health Education and Improvement Wales (HEIW), NHS England and the GMC to help shape workforce planning nationally
- builds links with stakeholders and identifies opportunities to collaborate, as well as develop insights that help the RCP with its own decision making.

The MWU director has responsibility for

- Helping the RCP provide a professional focus on workforce matters for physicians and physician associates in the UK.
- Working with the head of MWU to initiate and develop workforce projects.
- Helping increase membership participation in RCP workforce surveys.
- Promoting positive, cross organisational collaboration for the delivery of the census, particularly with the Royal College of Physicians Edinburgh and Royal College of Physicians and Surgeons Glasgow.
- Liaising with specialties about current workforce issues, facilitating a forum for discussion for the specialty workforce representatives. For example, we have previously held annual workforce and specialty meetings.
- Building and maintaining strong networks in the regions, specialist societies and allied health workforce organisations.
- Represent the work of MWU at RCP boards and RCP Council meetings (as appropriate).
- Answering questions raised by individual fellows or members or specialist societies on workforce issues
- Taking part in RCP or external working groups representing RCP on workforce matters
- Responding to questions from the media arising from the census and other workforce surveys
- Providing strategic leadership for the Advisory Appointment Committees work of the RCP

The Medical Workforce Unit

This post is supported by the Medical Workforce Unit (MWU), consisting of three members of staff and a deputy director. The MWU conducts the annual censuses of consultant physicians, higher specialty trainees, SAS doctors, CCT holders in the year they qualified and Physician Associates in the UK, which provides essential information for workforce planning and our influencing work. We have used it to lobby the government and the NHS for changes such as additional consultant posts and medical student places. Census Information is

Approved: September 2021

Next review: To be considered as part of annual appraisal
used widely across the RCP, including for nomination of College representatives to attend advisory appointment committees (AACs) for new consultant appointments, procedures for nomination to the College Fellowship and providing workforce data for specialties.

Additionally, the MWU undertakes a series of short surveys of representative portions of RCP membership during the year, providing quick, accurate and relevant data on the present issues affecting doctors.

**How we’ll measure your success**

Success in the role will be established through the quality of relationships that the post-holder nurtures with key stakeholders and within the organisation.

This will be assessed on

- Your leadership to the Medical Workforce Unit in delivering its projects
- Increased membership participation in the census and associated workforce surveys
- Ongoing review of the intelligence data produced by the Medical Workforce Unit
- Influencing governmental bodies
- Feedback from specialties and allied organisations
- Delivery of your own objectives (agreed with the registrar) as part of the annual appraisal process
- Your contribution to and support for our values

**Person Specification**

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<thead>
<tr>
<th>Generic Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Be within clinical practice at the time of appointment.</td>
<td>X</td>
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<td>A consultant physician and fellow of the RCP, in good standing with employer, GMC and RCP.</td>
<td>X</td>
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<td>A demonstrable ability to provide leadership and create consensus: experience in a senior leadership role</td>
<td>X</td>
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<td>Ability to work collaboratively across specialties and institutions.</td>
<td>X</td>
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<td>Experience of building networks and relationships</td>
<td>X</td>
<td></td>
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<tr>
<td>Experience of project delivery</td>
<td>X</td>
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<td>IT literacy and competency with Microsoft packages</td>
<td>X</td>
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**Role specific/technical experience**

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<tr>
<td>Designing surveys and analysing data to provide insight</td>
<td>X</td>
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<tr>
<td>Experience of summarising findings from surveys</td>
<td>X</td>
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<tr>
<td>Statistical skills</td>
<td>X</td>
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<td>Knowledge of, and experience with, workforce issues in the UK</td>
<td>X</td>
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**Board and committee membership**

- Council (observer non-voting)
- Medical Specialties Board
- Membership Support and Global Engagement Board
- Internal Medicine Advisory Group
- College Officers’ Forum
- Regional Advisers – on invitation

**Direct reports**

- Deputy Director, Medical Workforce Unit

**Tenure** up to a maximum of four years.

**Time allocation** 1 PA a week with additional correspondence being carried out electronically. Job share applications are welcomed. The RCP is working towards greater equality, diversity and inclusion and is very open to discussion about flexible working arrangements.

**Financial aspects**

The post is not remunerated directly by the RCP, but rather through the RCP Clinician Release Supplement which for this role is £12,000 per annum and usually only payable to your employer. The relevant policy is included as a download and applicants must have the full support of their employer to be considered. Please let us know if you are encounter issues in this area. Reasonable and appropriate expenses will be reimbursed in accordance with RCP policy.

**MSGE Department**

The RCP is currently comprised of five departments. The role sits within the Membership Support and Global Engagement department, which includes the following units: 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 led by the registrar and headed by an executive director.

*Approved: September 2021*

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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 age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. The RCP aims to reflect the diversity of its members in all its committee, senior roles and staff in general.

Reviewed: September 2021

Next review: To be reviewed annually as part of annual appraisal.

Application and deadline

Application is via a short CV and cover letter addressed to the Registrar Dr Cathryn Edwards. The cover letter should clearly set out how you fulfil the person specification. Please return applications to nina.newbery@rcp.ac.uk by 5pm on Monday 25 October.

The date for interviews is Friday 12 November 2021 and will be conducted virtually.

If you would like to discuss the role prior to applying please contact the registrar Cathryn Edwards or Matt Foster, executive director of Membership Support and Global Engagement, or Nina Newbery, Head of the Medical Workforce Unit. Appointments can be made through victoria.wilson@rcp.ac.uk.