Guidance Notes for Job Applicants

Introduction
These notes are intended to help you to participate in our selection process as effectively as possible. **Please read these notes carefully before completing your online application form**.

If you have any difficulty in completing your online form or require any adjustments to support an individual need or a disability, please contact us on Jobs@sor.org

The application form plays an important part in the selection process, both as a tool for shortlisting candidates for interview, and in the interview. The application process is designed to give all candidates the opportunity to demonstrate the extent to which they can meet the requirements of the role.

To ensure fairness to all applicants, any decision to shortlist for interview will be based solely upon the information you supply on your application form. Even if you are already known to SOR / COR as a previous or current employee or a member, it is important you complete the online form in full.

Closing date for submission of online applications is **Tuesday 12 November 2024 Noon**. No applications will be accepted after this deadline, even if you have partially completed it.

SOR / COR reserve the right to close the vacancy earlier should there be a large response. Interested candidates are therefore encouraged to submit their application at the earliest opportunity.

Interviews will take place virtually on **22 November 2024**.

Examine the Job/Role Description and Person Specification
All SOR / COR vacancies will include a full job/role description with a person specification. The purpose and main duties and responsibilities of the post are set out in this document along with the knowledge, skills and experience we are looking for in the successful candidate. It is important to read all the information in these documents before completing your application.

You can find the Job Description / Person Specification for this role below (click here).

Analyse your experience

Look at the activities involved in the role. Think about what specific evidence you can provide to demonstrate you have the necessary knowledge, skills and experience. Explaining your current (and previous) jobs to someone else may help you uncover 'hidden' skills that you take for granted. You may also want to include voluntary/unpaid work experience, or experience gained via a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the vacancy.

Preparation to complete your online application form

SOR / COR uses an online application process via Hireful, our Applicant Tracking System.   When you click "Apply" you will be directed to our Jobs pages and the online application form.

The display of the online application form can be adjusted to support additional needs you may have by clicking on the accessibility button. Different profiles and adjustments are available to improve accessibility.

Once you have *submitted* your application it cannot be updated, it is therefore recommended that you prepare your answers to both the pre application questions in advance and that you have all your career & education history and a supporting statement to explain now you meet the requirements of the person specification before you start.

You can however come back to a partially completed application *before submission*, using the link that will be emailed to you so long as the job remains open to applications.

You will not be able to attach to your application form your CV, testimonials or copies of educational certificates, unless specifically requested to do so. You are encouraged to target your application and specifically answer the shortlisting questions rather than cutting and pasting sections from your CV or a covering letter.

We recognise that the application process is a little more involved and takes a bit more time than some processes that require candidates to click a link and upload their CV. However, our application process is outcomes based and allows all applications to be measured against the same criteria.

It is important to remember that those involved in the selection process cannot guess or make assumptions about you, and even if you are known to the SOR, the panel will not know this since all applications are anonymised by our Applicant Tracking software. Make sure you tell us everything relevant to your application and that you complete all the sections on the form. Please read the instructions on the application form, which are designed to assist you in providing us with the information we need.

Please also do not exceed the prescribe word count.

To help you prepare for your application, you will need information in the areas detailed below.

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Section 1: The pre-application form

The section headed 'Pre-Application" is a very important part of the online form. In this section you will be asked to respond to some, or all of the essential criteria as set out in the person specification for the role, by answering some very specific questions.

Please ensure you answer the questions in full. Once you proceed beyond these questions, you will not be able to go back and change it, so you may find helpful to prepare the answers to your questions in advance.

These questions provide us with evidence to demonstrate that you possess the knowledge, skills and experience required. It is not sufficient to merely state in your application that you have the knowledge, skills or experience required without providing specific examples of what you have done and how you believe this demonstrates you meet each requirement.

SOR049 – Head of Education and Research

Pre-application questions for candidates to complete on online application form.
1. Are you a registered radiographer with the HCPC, or on a PSA accredited voluntary register (sonographers, nuclear medicine technologist)?   This is a mandatory requirement, and you will not be able to proceed with your application unless you can meet this criterion.
2. Do you have a completed full Masters' Degree level qualification? This is a mandatory requirement, and you will not be able to proceed with your application unless you can meet this criterion.
3. With dates, describe your work experience in an education setting, detailing your leadership experience, your experience of the delivery of radiography / sonography education programmes within Higher Education Institution(s) (Max 250 words)
4. Please detail your research portfolio

Section 2: The main application form

In this section, you will need the following information to hand:
- Your personal and contact details.
- Your full employment history, with dates of employment and a summary of your roles and responsibilities, reasons for leaving and salary. You should start with your present and most recent employer.
- You will also detail your education and training.
- Your skills, experience and additional information in your supporting statement. This section enables you to detail evidence to support other aspects of the essential and desirable criteria listed on the job description / person

specification that you may not have included in the pre-application questions. Please keep the word count to 400 words.

Once you are happy with your application, please submit it, and you will receive an acknowledgement of receipt to your email.

We hope you find the contents of this document helpful and good luck with your application.

If you have any questions in relation to your application, please contact a member of the Human Resources team by emailing Jobs@sor.org.

We look forward to receiving your application, the link to apply can be found on our website here: https://www.sor.org/jobs

Job Description & Person Specification

Job Title:	**Head of Education and Research**
Hours of Work:	1.0 whole time equivalent (35 Hours per week with options for flexible working)
Contract:	Permanent
Reports to:	Executive Director of Professional Policy (EDPP)
Accountable to:	Executive Director
Place of Work:	Hybrid model (London HQ min 40% of working time) or Remote The role will require travel across the UK and occasionally this maybe overseas.
Grade:	Grade E - £72,218 - £76,617 per annum plus London weighting - £6559 (HQ / Hybrid) or Home Workers Allowance £1126 (Homeworking) Plus £312 (Homeworking / Hybrid)
Information about the Society and College	The Society and College of Radiographers are two separate companies operating together to provide service and support for those involved in radiography. As a Group they enable the Society to fulfil its role as the professional body and trade union for those practicing in clinical imaging and radiotherapy while the science of radiography is advanced for the public benefit.

	The Society (SoR) is a Special Register trade union affiliated to the TUC with approximately 30,000 members. The College (CoR) is an independent charitable company registered in England and Scotland. The issued share capital of the College is owned by the Society. Although legally distinct companies, the Society and College operate in a seamless way and have common objectives concerned with the promotion and development of clinical imaging and radiotherapy, the promotion of study and research into radiography and the promotion of public awareness of the profession. All of these objectives are seen to be directly for the public benefit. As the trade union, the Society has the additional objective concerned with protecting the honour and interests of radiographers and others involved in the practice of radiography.
Job Purpose	This position provides operational leadership and support to the Executive Director of Professional Policy and to the Professional and Educational (P&E) team in aspects of the SoR and CoR Professional and Educational work. The post holder will be a key member of the Senior Leadership Team, working particularly closely with the Executive Director of Professional Policy, as well as the Chief Executive Officer, other Executive Directors, and other Heads of Department. Together with other senior posts, the post holder is concerned with supporting delivery of the strategic objectives of the Society and College of Radiographers, efficient collaboration and team working within the SoR and the CoR.
Dimensions	- To deputise for the EDPP, in relation to the work of the Professional and Educational team; and to support the delivery of the Education and Research priorities for the organisation. - In particular, to lead on these specific areas of work and or projects within the scope of educational and research activity, - To oversee delivery of the educational priorities of the College of Radiographers with direct line management of Professional Officers Education and Accreditation and administrative staff within the team, and to support the development of the CoR education strategy. - To lead the delivery and management of the research priorities for the College of Radiographers including processes to support the delivery of research grants. - Provide effective line management and support to direct reports, including their development, wellbeing, absence and performance management
Key Objectives	The role has responsibility for the following major areas: **Education, Research and Professional Practice,** To develop in depth cross organisational understanding of research, education and professional practice with a key focus on

education and research.

- To lead and enable delivery of the education and research priorities, for the organisation ensuring robust internal infrastructure to support delivery of the educational and research priorities; this will include leading the review of the CoR Research Strategy.

- Plan, lead and deliver the review of the CoR research strategy; and other guidance, such as the Education strategy as required
- To contribute to and as appropriate lead organisational responses to public consultations
- Managing practice, education and research support, to SoR members supported by Professional Officers
- Provision of policy advice to P&E team and wider organisation.
- Support the policy direction and work of the union staff team within the SoR, providing professional, educational and research advice in relation to union activity.
- On occasion, on behalf of the EDPP, engage directly with UK Council and the College Board of Trustees, including offering advice and direction on policy areas and relaying directions back to Officers as and where appropriate.

Member and Stakeholder relationships

- Represent the organisation, providing policy advice to national stakeholders across the 4 nations, and to contribute and influence policy development external to the organisation working closely with the P&E Professional Officers particularly in relation to research and education.
- Foster and grow effective relationships with relevant external stakeholders such that the SoR and CoR is seen as the most appropriate and expert body on all matters related to radiography including sonography
- Understand the many and different contributions that members make to their profession, and to harness that for the benefit of the whole profession.
- Employ effective communication, negotiation and influencing skills, often in sensitive situations, with stakeholders and members at all levels, who may have differing views of organisational policy
- Communicate organisational policy clearly and concisely at all times and especially when this maybe contentious and difficult.

Financial
- Assist the EDPP in managing the overall budget effectively across P&E activities. Oversee the allocation of Research grants, ensuring accountability and budgetary control.

- Act in a way that is compliant with financial controls within the organisation.

- Support effective matching of available budget to individual projects and programmes and monitoring as required.

Data and Systems

- Maximise the use of IT to deliver work effectively, and to support the management of the SoR Advisory groups and the CoR Approvals and Accreditation Board.
- Ensure that organisational policy relating to IT and Data Protection is understood and adhered to.

- Contribute to the development of internal systems as required, related to education, research and practice to support improvements to services offered.

- Use data to help inform and support education, research and practice professional developments.

Organisation and service improvement
- Helping develop and supporting the delivery of organisation-wide strategy, leading operational activities particularly those focused on education and research, and activities directed towards professional development and membership growth and retention.
- Identify and evaluate priorities to improve service delivery, engaging officers and presenting plans internally.
- Taking a lead in specific approved change projects

People
- Provide a positive, progressive focussed approach to all aspects of P&E work empowering the team to support delivery of strategic objectives

- Leadership of the Professional Officers for Education and Accreditation– including line management, supporting wellbeing, training and performance development in line with the organisational values and strategy and operational plan.

- Manage, motivate and develop the P&E team administrators, training and performance development, supporting wellbeing, with regular one to ones to ensure effective systems and support are in place for the Professional and Educational Officers, and to support the organisational objectives.

- Support and promote equality, diversity, inclusion and belonging in the delivery of the SoR and CoR strategy as it applies across the professional and educational work .

COMMUNICATIONS AND WORKING RELATIONSHIPS	

Internal

- Executive Director of Professional Practice
- Chief Executive Officer
- All other Executive Directors and Senior Management Team
- Professional Officer team and administrator team
- ER & HR Business Partner
- Staff & departments within the Society and College
- Executive Secretary
- Board of UK Council
- College Board of Trustees
- College of Radiographers Approvals and Accreditation Board (AAB) and to be an ex-officio member of the Board
- Professional Advisory Groups and to be an ex officio member of the Research Advisory Group
- Insight Editorial Board and to be an ex officio Board member

External

- Members of the Society of Radiographers
- Education providers
- Professional bodies and health-related organisations
- Government bodies across the UK
- External suppliers and sponsors
- Charities
- Publishers

PERSON SPECIFICATION

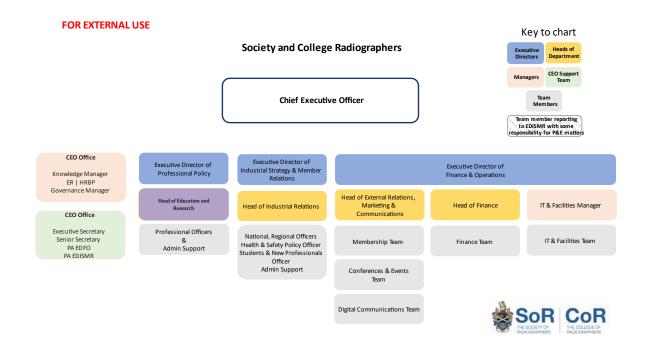|	KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED			
	Criteria (E= Essential D=Desirable)	E	D	Evidenced by (Application form, test, interview)
	Previous Experience including qualifications and knowledge			
	Registered as a radiographer with the HCPC, or on a PSA accredited voluntary register (sonographers, nuclear medicine technologist) in the UK.	✓		Application form
	Previous experience in a leadership capacity in health, education or research setting or demonstrable evidence of an aptitude for leadership and transferrable skills	✓		Application form / Interview
	A post graduate master's degree level qualification relevant to professional practice / education / including research or strong evidence of equivalent relevant experience	✓		Application form / Interview
	Demonstrable experience and knowledge of the education sector	✓		Application form/interview
	A research portfolio, including authorship and experience as a reviewer for a peer reviewed journal	✓		Application form
	Experience and knowledge of health professions and the healthcare delivery in the UK	✓		Application form/interview
	Evidence of Continuing Professional Development (CPD)	✓		Application form/interview
	Demonstrable experience of promoting Diversity, Equity Inclusion and Belonging (DEIB) in workplaces and a comprehensive understanding of the importance and challenges arising from a commitment to being a leader of positive change in EDIB, particularly from the context of a membership organisation, professional, research and education perspectives.	✓		Application form/ interview
	Abilities, Skills, Competencies and Behaviours			
	Ability to think strategically, to translate strategy into action, and to turn ideas, concepts and evidence from a broad range of sources into clear, concise, written policy statements, reports, and presentations and implementation plans for the Professional and Education Team	✓		Application form, interview
	Demonstrate a strong personal and professional commitment to the Society's purpose and values.	✓		Interview
	Strong leadership qualities with demonstrable evidence of leading high performing and motivated teams.	✓		Application form/interview
	Demonstrable ability to interact and influence at a senior level including being able to speak in public and to carry a debate with a wide range of professionals, groups and organisations	✓		Application form
	Excellent listening and influencing skills,	✓		Interview
	Demonstrate excellent leadership, management and collaborative team working skills, and able to establish and maintain good working relationships	✓		Application form, interview

	internally and externally.			
	Ability to lead and manage staff and teams firmly and effectively, including through organisational change and to develop and champion the benefits of accountability	✓		Application form, interview
	Excellent understanding of current political events related to healthcare **and** education, and how these might impact upon the profession of radiography and the radiography workforce		✓	Application form, interview
	Excellent organisational skills, able to prioritise effectively and manage multiple demands and meet deadlines	✓		Application form, interview
	Knowledge of and experience in leading and managing staff and budgets	✓		Application form
	Able to work on own initiative and make decisions	✓		Application form
	Understanding of the value of effective knowledge management and its importance in supporting excellent policy and strategy development, being comfortable with using and utilising data to help inform activity and strategy.	✓		Application form
	Experience of drafting proposals, reports, business cases and correspondence, ensuring attention to detail	✓		Application / Interview
	Experience with effective remote working		✓	Interview
	Excellent ability to use Information technology effectively	✓		Application
	Excellent planning skills, ability to anticipate demand and manage resources across complex teams	✓		Application / Interview
	A calm, assertive, persuasive and professional approach that reflects SoR values at all times	✓		Interview
	Able to maintain confidentiality and handle extremely sensitive information with diplomacy and tact	✓		Interview
	Excellent communication skills: clear, effective and confident in spoken communication	✓		Application form, interview
	High standard of written English, able to write clearly, logically, concisely and appropriately for the particular audience	✓		Application form, test
	Understanding of data protection principles	✓		Interview
	Good standard of numeracy, relevant to the role	✓		Application form, Interview
	Experience of leading and undertaking surveys	✓		Application form, interview
	Demonstrable commitment to Equality, Diversity, Inclusion, and Belonging in the workplace	✓		Interview

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Society and College Radiographers

Key to chart

Executive Directors	Heads of Department
Managers	CEO Support Team
	Team Members

Team member reporting to EDISMR with some responsibility for P&E matters

Chief Executive Officer

CEO Office

Knowledge Manager
ER | HRBP
Governance Manager

CEO Office

Executive Secretary
Senior Secretary
PA EDFO
PA EDISMR

Executive Director of Professional Policy

Head of Education and Research

Professional Officers
&
Admin Support

Executive Director of Industrial Strategy & Member Relations

Head of Industrial Relations

National, Regional Officers
Health & Safety Policy Officer
Students & New Professionals Officer
Admin Support

Executive Director of Finance & Operations

Head of External Relations, Marketing & Communications

Head of Finance

IT & Facilities Manager

Membership Team

Finance Team

IT & Facilities Team

Conferences & Events Team

Digital Communications Team

Use of AI in the application process

Your application is assessed by a panel of people at the SOR who are trained in inclusive recruitment and selection using clearly defined set of criteria. We do not use Artificial Intelligence (AI) or computers to shortlist candidates.

We appreciate however that the advent of AI provides opportunities for candidates to use it as part of their job application.

If you choose to use AI or other tools to assist in writing your application, it's essential to personalise this information and ensure you provide evidence to support your comments / claims and explain how your experience meets the requirement of the role.

While AI can help streamline the writing process, our experience shows us that these tools cannot fully grasp the context or requirements of the job, nor can they accurately reflect your skills, knowledge, and experience.

We are vigilant to AI generated applications and see an increasing number of candidates relying on AI for the entirety of an application. This can result in an application that can lack relevance and fails to address the key criteria outlined in the job description and person specification. It may come across as generic, lacking in substance, and fails to distinguish candidates from other applicants.

Our inclusive recruitment process is aimed at uncovering the evidence to demonstrate that candidates have the actual skills and experience to do the role and without demonstrable evidence or examples an application is unlikely to get shortlisted.

What happens next - The Recruitment Process
Shortlisting

Shortlisting will take place as soon as possible after the closing date. All applications are automatically anonymised by our Applicant Tracking System and your application will be given a unique number. Diversity data remain anonymous throughout the process and cannot be accessed by HR or the selection panel. We report on Diversity data on an annual aggregated basis to help us ensure our processes are inclusive and free from bias.

When shortlisting, we assess the extent to which your application meets the essential criteria that we set out the Pre-Application questions on the application form. Shortlisting managers will then go through your application in detail looking for specific evidence that you possess the knowledge, skills and experience required for the role. Unless you have provided specific evidence, supported by relevant examples, you are unlikely to be shortlisted.

You will be notified of the outcome of the shortlisting process via email.

Interviews

We try, wherever possible to indicate in the advert and job/role description the date when interviews will be held so applicants can plan. If you are shortlisted, we will normally contact you by telephone and email to invite you to interview. We will give full details of what the

selection process will involve.

If you have a disability and need any adjustments to be made for you to participate in the selection process, please contact us immediately on receipt of your interview invitation to discuss this so we can accommodate your needs.

In some instances, it may be necessary to hold the selection process in two or more stages and applicants may be called back for a second assessment. You will be given full details about the arrangements if this applies to the selection process for the vacancy for which you are applying.

Offers
All offers to work at SOR / COR are made subject to receipt of references, proof of educational qualifications and eligibility to work in the UK.

Details of our pre-employment checks and what they mean for you are outlined below.

Satisfactory references covering the last 2 years of employment
Depending on the role that you are applying for, you will be asked to provide contactable referees for the last two years of your employment and/or education. Please be aware that we are flexible in this requirement and gaps in your employment or education will not be held against you. The references we receive must be satisfactory.

Proof that you are legally entitled to work in the UK
The Immigration, Asylum and Nationality Act 2006, requires all employers to check all employees have a legal right to work in the UK. All successful applicants will, therefore, be asked to provide documentary evidence to support their entitlement to work in the UK prior to commencing their new role.

Health Clearance
Along with your offer letter we will ask you to complete a health questionnaire with our occupational health partners. Completing our health questionnaire helps us to be aware of any adjustments that you may need to reach your full potential in your role. Please be assured that any information disclosed on this questionnaire will be held in the strictest confidence and will not be shared or acted upon without your consent.

Privacy Statement
Information provided by you as part of your application will be used for the purposes of carrying out SOR / COR recruitment and selection process. Information provided by you in the Diversity monitoring sections is anonymised so no individual is identifiable and will be used to monitor SOR / COR diversity policies and practices.

Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment and selection process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months.

If you are the successful candidate, your application will be retained and will form part of your personal staff record. This data will be retained in line with our staff data retention policy.

For more information, please see SOR / COR [privacy notice](#).
For more information about the SOR / COR visit our website: https://www.sor.org/