



Job Description and Person Specification

<u>Job Title:</u>	Head of Education and Research
<u>Hours of Work:</u>	1.0 whole time equivalent (35 Hours per week with options for flexible working)
<u>Contract:</u>	Permanent
<u>Reports to:</u>	Executive Director of Professional Policy
<u>Accountable to:</u>	Executive Director
<u>Place of Work:</u>	Hybrid model (London HQ min 40% of working time) or Remote. The role will require travel across the UK and occasionally this may be overseas.
<u>Grade:</u>	Grade E - £72,218 - £76,617 per annum plus London weighting - £6559 (HQ / Hybrid) or Home Workers Allowance £1126 (Homeworking) Plus £312 (Homeworking / Hybrid)
<u>Information about the Society and College</u>	<p>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.</p> <p>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.</p> <p>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</p>

	<p>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.</p>
<p><u>Job Purpose</u></p>	<p>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.</p>
<p><u>Dimensions</u></p>	<ul style="list-style-type: none"> • 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, <ul style="list-style-type: none"> ○ 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
<p><u>Key Objectives</u></p>	<p>The role has responsibility for the following major areas:</p> <p>Education, Research and Professional Practice,</p> <ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • 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 .
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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	✓		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 internally and externally.	✓		Application form, interview

	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

FOR EXTERNAL USE

Society and College Radiographers

Key to chart

