

March 2024

Dear Applicant,

Re: Global Health Project Officer with IT Project

Thank you for your interest in working for the Royal College of Pathologists.

Pathology is at the heart of modern healthcare. Pathologists work to prevent, diagnose, treat and monitor diseases and are involved in the diagnosis of disorders affecting every organ of the body, from before birth to after death. The majority of tests requested by doctors will be performed and interpreted by a clinical scientist or medically qualified pathologist.

This is a fantastic opportunity to join a royal medical college whose members are at the forefront of tackling the COVID-19 pandemic and furthering high standards of patient care and safety.

About you

This role will support two key College projects; the Global Health Workforce Project for 3 days a week and the Customer Relationship Management (CRM) replacement project for 2 days a week.

For the Global Health Workforce Project you will be responsible for the RCPath's overall project management and delivery obligations as lead partner. This will include providing key day-to-day administrative and project management support to ensure delivery of all project activities, milestones and reporting requirements, including communication about the progress of the project across a range of College media channels. You will act as the first point of contact for project partners and stakeholders in the UK and Africa and will be responsible for all the logistical planning and support for the project's key activities, including organisation and delivery of online lectures.

For 2 days a week you will support the implementation of the College's new CRM system. You will act in a supporting role to carry out CRM project administration and support the CRM Project Manager on operational tasks. You will need to have the ability to plan,



communicate and present information clearly and effectively to a wide range of stakeholders either virtually or in person. You will also need to be fully IT literate and confident in the use of Microsoft 365 applications.

To apply, please send a CV and completed supporting information form to recruitment@rcpath.org **by 9am Tuesday 16 April 2024.**

Please note - Recruitment for this role will be on a rolling basis. Please apply as soon as possible to ensure your application is considered. If you apply for the post, I would be grateful if you would complete an optional anonymous diversity monitoring questionnaire to enable the College to monitor the diversity of applicants: [RCPath Diversity Monitoring Questionnaire](#).

Interviews have initially been scheduled for Tuesday 2 April and Wednesday 3 April 2024.

If you would like to speak to someone about the role, please contact HR in the first instance on 020 7451 6700, or via recruitment@rcpath.org.

I look forward to receiving your application.

Yours sincerely,

Jo Brinklow

Director of Learning



Global Health Project Officer

Job description

Responsible to:	Jointly to International Projects Officer and Database Support Officer
Working hours:	Full time (35 hours per week), FTC ending 31 January 2025. (3 days for the Tropical Health and Education Trust (THET) project with 2 days supporting IT project – flexed across the days to suit project needs)
Location:	The Royal College of Pathologists, 6 Alie Street, London, E1 8QT or any of the place(s) of business of the College as determined from time to time
Grade:	3

International Team

The Global Health Project Officer will work with the International Projects Officer as part of the International team which sits within the Learning Directorate. The teams in the Learning Directorate are:

- Assessment
- Examinations
- International
- Training

The Project

The Royal College of Pathologists has received a grant from the Tropical Health and Education Trust (THET) to support chemical pathology training and development in Ghana, Kenya and Nigeria. In Ghana there is a declining number of chemical pathologists trained to Fellowship level and a dwindling number of trainees coming through the project. In Kenya, while the College of Pathologists of East, Central and Southern Africa



(COPECSA) has established a project to train specialist pathologists to Fellowship level, there is no training project in place for Chemical Pathology.

The aim is to implement strategies and projects that will tackle these gaps and to leverage strengths possessed across Ghana, Kenya and Nigeria by providing new training opportunities in underserved areas and developing the capacity of local faculty/trainers to continue to providing training, in-turn improving the performance of the health workforce.

Key activities will focus on organising scoping visits to Kenya and Ghana and supporting the production of reports, arranging monthly, quarterly and annual continuing professional development activities, piloting a virtual 12-week POCT course in Kenya, the mentoring of 2 chemical pathologists in Ghana by Nigerian chemical pathologists and a review and harmonisation of curricula.

Main Purpose

The Global Health Project Officer will be responsible for coordinating all activities of the UK component of the project and RCPATH's overall project management and delivery obligations as lead partner. This will include providing key day-to-day administrative and project management support to ensure delivery of all project activities, milestones and reporting requirements. In particular, the Global Health Project Officer will:

- act as the first point of contact for project partners and stakeholders in the UK and Africa;
- manage and ensure the efficient operation of the project, liaising and working in partnership with the project's Africa and UK based stakeholders and partners.
- be responsible for all the logistical planning and support for the project's activities.
- provide administrative and secretariat support to the Project Board (e.g. prepare and send agenda papers, arranging pre-meeting briefings, minute all Board meetings and distribute minutes, ensure that action points are carried out and provide regular reporting on the status of actions).

NOTE: The role of Global Health Project Officer is required for 3 days (21 hours) a week. For 2 days (14 hours) a week, a Project Officer is required to support the implementation of the College's new Customer Relationship Management (CRM) system. The College has



embarked on a multi-year programme to transform all College IT and digital systems. A dedicated Project Manager has overall responsibility for the CRM implementation. The Project Officer will act in a supporting role to carry out CRM project administration and support the Project Manager on operational tasks.

The time will be flexed across both projects in line with actual project demands and plans.

Key responsibilities (all required for THET project, those required as well for the IT project are marked *)

1. Project management, co-ordination and implementation

- To co-ordinate and manage the delivery of the project.
- To identify record and monitor project issues and risks.
- To implement agreed project actions, activities and tasks.
- To initiate and maintain project documentation processes, including project reporting, closure and evaluation activities.
- *To maintain records of all reports and papers produced by the project. Including but not limited to attending and minuting project meetings and updating RAID logs.
- *To provide effective logistical and administrative support to deliver the project objectives, activities and milestones in accordance with the project's timeline.
- *To maintain and develop information systems, e.g. the dedicated project SharePoint to deal efficiently with project monitoring, supplies, travel, paper flow and develop solutions to any administration issues. For the IT Project, to support the project's Teams channels.
- *To co-ordinate and plan project meetings, events, and any other activities related to the project

2. Financial planning, administration and management

- To undertake basic financial administration, including processing orders, invoices and expense claims, ensuring that appropriate records and evidence is maintained.



- To ensure compliance with procedures to budget check all project expenditure as part of the authorisation process.

3. Communications, stakeholder engagement and knowledge management

- To maintain professional working relationships and communications with project partners, laboratories, project participants and key stakeholders, via written and verbal communication.
- To present information and project updates at the bi-annual International Committee meetings, to project stakeholders and College staff as required.
- To co-ordinate and contribute to project communication and promotion of activities using multi-media across the College's communication channels, such as the College website, the membership magazine, the Bulletin and social media.
- To contribute to maintaining the project pages in the international regions area of the College website using Preside, the internal Content Management System (CMS), by compiling relevant information, including text, images and videos.
- * To support communications to stakeholders with documentation, maintaining electronic communications and sharing of information e.g. SharePoint sites or project reports.

4. General

- To maintain a good knowledge of international affairs, especially in Nigeria, Ghana and Kenya
- *To maintain confidentiality and act with discretion where appropriate.
- *To use own initiative to plan and organise own workload effectively to meet specified deadlines.
- *To undertake any other duties commensurate with the nature and grading of the post as and when required, and within reasonable limits.



5. Specific Duties

This role will require the postholder to:

- Work flexibly, which may include some unsocial hours (early mornings, evenings and Saturdays up to once per month), as required and reflected by the need to work internationally and across time zones or accommodate local practices.
- To occasionally be 'on-call' when College volunteers are being deployed in the field as part of the emergency contact process (expected to be during scoping visits only, maximum two weeks).



Person specification

Requirements	E	D
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Knowledge/ Qualifications/ Experience		
Educated to degree level or equivalent qualification through experience.	✓	
Advanced qualification in international development or equivalent qualification through experience.		✓
Experience of developing, managing or implementing international multi-stakeholder projects, collaborations and initiatives.		✓
Experience of preparing reports and ensuring compliance with international funding/donor requirements and reporting.		✓
Experience of providing administrative, policy and project support to committees, working groups and project boards.	✓	
Experience of producing and maintaining accurate records and timely project management information.	✓	
Experience of undertaking financial administration to support projects.	✓	
Experience of developing and implementing monitoring and evaluation frameworks within an international development setting.		✓
Experience of organising meetings and events (in person and online), including making travel and accommodation arrangements.	✓	
Experience of working with and/or recruiting, managing and deploying volunteers.	✓	
Knowledge or understanding of global health issues, in particular the role of health in development and international affairs.		✓



Skills / Abilities		
Excellent organisational, administrative and project management skills with an ability to prioritise a busy work schedule to meet competing or demanding deadlines. *This will be important as working across two separate projects.	✓	
Strong verbal and written communication skills with the ability to confidently and sensitively communicate information to a diverse range of audiences and stakeholders from different cultural backgrounds.	✓	
Ability to work independently as well as part of, and in support of, a team.	✓	
Ability to be proactive and take initiative to solve problems.	✓	
*Excellent IT skills with the ability to use all Microsoft Office packages, including MS Teams, to an advanced level.	✓	
Ability to maintain and update web pages using a content management system and corporate social media to promote international activities.		✓
Accurate numerical skills.	✓	
Ability to analyse and interpret data, policies and procedures.		✓
Accuracy and attention to detail.	✓	
Personal Qualities		
Commitment to customer service	✓	
Commitment to equality and diversity with an understanding of how this would apply to own role and responsibilities.	✓	
Ability to provide a professional and confidential service.	✓	
Ability to be flexible towards work with particular regard to working across time zones from time to time.	✓	



Working for the Royal College of Pathologists

Competitive salary	The salary for this Grade 3 role is £36,707.00 per annum. This also has opportunities for competence-based pay progression.
Hours	Standard working hours are 35 hours per week, Monday to Friday, 7 hours per day (excluding lunch hour
Annual leave	25 days per annum (pro-rotta), plus bank holidays, increasing with length of service.
College closure days	The Trustee Board every July decides whether it will close the College between Christmas and New Year.
Employee discount scheme	The College has an employee discount scheme operated through Reward Gateway. This scheme offers employees discounts and cashback with major retailers.
Pensions	Employees will join the College pension scheme.
Interest-free season ticket loan	You may apply to the College for an interest-free loan to purchase an annual season ticket.
Cycle to work scheme	The College offers an interest free loan as part of our cycle to work scheme.
Employee assistance programme	Through this programme employees have access to a confidential counselling service, health advice, emotional support as well as a comprehensive occupational health service.
Learning and development	The College offers learning and development opportunities for all members of staff.
Maternity pay	Enhanced maternity pay, with up to 8 weeks at full pay, and 18 weeks at half pay.
Paternity pay	2 weeks full pay.
Flexible working	Flexible working is supported.

Note: This is an example of current benefits provided, subject to eligibility requirements, and it is not contractual.



The College's values and behaviours set out the kind of organisation we are, what is important to us collectively, and how we work to achieve success. They apply to staff members, honorary officers and volunteers. We also share our values and behaviours with contractors and others working within the College.



Teamwork

We achieve excellence by working together.

- We collaborate, share knowledge and communicate plans.
- We involve the right people at the right time.
- We work cohesively towards common goals.
- We value diversity and the contribution and expertise of others.
- We provide, seek and act on constructive feedback.
- We approach tasks with energy and focus on positives.



Service

We support members to deliver the best patient care.

- We provide a welcoming, consistent and professional service.
- We listen to our members to understand and respond to their needs.
- We deliver impartial and accurate information and advice.
- We seek opportunities to improve the value of benefits for all membership categories.
- We are positive, open and transparent.
- We are reliable, delivering within agreed timescales.



Ambition

We aspire to provide the best quality services and lead innovation for pathology.

- We strive to be the best we can be.
- We are resilient and determined.
- We take managed risks and learn from our mistakes.
- We take a proactive and solutions-focused approach to our work.
- We use innovation and creativity to improve the quality and efficiency of our work.
- We are committed to continuous learning and development.

