

April 2022

Dear Applicant,

**RE: HR and Development Manager**

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 have been at the forefront of tackling the COVID-19 pandemic.

*The HR & Development Manager works closely with the Senior Management Team and across the College in developing and supporting a diverse staff team. This requires knowledge and ability to work strategically as well as with day to day HR tasks supported by the HR Officer. The autonomous role provides support and guidance across all aspects of people management.*

You will have substantial and broad experience in appropriate human resources / people management work, a minimum CIPD 7 (or equivalent qualification) together with evidence of continuing professional development and a good understanding of organisational design and development, with appropriate knowledge of benchmarking or organisational accreditation such as Investors in People.

You must have the ability to plan well in advance, prioritise own workload, use own initiative, multi-task and cope under pressure. You must also have the ability to form good working relationships at all levels and liaising with externally based professionals, contractors and service providers. You will possess excellent written and oral communication skills, especially with regard to policies and procedures and documentation. There is line management responsibility for one staff member and department responsibility for the HR and Development budget.

To apply, please send a **CV** and **completed supporting information form** to [recruitment@rcpath.org](mailto:recruitment@rcpath.org). The deadline for applications is **9am Tuesday 19 April 2022**.

*Applications will be considered on a rolling basis, so early applications are highly encouraged as applications are shortlisted and interviews are taking place on an ongoing basis.*

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](#)

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](mailto:recruitment@rcpath.org).

I look forward to receiving your application.

Yours sincerely,

Nigel Pollard  
Director of Corporate Services

## HR and Development Manager

**Reporting to:** Director of Corporate Services

**Working hours:** Full time, 35 hours per week

**Location:** 6 Alie Street, London E1 8QT or any of the place(s) of business of the College as determined from time to time

### Introduction

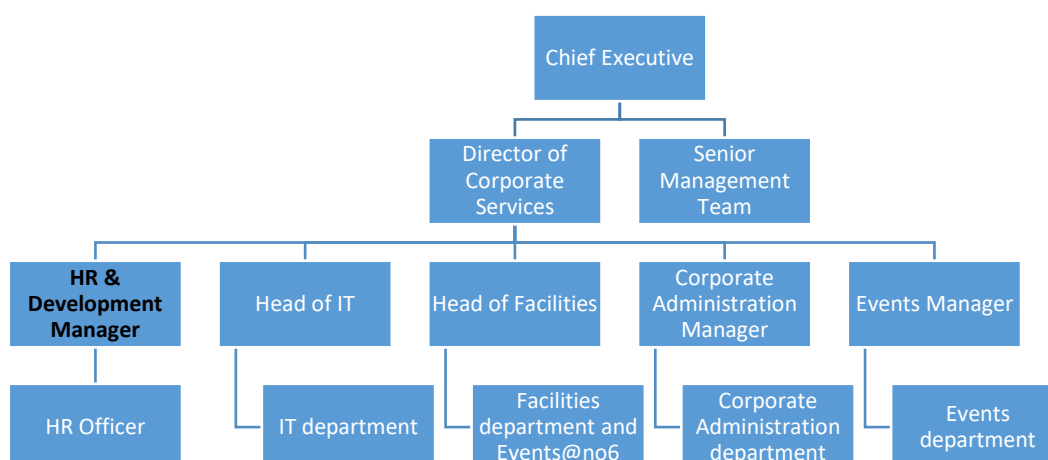
The College is a professional membership organisation dedicated to the advancement of the science and practice of pathology. There are currently approximately 12,000 members, all of whom are pathologists and scientists based in hospitals, universities and laboratories in the UK and overseas. The College's main tasks are to set and maintain training standards for doctors and scientists, to advise on the appointment of consultants, to ensure the membership is kept up to date with current practice through the continuing professional development scheme, and to promote the latest developments in pathology by holding scientific meetings.

The College's mission is to promote excellence in the practice of pathology and to be responsible for maintaining standards through training, assessments, examinations and professional development.

### Department/Team

The HR & Development Manager is a member of the Corporate Services directorate which provides the College with support for the following activities and functions:-

- Human Resources & Personal Development
- ICT
- Facilities Management
- Events Management and Academic meetings for College and associated organisations
- Corporate Business Administration and Committee Services
- Events @ No6 conference venue management



## **Main Purpose**

The HR and Development Manager's role is to

- plan and deliver all aspects of College Human Resources policies, practices and processes.
- to support business needs and ensure the proper implementation of College strategy and objectives with regard to
  - job design,
  - pay and benefits,
  - recruitment & selection,
  - performance management,
  - training & development,
  - policy and legal compliance,
  - effective employee relations
  - supporting change management.
  - Investors in People accreditation.
- be the primary source of advice for all staff on HR, personal development (learning) and HR-related matters as required.
- Strategically plan and deliver annual long term staff and organisational development activities based on the Investors in People framework

*The HR & Development Manager works closely with the Senior Management Team and across the College in developing and supporting a diverse staff team. This requires knowledge and ability to work strategically as well as with day to day HR tasks supported by the HR Officer. The autonomous role provides support and guidance across all aspects of people management.*

## **Key Duties**

The HR & Development Manager will undertake or manage the following:-

### **A) Planning of HR and organisational development**

- To develop and monitor HR strategies, systems, tactics, policies and procedures across the organisation
- To develop with Senior Management and then implement proposals for organisational development that align with and support the Investors in People (IIP) framework.
- The planning of initiatives and projects for staff development and retention, co-ordinating the work of internal staff, external consultants and partners and liaising effectively with all relevant stakeholders
- Managing HR and Development activities, working with SMT members and other staff. Trustees or members as appropriate, to support the College's strategic and annual plans

### **B) Management of HR and Development services**

#### **Recruitment & selection**

- Oversee the recruitment and selection process delivered by the HR Officer.
- Develop and maintain policies for and coordinate job definition, recruitment, interview, selection and appointment of new members of staff, including acting as a member of recruitment panels.
- Advise on, negotiate, agree and oversee contracts with temporary and fixed term staff agencies and secure cover for any temporarily vacant post when agreed.

#### **Employee relations**

- Provide procedures and policies for resolution of employment issues in accordance with legislation and best practice
- Engender effective employee relations by proactively addressing demands, grievances or other issues.
- Nurture a supportive and positive working environment.



- Promote good staff communication and consultation

#### **Performance management**

- Coordinate, monitor and review the system of performance appraisal to ensure that the system supports management best practice and the needs of employees.
- Manage the College's competence assessment approach and associated communication and processes to support staff and organisational development
- Provide instruction and guidance on the annual and interim appraisal processes
- Influence and support organisational change to manage appraisals and personal development, ensuring staff remain engaged, motivated and valued. This includes use of such tools as 360 degree feedback when required.

#### **Training & development**

- Conduct regular training needs analysis, devise, budget for and implement training and development plans.
- Ensure that the organisation employs the right balance of staff in terms of skills and experience, and training and development opportunities are available to employees to focus and enhance their performance and ensure the College meets its business aims.

#### **Legal compliance**

- Develop, advise on and implement effective and appropriate employment policies which meet legal requirements, best practice and organisational objectives.
- Ensure HR record keeping and reporting fully complies with the provisions of the Data Protection Act.
- Develop, maintain and implement all employment policies relevant to establishing the employee/employer relationship in a legally compliant environment.
- Act as the College first line advisor on compliance with employment law, and provide professional business-focused advice and support to managers and staff on the implementation and interpretation of employment policies and procedures.

#### **Pay and benefits**

- Maintain payroll by liaising with the external payroll bureau and liaise with the with the College's pension providers to ensure appropriate payment of pension entitlements.
- Maintain the College's pay and rewards policy, ensuring regular reviews and updates in accordance with decisions on pay awards
- Provide instruction and guidance on the College's grading and pay steps policies and procedures
- Administer the College's non-salary employee benefits packages.

#### **Job design and evaluation**

- Manage, develop and maintain the College's job grading and evaluation policy with responsibility for providing clear understanding and support for staff on all aspects of the policy
- Oversee a systematic and regular review of job descriptions and assessment of jobs through the job evaluation and annual appraisal processes
- Lead, manage and administer the job evaluation process

### **C) Department Management**

- Line management responsibilities of the HR officer
- Plan and budget appropriately to deliver HR and Development department workload
- Oversee the management of the process for bids, procurement and management of services for HR services and staff learning and support
- Report to management and provide appropriate HR metrics to support decision making.
- Manage the HR Management System (Cascade) and review, develop and implement change as necessary.
- Strategic planning and problem solving for the department to ensure support and meeting staff requirements

- Ensure complete and accurate communication and access to information on HR policies and processes, including up to date documents on the staff Intranet

•

#### **General Duties** *(include for all staff)*

- Keep abreast of relevant research and developments within own professional field.
- Undertake any other duties and responsibilities as requested which are commensurate with this role.
- Actively contribute to the on-going redevelopment of the College Website

#### **Specific Duties**

- Report to and attend Remuneration Committee as required to provide reports on pay, benefits and other matters for Trustee Board decision
- Member of the Data Compliance Team with responsibility for data protection regarding staff data and training for staff in data compliance
- Participate in the Business Continuity Team as required to enable ongoing staff support in exceptional circumstances
- Provide advice and guidance to matters of diversity and inclusion, specifically related to staff and employment

#### **Scope and Accountability:**

##### *Planning*

The HR & Development Manager is responsible for developing and delivering and evaluating organisational development strategic plans and annual plans for HR, learning and development, and Investors in People. This involves planning the delivery of scheduled activities as well as specific projects contained in the College 3 year strategy and the annual Plan. The post holder will plan and deliver projects with a short, medium and long term timescales, balancing meeting project deadlines with unplanned work; for example, recruitment, grievance and disciplinary meetings, and day to day administrative tasks. Organisational development plans will often be provided in an advisory role for Senior Management approval with the post holder making recommendations and leading implementation of the plans. The post-holder is required to prioritise and manage plans that may have an impact on the College and the department. The postholder reports on progress to the Director of Corporate Services.

##### *Decision-making*

The HR & Development Manager is responsible for providing HR and employment law advice and solutions to SMT, managers and staff, to support the resolution of complex people management issues, and to promote a positive working environment. The postholder will, using expert subject knowledge contribute to significant College wide strategies and plans for developing, implementing and supporting HR & staff Development activities and processes. The role requires knowledge of a specific range of subjects to cover the requirements of operational support in all HR matters. The decision making requires an ability to consider multiple priorities and the internal and external impact of decisions. The issues may be complex and require a high level of awareness and understanding of HR issues as well as staffing, resources and timing considerations. A high level of customer service is required, with more complex and problems being referred to the Director of Corporate Services, CEO or consulting external employment law or specialist advisors.

##### *Resources*

The HR & Development Manager plans, monitors and reports on the HR, recruitment and training budgets, ensuring plans are delivered within budget. The post holder maintains sensitive personal data on all employees in line with data protection requirements, and is responsible for the Cascade HR Management Information System, ensuring the College makes the best use of IT to support people management activities. The post holder is responsible for employee contracts, terms of

appointment and oversight of recruitment, purchase of employee benefits, including childcare vouchers, employee discount scheme, and employee assistance programme. There is line management responsibility for one staff member.

**Key Relationships:**

The HR & Development Manager works closely with SMT to deliver people aspects of College strategy and objectives. The post holder works with all staff, supporting managers and staff with people management issues. Trustees will seek advice or consult with the postholder on specific HR matters, including through the Remuneration Committee. The post holder will commission external training consultants, and facilitate learning on HR topics personally as required. The post holder maintains good working relationships with external suppliers, for example working with an external consultant on pay and benefits, negotiating rates with recruitment agencies, and ensuring the College receives a good service from Cascade HR, occupational health providers and employee benefit providers.

**HR & Development Manager**  
**Person specification**

Requirements	E	D
<b>Experience / knowledge</b>		
Substantial and broad experience in appropriate human resources / people management work	✓	
Minimum CIPD 7 (or equivalent qualification) together with evidence of continuing professional development	✓	
Fully conversant and up to date with all aspects of employment law and best practice	✓	
Development and implementation of employment policies and procedures	✓	
Recruitment and selection experience	✓	
Good understanding of change management	✓	
Good understanding of organisational design and development, with appropriate knowledge of benchmarking or organisational accreditation such as Investors in People	✓	
Experience of working for a professional body, in a medical education environment, healthcare or charitable sector.		✓
<b>Skills / abilities</b>		
Accuracy and attention to detail	✓	
Ability to plan well in advance, prioritise own workload, use own initiative, multi-task and cope under pressure	✓	
Able to think strategically, solve problems and negotiate effectively	✓	
Ability to prioritise competing demands and meet deadlines.	✓	
Ability to form good working relationships at all levels and liaising with externally based professionals, contractors and service providers	✓	
Excellent written and oral communication skills, especially with regard to policies and procedures and documentation	✓	
Good time-management skills, with an ability to set and work to fixed deadlines.	✓	
Ability to motivate and develop individuals		
IT literate including Microsoft Office365 and use of data management systems.	✓	
<b>Qualities</b>		
Ambitious with a proactive approach using initiative and a high level of motivation for self and others.	✓	
Ability to maintain confidentiality	✓	





Requirements	E	D
Provides excellent customer service face to face and via email and telephone	✓	
Positive attitude and promotes a positive approach within an organisation	✓	
Resilient and calm under pressure, acting with tact and diplomacy.	✓	
Commitment to equality and diversity and understanding of how this would apply to own role and responsibilities	✓	



## Working for the Royal College of Pathologists

We offer a supportive working environment, promoting values of quality service, teamwork and partnership. We offer the following benefits to employees:

Competitive Salary	The salary for this Grade 5 role is circa £46,657 per annum with competence-based pay progression and depending on experience.
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, 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	Two weeks full pay.
Flexible Working	Flexible working is supported.

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



The Royal College of **Pathologists**

Pathology: the science behind the cure

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.