

November 2023

Dear Applicant,

**Re: Professional Guidelines Officer (Maternity Cover - One Year FTC)**

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 an exciting 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**

You will have solid experience of administrative work in an office environment and experience of maintaining systems. You will be able to demonstrate following defined processes and standards for work. You will also need experience of working and coordinating multiple projects or work streams simultaneously.

Alongside this you will have the ability to develop and follow processes while working in an organised, methodical way. For this role you will also require strong problem-solving skills, with the ability to recommend solutions for complex issues.

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 Wednesday 6 December 2023**.





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: [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,

Cynthia Mitri

Senior Professional Guidelines Officer



## **Professional Guidelines Officer (Maternity Cover – One year FTC starting January 2024)**

### **Job Description**

|                        |   |
|------------------------|---|
| <b>Responsible to:</b> | Senior Professional Guidelines Officer                          |
| <b>Working Hours:</b>  | Full time, 35 hours per week (excluding lunch) Monday to Friday |
| <b>Location:</b>       | The Royal College of Pathologists, 6 Alie Street, London E1 8QT |
| <b>Grade:</b>          | 3   |

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### **Directorate & team**

The Professional Guidelines Department sits in the Professional Practice Directorate and leads the College's Patient Safety Strategy with its work to support safer cultures and systems. It oversees the development and maintenance of clinical guidelines and best practice recommendations, supports the operation of the Working Group on Cancer Services (WGCS), supports the College's work on external quality assurance (EQA) and administers the College's disciplinary regulations.

### **Main purpose**

To provide support to the Senior Professional Guidelines Officer on the development, delivery and maintenance of the NICE accredited clinical guideline programme. To follow the guideline development process, recruiting authors and implementing quality assurance measures. To support the development of the College best practice recommendations, involving appropriate stakeholders to ensure robust up-to-date guidance is provided.

To administer the servicing of the Working Group on Cancer Services (WGCS) and the Professional Performance Committee (PPC). To collaborate with the Professional Guidelines Manager on the development and dissemination of information on patient safety to pathologists.

To develop and maintain any web content relevant to the department.



## Key duties: Professional Guidelines Officer

### Patient Safety

1. To coordinate the delivery of the Patient Safety Strategy activities, including the RCPaTh patient safety awareness programme, taking the lead in areas assigned.

### Clinical guidelines

2. To coordinate the timely and effective development and review of clinical guidelines.
3. To support the Senior Professional Guidelines Officer to generate engaging content and interactions with members to raise awareness of materials and support understanding (factsheets, infographics, webinars, workshops, etc).
4. To take the lead in the delivery of webinar and video content.
5. To deliver accurate proofreading and editing of draft guideline documents

### Best Practice Recommendations

6. To coordinate the timely and effective development and review of best practice recommendations.
7. To support the Senior Professional Practice Officer to generate engaging content and interactions with members to raise awareness of materials and support understanding (factsheets, infographics, webinars, workshops, etc).
8. To take the lead in the delivery of webinar and video content.
9. To deliver accurate proofreading and editing of draft best practice documents.

### WGCS

10. To support the Senior Professional Guidelines Officer to service the Working Group on Cancer Services (WGCS)

### Disciplinary regulations

11. To support the Senior Professional Guidelines Officer to manage the College's disciplinary regulations.
12. To service the Professional Practice Committee

### General duties

13. To undertake any other duties and responsibilities as requested which are commensurate with this role.
14. To engage in regular staff meetings, staff briefings and project groups where appropriate





15. To liaise regularly with the Professional Guidelines Manager and Head of Practice Manager as appropriate.
16. To ensure the College website content relating to Professional Practice is engaging, up-to-date and accessible.
17. To use social media to promote awareness of the work of the department and engage appropriately with stakeholders.
18. To maintain confidentiality



## Professional Guidelines Officer Person Specification

| Requirements   | E | D |
|--|---|---|
| <b>Qualifications / Knowledge / Experience</b>   |   |   |
| Graduate (any undergraduate degree) or equivalent experience                               |   | ✓ |
| Graduate in science, medical or related subject  |   | ✓ |
| 3 A 'levels (A-C grades)   | ✓ |   |
| Experience of administrative work in an office environment                                 | ✓ |   |
| Experience of maintaining systems, following defined processes and standards for work      | ✓ |   |
| Experience of organising meetings, taking, and producing minutes                           | ✓ |   |
| Experience of working and coordinating multiple projects or work streams simultaneously    | ✓ |   |
| Experience of policy, process, or guideline development                                    | ✓ |   |
| Experience of proofreading, document formatting and editing documents for publication      | ✓ |   |
| Experience of quality improvement tools  |   | ✓ |
| Experience of working in a pathology/laboratory/healthcare setting                         |   | ✓ |
| Experience working with databases and content management systems                           |   | ✓ |
| <b>Skills / Abilities</b>  |   |   |
| Ability to develop and follow processes, working in an organised, methodical way           | ✓ |   |
| Ability to maintain accurate records   | ✓ |   |
| Strong problem-solving skills, with the ability to recommend solutions for complex issues  | ✓ |   |
| Accuracy and attention   | ✓ |   |
| Excellent written skills with a good grasp of grammar and punctuation                      | ✓ |   |
| Ability to confidently and concisely communicate with colleagues and stakeholders          | ✓ |   |
| Able to work as part of a team   | ✓ |   |
| Ability to prioritise multiple competing demands and meet strict deadlines                 | ✓ |   |
| Excellent IT skills with the ability to use Microsoft Word, Outlook, Excel, and PowerPoint | ✓ |   |
| Ability to maintain confidentiality  | ✓ |   |
| Basic page layout skills; for example, using InDesign                                      |   | ✓ |
| Ability to use social media in a business context  |   | ✓ |
| <b>Personal Qualities</b>  |   |   |
| Commitment to a member/customer focused culture  | ✓ |   |





| Requirements  | E | D |
|---|---|---|
| Commitment to equality and diversity and understanding of how this would apply to own role and responsibilities | ✓ |   |
| Collaborative approach to work  | ✓ |   |
| Committed to continual improvement  |   | ✓ |
| Commitment to high quality outputs  | ✓ |   |



## Working for the Royal College of Pathologists

|                                  |  |
|----------------------------------|--|
| Competitive salary               | The salary for this Grade 3 role is £34,629 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.





The Royal College of Pathologists

Pathology: the science behind the cure





The Royal College of **Pathologists**  
Pathology: the science behind the cure

