



January 2025

Dear Applicant,

**Re: Workforce Project Lead**

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**

We are seeking an experienced and dynamic Workforce Project Lead to drive the delivery of key workstreams aligned with our Workforce Strategy. You will play a pivotal role in advocating for a well-funded and sustainable pathology workforce through effective project management, stakeholder engagement, and data-driven insights. Drawing on your experience in overseeing project governance, planning, and delivery, you will ensure outputs such as workforce reports, surveys, and events are impactful and timely. Success in this role requires strong project management, communication, and analytical skills, along with the ability to collaborate across teams and with external partners to achieve strategic goals.

To apply, please send a CV and completed supporting information form to [recruitment@rcpath.org](mailto:recruitment@rcpath.org) **by 9am Monday 17 February 2025**. 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 Recruitment Diversity 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,

**Amy Johnson**

**Workforce and Engagement Manager**



## Workforce Project Lead Job description

<b>Reporting to:</b>	Workforce and Engagement Manager
<b>Working hours:</b>	Full time, 35 hours per week
<b>Location:</b>	The Royal College of Pathologists, 6 Alie Street, London E1 8QT
<b>Grade:</b>	3

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### Directorate and team

The Workforce and Engagement Department collects, analyses and acts on workforce data to ensure pathology is sufficiently resourced. The department also provides a job description review service to employers and provides Appointment Advisory Committee representatives.

The department sits within the wider Professional Practice directorate which seeks to deliver innovative, engaging, and high-quality member produces and services through robust data collection, comprehensive intelligence gathering and strong stakeholder engagement.

### Main purpose

To provide project management to develop and deliver key projects, ensuring their alignment to the College's Workforce Strategy, with a particular focus on project managing the collection and analysis of workforce data, workforce outputs, and stakeholder engagement.

### Key duties

#### Project management and delivery

1. To provide project management within the workforce department, including:
  - a) coordinating the governance, planning, execution and monitoring of workforce-related projects;
  - b) ensuring the scope of new work proposed aligns to the objectives in the Workforce Strategy;



- c) maintaining detailed project documentation, plans and timelines, ensuring deliverables are met within agreed deadlines;
- d) regular communication with project stakeholders through use of communication plans and sound stakeholder management through different mediums, such as meetings, social media and the College website;
- e) identifying and assessing issues and risks that could impact project success and keeping appropriate documentation for tracking.

## **Data intelligence gathering and workforce outputs**

- 2. To lead the development, implementation and management of the College's workforce intelligence work, via projects such as the workforce census, direct-to-service surveys and development of workforce factsheets and reports.
- 3. To work with internal teams and external partners to develop creative, problem-solving approaches for gathering and integrating high-quality data from multiple sources.
- 4. To show agility by analysing and communicating intelligence gathered from workforce data, member feedback, and policy insights to reprioritise projects to address emerging challenges or crises within the pathology workforce.
- 5. To format, edit and proof-read documentation arising from the College's Workforce outputs, including guidelines, policies, and process documents.

## **Stakeholder engagement**

- 6. To support the College's stakeholder engagement activities by identifying, building and managing engagement to enhance the College's profile and position on behalf of the pathology workforce. With a focus on the four UK NHS bodies, the GMC, the HCPC and kindred organisations.
- 7. To liaise with key stakeholders engaged in the College's workforce projects and governance to ensure alignment and timely delivery of projects with the Workforce Strategy.
- 8. To organise stakeholder events, including logistics, invitations, agendas and follow-up actions, ensuring successful engagement and collaboration with key stakeholders.
- 9. To plan and deliver workforce related webinars, overseeing content development, speaker coordination, technical support and post-event evaluations.

## **General duties**

- To lead on document control for all workforce documentation.
- To respond to enquiries related to Workforce, escalating to the Workforce and Engagement Manager and Head of Professional Practice as required.
- To use the College membership database (CRM) to update records and run queries for extracting data.
- To assist with other general duties commensurate with this role



- To show commitment to college values, behaviour and staff service standards.
- To maintain confidentiality as required.



## Working for the Royal College of Pathologists

Competitive salary	The salary for this Grade 3 role is £37,349.00 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.

