



Royal College  
of Surgeons  
of England

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Candidate information pack

Executive Director, Development

April 2024

Reference: ABNTA

# About RCS England

The Royal College of Surgeons of England provides world-class education, assessment and development to 30,000 surgeons, dental professionals and members of the wider surgical and dental care teams, at all stages of their career. Our vision is to see excellent surgical care for everyone. We do this by setting professional standards, facilitating research and championing the best outcomes for patients.

Our strategy 2021 – 26 refreshes the place of The Royal College of Surgeons of England (RCS England) in the post-COVID world, in the context of the NHS, the independent sector and global health, but most importantly in the interests of surgeons, surgical teams and their patients.

It sets out what we are doing to support our members, the wider surgical and dental workforce, patients, the NHS and policy makers to recover from the impact of the pandemic on services, training, standards of care, safety and waiting times, across all the regions of England, the devolved nations of the UK and beyond. It also sets out how we are exploring the opportunities of the digital age, and address the challenges of professional specialisation, changing workforce expectations, and a growing demand for surgical interventions, at a time of constrained healthcare resource.

We have a particular focus on promoting diversity, inclusion and fairness in our College and right across the surgical and dental professions. We believe that embracing difference is not just the right thing to do, it can inspire all of us to grow, and it will ensure that our profession and our College remain at the forefront of patient care for generations to come.

[Read our strategy 2021 - 26](#)



# Strategic aims

We will achieve our mission by:

**Leading our profession:** by being the pre-eminent voice of surgery, championing excellent surgical care by engaging the profession, policymakers, patients and the public.

**Improving practice:** by continually improving the practice, standards and safety of surgical care, and by developing the workforce across the UK.

**Engaging our members:** by inspiring, supporting, educating and representing the professional interests of a growing, diverse membership.

**Embracing diversity:** by building an inclusive profession where everyone's contribution is recognised and all feel welcome, demonstrating our commitment to fairness, gender equality and anti-racism.

**Transforming our College:** by building a sustainable, diverse, digital, forward-looking organisation, which plays its part in the world and is accountable for everything it does.



## Our vision

We want to see excellent surgical care for everyone



## Our mission

We will achieve our vision by enabling our members, in all their diversity, to deliver excellence in everything they do



## Our values

We will deliver our values through our behaviours and attitudes which impact directly on the care delivered to patients and how we work together



Collaboration



Respect



Excellence

# The Role

## Job summary

The Executive Director, Development is one of five Executive Directors who, with the Chief Executive, will provide collective corporate leadership to the management of the College. The post-holder will be a full member of the College's executive team taking an overview of all activities within the College, working closely with the President, Officers, Trustees and Council.

As part of the senior leadership team, the post-holder will have specific responsibility for identifying, evaluating and implementing new business and funding opportunities both in the UK and, especially, internationally. This will include direct responsibility for global development, fundraising, commercial partnerships and the quality accreditation programme, along with oversight of all income-generating activities across the College's portfolio.

The post-holder will be responsible for the effective management of all staff in the directorate, and ensuring that the directorate meets challenging objectives on an annual basis.

## Specific duties and responsibilities

### Corporate Accountabilities

- To lead a portfolio of services and, from time to time, cross-college themes and projects on behalf of the Executive Directors Team.
- To act as a role model demonstrating the College values and corporate behaviours by encouraging a proactive approach to achieving the delivery of quality outcomes and desired results to support a "One College" culture focussed on delivery and growth.
- To lead and inspire managers and employees through personal example to deliver the College's vision, values and priorities.
- To build effective mutual confidence, respect and trust with Council and Board Members.
- To promote and embed a strong performance culture through the setting and monitoring of performance targets.
- To ensure that all managers across the portfolio of services managed are provided with appropriate challenge and support to enable them to provide effective team leadership to their areas and enable the delivery of high performing teams.
- To give strategic leadership creating a culture of effective, efficient services that are focussed on reducing corporate overheads and creating VFM as well as meeting the needs of internal and external clients.
- To establish, motivate and inspire high performing teams working collaboratively across the College to plan and allocate resources effectively, anticipating demand, responding to changing priorities and achieving agreed results.
- To identify, mitigate and monitor risks.
- To represent the College by acting as an ambassador and champion for the Professional Body and its charitable aims.
- To be an effective and engaged member of the College's Executive Directors Team.



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### Business Development

- To develop, implement and monitor a business strategy that identifies new income opportunities.
- To review the current approach to business development and make changes where necessary.
- Specifically, to advise on, develop and implement growth opportunities in international markets, mindful of the College's brand and reputation, and in line with the business case for global development (November 2023).
- To coordinate all the international business activities of the College, including learning, exams, accreditation, ISTP and membership.
- To oversee and develop the College's international quality assurance programme.
- To advise on growth in existing areas of college activity.
- To provide strategic business development input to teams in other parts of the College, especially Learning & Quality, to develop mutually beneficial proposals.
- To negotiate contract terms with clients and communicate with stakeholders.
- To gather information from customer and competitor data.

### Global Affairs

- To oversee development of a global strategy.
- To ensure delivery of strategic and charitable aims.
- To lead on managing and leveraging the Global GSPU relationship.
- To oversee the development and maintenance of international partnerships and networks of benefit to the College.
- To oversee the College response to international events (e.g. conflicts).

### Fundraising

- To oversee the process of identifying new donors.
- To ensure continuing excellent relationships with current donors.
- To develop and implement a strategy for legacies and endowments.
- To oversee the development of bids to support the funding of new initiatives in other departments across the College, and to advise where fundraising efforts might support their activities.

### Quality Assurance

- To develop strategy of the quality assurance programme (accreditation, CPD etc) in the UK and internationally, working closely with Learning, Quality Improvement and other relevant College functions.
- To oversee the implementation of the strategy, linking to wider areas of policy including global policy.

### Trading

- To review trading activities, advising on potential for growth.
- To identify new opportunities for the College's trading arm, consistent with its charitable objects.
- To advise, and, where appropriate, lead negotiations on new contracts for existing services.

### Commercial Partnerships

- To facilitate partnerships with commercial organisations, seeking the best deal for the College consistent with its values and strategic aims.
- To ensure the College has a clear understanding of its intellectual property rights and is able to protect and promote them as far as possible.
- To assess the financial benefits of proposed commercial partnerships.
- Specifically, to oversee the development of the College's innovation hub, managing existing commercial partnerships and developing new ones, and realising benefit to the College from the innovations it supports.



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## Staff Management

- To provide strong leadership and communication to the directorate, ensuring that effective management and performance and systems are in place throughout the team, providing training opportunities and support where necessary.
- To ensure that all managers in the directorate are provided with appropriate challenge and support to enable them to take delegated responsibility for their areas and enable the delivery of high performing teams.
- To ensure all staff in the directorate have well-developed communication skills to manage effective cross-organisational relationships.
- To ensure that all staff are kept up-to-date with College and department developments through regular team meetings, one-to-ones and briefings.



# Person Specification

## Essential criteria

### Experience and skills

- A substantial track record of business development, of successfully negotiating contracts with charitable and commercial organisations, and of facilitating and assessing the benefits of partnerships with commercial organisations.
- Experience of managing comparable resources and budgets.
- High degree of sensitivity and experience of dealing with a range of complex issues within a demanding stakeholder environment.
- Experience of leading on a range of different projects simultaneously, delivering anticipated outcomes.
- Experience of working at a similar level, with the ability to step into a very demanding corporate leadership role which has significant responsibility for making high-level decisions affecting the running of the College, with experience of developing a broad strategic view of the issues affecting an organisation - not just in the areas of expertise.
- Experience of dealing with intellectual property rights and promoting, and protecting, them as far as possible.
- Experience of leading a broad range of teams with differing skills sets and promoting and embedding a strong performance culture in teams to meet the needs of internal and external clients.
- Ability to deliver strategic leadership on achieving first class services to all customers, both internal and external, within a framework of VFM.
- Demonstrable experience of developing and maintaining strong relationships with high-level internal and external stakeholders, especially the President, Officers, Trustees and Council members.
- Ability to work collaboratively with other Executive Directors so business and stakeholder needs are consistently feedback, and to communicate the agreed corporate decisions to staff within the Directorate and College-wide.

### Financial Management and Business Planning

- Experience of preparing and managing complex budgets, and of contributing to the overall business planning process.

### People and interpersonal skills

- Substantial senior management experience including evaluating and sustaining performance, planning and implementing change, and ability to develop and motivate teams.
- Excellent communication skills, oral and written, including perceptiveness and presentation skills in formal, informal and public settings, with the ability to produce written communications that are clear, concise and tailored to recipients.
- Able to speak in a compelling manner to both individuals and groups, both informally and in a presentational setting, and able to influence and negotiate with others in a way that results in agreement.



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### Qualifications

- Educated to degree level or equivalent.
- Professional qualification in business development or a related area.

### Desirable criteria

#### Experience and skills

- An understanding of the UK healthcare sector.
- Experience of working in the charitable sector in the UK or globally.





# Values

The post holder will also need to demonstrate the following values:

<p>Collaboration</p>	<p><b>We embrace our collective responsibilities working collaboratively and as one college.</b></p> <ul style="list-style-type: none"> <li>• We work together, using our collective expertise and experience to effect positive change.</li> <li>• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments.</li> <li>• We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work.</li> </ul>
<p>Respect</p>	<p><b>We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.</b></p> <ul style="list-style-type: none"> <li>• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others.</li> <li>• We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team.</li> </ul>
<p>Excellence</p>	<p><b>We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.</b></p> <ul style="list-style-type: none"> <li>• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve.</li> <li>• We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work.</li> <li>• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience.</li> </ul>



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# Terms of Appointment

Salary: Competitive

Location: Central London

## Benefits

### Our excellent benefits package includes:

- 27 days paid holiday + bank holidays and up to 4 college closure days over the festive period & other leave entitlements (carers leave, fertility treatment leave, etc.)
- Hybrid and flexible working. We require staff to spend a minimum of 20% of their time in the office, subject to role requirements
- Enhanced contributory pension scheme
- Equal access to enhanced parenthood leave
- A range of staff and peer networks
- Employee health and wellbeing committed (Healthcare cash plan, menopause friendly, disability confident employer, mental health first aiders, EAP etc.)
- Retail discount platform
- Sabbatical and volunteering opportunities
- Variety of learning and development opportunities

## Diversity and Inclusion

At RCS England, we believe we are only as good as the people we hire. We know that the people we hire come from all walks of life and with that comes different perspectives. Diversity, Inclusion and Belonging are at the heart of everything we do.

Our commitment to fostering an inclusive environment is evident through the active engagement of our employees in the Staff Council, where their voices play a crucial role in shaping work life for everyone within the College. Additionally, our staff networks cultivate a strong sense of belonging, while social clubs create a vibrant community spirit. We actively encourage our team members to openly share their professional and personal experiences, contributing to the evolution of our mindset and organisational culture.

We firmly believe that embracing diversity goes beyond a moral obligation; it serves as a catalyst for both individual and collective growth. Our unwavering dedication ensures that our profession and the College lead the way in advancing patient care for future generations. However, we recognise that achieving this goal demands a collective effort. That is why we are on the lookout for individuals like you. Your unique talents and diverse experiences, acquired through both life and work, are invaluable contributions that will enhance and complement our existing team. Join us on this journey towards a more inclusive and pioneering future in healthcare.



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# How to Apply

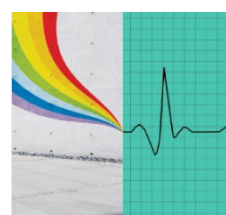
Saxton Bampfylde Ltd is acting as an employment agency advisor to the Royal College of Surgeons of England on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **ABNTA**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring\* form.

The closing date for applications is **noon on Friday 3 May 2024**.

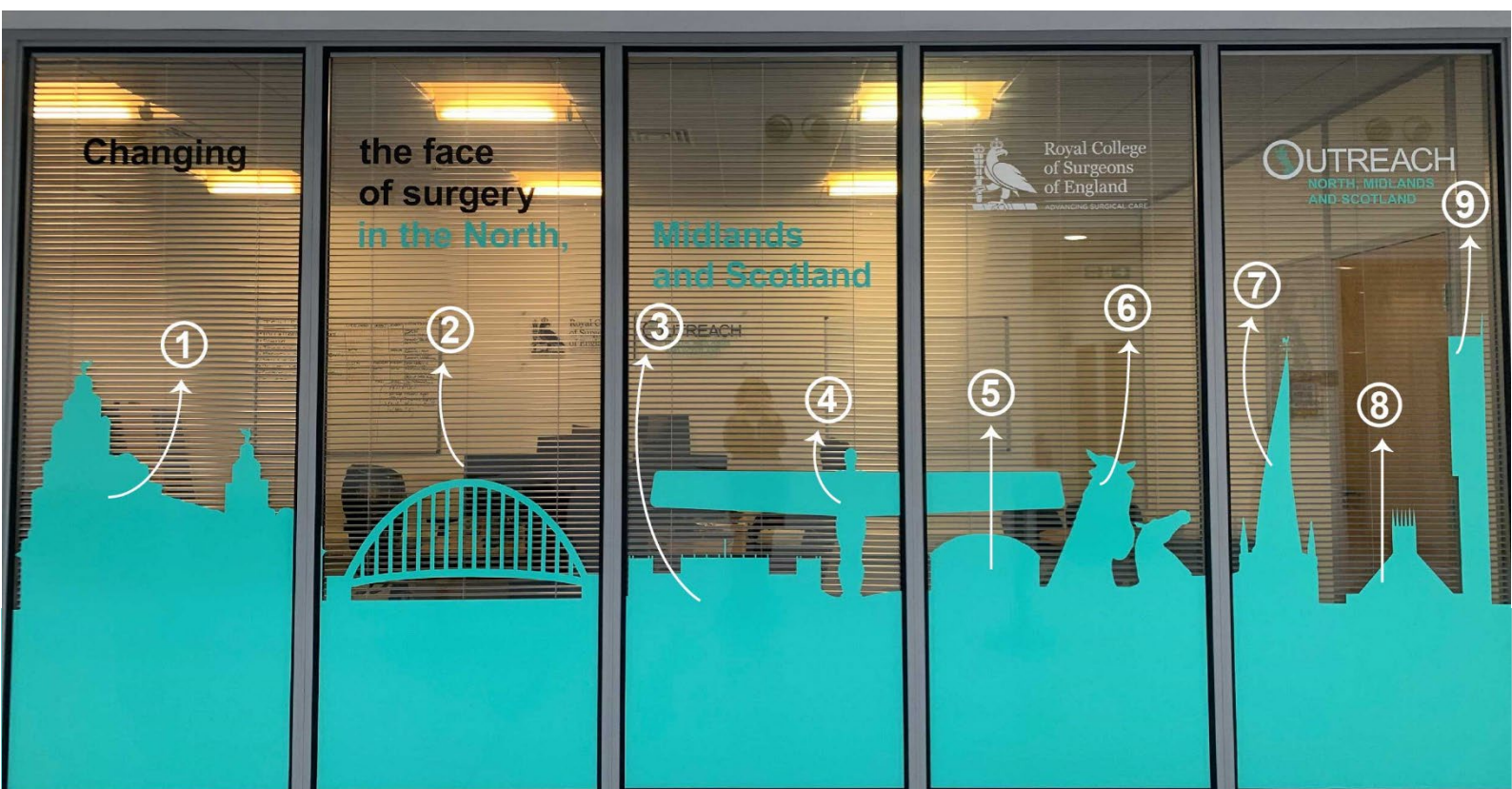
The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.



\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

## GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



# Saxton Bampfylde

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