

Appointment of chief executive officer

Candidate information pack

February 2025



**Royal College
of Physicians**

Welcome

Thank you for your interest in becoming the next chief executive officer (CEO) of the Royal College of Physicians (RCP). Following the imminent departure of our current CEO, we are looking for an exceptional individual to provide leadership to the RCP, one of the world's most prestigious professional membership bodies. This is an unparalleled opportunity to guide the college as we adapt to the challenges and opportunities of the modern healthcare environment.

The RCP is a rewarding and friendly place to work with an incredible history, dating back to our foundation in 1518. We are a professional membership body for physicians – doctors who work in hospitals – with around 40,000 members in the UK and around the world. Our activities focus on educating, improving and influencing for better health and care.

The CEO is responsible for the strategic and operational leadership of the RCP. We are seeking someone with a strong track record of success and proven expertise to lead the RCP through future challenges and opportunities. This role will provide both challenge and outstanding job satisfaction for an energised and motivated individual.

This candidate pack outlines the main elements of this essential leadership role, and the key skills and experience required to take forward the RCP's important work as the leading body for physicians in the UK and internationally.

The new CEO will be joining us at an exciting time as we develop and start to deliver a new strategy that grows our membership, reputation and standing. You can read our [current strategy](#) for 2022–24.

This role offers the opportunity to make a real impact and to lead and complement an experienced leadership team. We are looking for a leader who is passionate about shaping the future of healthcare, engaging and empowering our members, and upholding the highest standards of excellence in everything we do.

The RCP champions an inclusive culture and welcomes applications from a wide range of backgrounds. We value taking care, learning and being collaborative. These values underpin everything we do.

Join us to help achieve our vision of a world in which everyone has the best possible health and healthcare.



About the RCP

With a mission to improve patient care, advance medical education and influence healthcare policy, the RCP plays a vital role in representing doctors and addressing contemporary challenges in medicine. Our 40,000 members and fellows work in hospitals and communities across 30 medical specialties. Physicians diagnose and treat illness, and promote good health. They care for millions of medical patients with a broad range of conditions, from asthma and diabetes to stroke and dengue fever.

Everything that we do at the RCP aims to improve patient care and reduce illness. Our work is patient centred and clinically led. We drive improvement in the diagnosis of disease, the care of individual patients and the health of the whole population, both in the UK and across the globe.

We work to ensure that physicians are educated and trained to provide high-quality care. We also develop doctors to become leaders, providing advice and expertise to deliver service improvements across the NHS and more broadly.

The RCP is a partner in the Federation of the Royal Colleges of Physicians of the UK. The Federation develops and delivers services, including examinations, training and CPD to support doctors at every stage of their careers.

Operating with an annual budget of £40 million, we work from two main sites – The Spine, a new state-of-the-art building at the heart of the Knowledge Centre in Liverpool, and an iconic Grade I-listed building overlooking Regent’s Park in central London. We are committed to a hybrid working model that means most staff work flexibly, currently spending a minimum of 6 days a month in the office.



Our vision

As the leading body for physicians in the UK and internationally, the RCP envisages a world in which everyone has the best possible health and healthcare.

Our mission

The RCP understands its purpose in realising that vision to be:

- educating physicians and supporting them to fulfil their potential
- improving health and care and leading the prevention of ill health across communities
- influencing the way that healthcare is designed and delivered.

Our values

We are committed to **taking care**, **learning**, and **being collaborative**. These values drive the way we behave, how we interact with each other, and how we work together to achieve our vision and improve patient care.

We value taking care

- This means we behave respectfully towards people, whatever their role, position, gender or background. It means we act as representatives of the RCP, and take decisions in the interests of the organisation as a whole.

We value learning

- This means we continuously improve through active learning and honest reflection, so that we grow personally and as an organisation, while striving for excellence. We support learning and development opportunities.

We value being collaborative

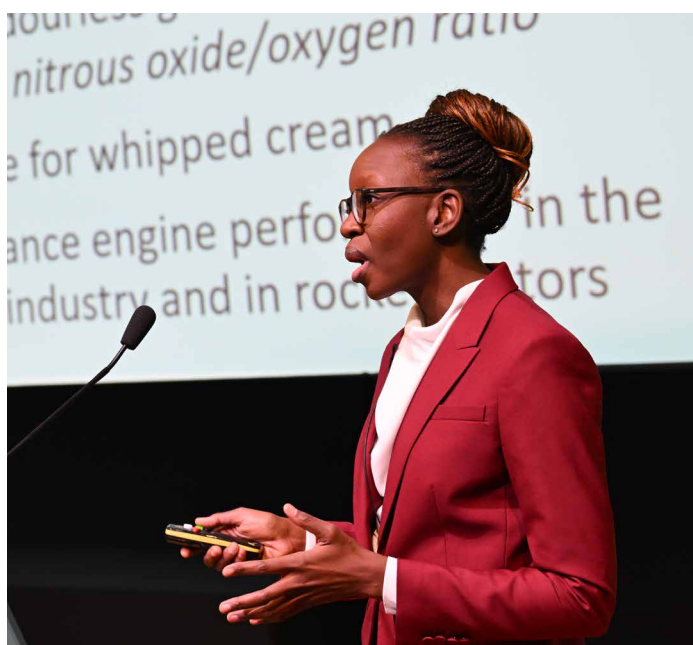
- This means we work together towards the RCP’s vision in a collaborative and professional way, understanding that individuals bring different strengths and approaches to our work. We value diversity and each other’s contributions.

Governance and leadership

The RCP Council and Board of Trustees are the main governing bodies overseeing our work. RCP Council has responsibility for issues that affect the professional activity of our membership and matters relevant to the practice of medicine and provision of medical care. Our Board of Trustees ensures that we comply with the requirements of a registered charity. It oversees finance, planning and reputation, and ensures the proper and effective management and custody of RCP assets. The Board includes independent trustees and experts as well as our senior officers.

The six senior officers of the RCP are our president, registrar, treasurer, clinical vice president, academic vice president, and vice president for education and training. They are all trustees of the RCP and are elected by the fellows or, in the case of the registrar and treasurer, appointed following an open process.

Our executive leadership team is made up of eight people, including the CEO. They lead and are responsible for staff carrying out the main areas of our work and are supported by heads of departments.



Diversity, inclusion and belonging

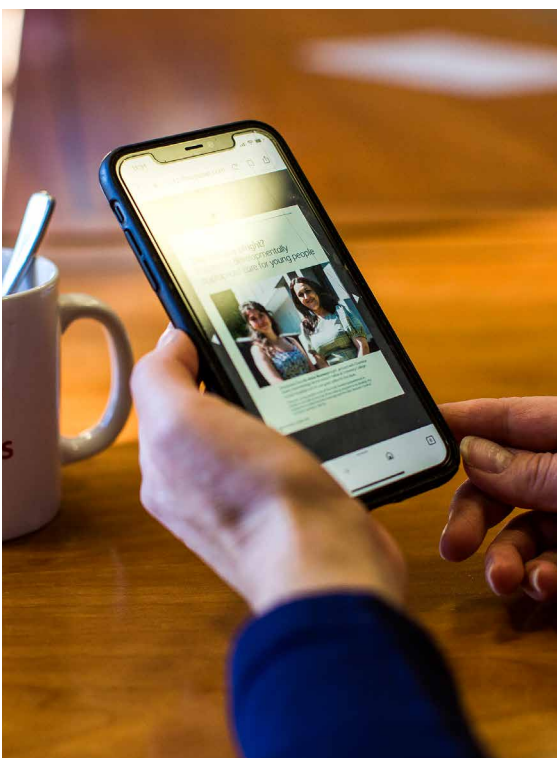
At the RCP, people are at the heart of everything we do – our members, staff, volunteers and leaders. We educate, influence and collaborate to improve health and healthcare for all, knowing that inclusivity and diverse perspectives are essential to achieving this. We are committed to building a community that reflects the 21st-century medical workforce and the diverse population of patients we serve.

Collaboration is at the heart of our values. We are committed to fostering an inclusive and equitable workplace where all employees feel valued, respected and empowered to contribute. Through continuous learning and improvement, we refine our diversity, inclusion, and belonging strategies based on feedback and data.

Our approach is built on three key pillars:

- **Talent acquisition and progression** – we attract, develop, and retain diverse talent to equip the RCP with the skills and expertise needed to achieve its strategic goals.
- **Belonging and voice** – we cultivate an inclusive culture where everyone feels respected, valued, and heard, embedding awareness, celebration and employee feedback into our practices.
- **Continuous improvement and accountability** – we uphold equity and fairness through policies, data-driven progress tracking and leadership accountability, ensuring meaningful and lasting change.

By embracing diversity, fostering inclusion, and driving accountability, we create a workplace where everyone can thrive.



Role description

Job title	Chief executive officer (CEO)
Reports to	President of the Royal College of Physicians

The purpose of your role

The chief executive officer (CEO) is responsible for strategic and operational leadership of the RCP, ensuring that it is a thriving and valued professional membership body for doctors both in the UK and globally. The CEO is responsible for developing and leading services and activities that are fully aligned with the mission, vision, and values of the college.

Collaborating with the elected president, and accountable to the Board of Trustees, the CEO's key responsibilities include ensuring that the RCP fulfils its objectives and purposes as outlined in the our bye-laws, Board of Trustees standing orders and charitable regulations, as well as leading the RCP and its departments to collaborate to develop and deliver a new strategy that grows membership, reputation and standing.

The CEO is responsible for promoting a strong values-led culture focused on taking care, learning and being collaborative, and delivering excellence for patients, carers and staff. Embodying and role modelling the college values and behaviours is essential.

Visionary leadership, robust governance skills, and high-quality operational management acumen are all qualities central to this key role in one of the UK's largest medical royal colleges.

The CEO actively champions equality, diversity and inclusion within the RCP and supports college officers to promote these values within the medical profession.

How we'll measure your success

- > **Strategic leadership:** Work with the RCP president and Board of Trustees to develop and deliver a dynamic strategy and operational plan with measurable impacts aligned to the organisation's vision, mission, and objectives.
- > **Values-led culture:** Embed a culture of taking care, learning and being collaborative across the organisation, prioritising patients and carers in all activities.
- > **Financial and operational excellence:** Maintain financial stability, achieve income growth, and implement efficient operational systems that support strategic goals.
- > **Governance and transparency:** Foster strong relationships with the Board of Trustees and RCP censors and Council through open communication enabling informed and consistent decision-making.
- > **Engagement:** Strengthen collaboration with members, staff and external partners to align efforts and enhance organisational impact.
- > **Organisational development:** Build and maintain a high-performing executive leadership team responsible for developing and delivering organisational and membership strategy, promoting diversity, and improving workforce retention and development.

What you're responsible for

Values-led leadership and organisational excellence

- Lead the RCP's strategic planning and operational and financial delivery with a commitment to achieving the highest standards of quality, governance and accountability, ensuring alignment with the RCP's objectives and core values.
- Lead and develop a high-performing and committed executive leadership team, working collaboratively to operationalise the RCP's strategy, meet measurable targets, and deliver impactful outcomes. This will include leveraging their expertise and experience to address challenges, seize opportunities, and achieve sustainable growth.
- Build and maintain strong, productive relationships with the Board of Trustees, censors, Council, executive directors, Strategy Executive Group, membership, staff and key stakeholders, fostering a collaborative and inclusive environment.
- Report to the Board of Trustees and Council as required, providing timely updates on delegated powers, strategic progress, and operational and financial outcomes to ensure transparency and mutual understanding.
- Provide visible and inspirational leadership, setting a clear example of values-driven behaviour and decision-making to motivate and empower others at every level of the organisation. A values-led culture will ensure that staff, members, volunteers and stakeholders are united in delivering the RCP's mission and vision with patients and carers at the forefront of all activities.
- Champion the prioritisation of patient and carer perspectives in strategic decisions, operational planning and stakeholder collaboration, ensuring that the RCP remains responsive and relevant to the communities it serves.

Governance and collaboration with the Board of Trustees

- Support the president and independent Board of Trustees chair to ensure that appropriate governance standards are communicated through the RCP.
- Communicate openly and collaboratively with the Board of Trustees, fostering a close working relationship and actively seeking its input on key matters.
- Ensure that the Board receives timely and sufficient information to exercise its scrutiny responsibilities and fulfil its governance obligations.
- Ensure that a strategy is developed and reviewed by the Council, adopted by the Board of Trustees, and translated into sustainable, measurable plans that fulfil the RCP's vision and objectives.
- Update the Board on the views of the Council and Strategy Executive (senior officers and executive directors), ensuring alignment across governance levels.
- Ensure that the RCP complies with all legal and regulatory requirements, including its Royal Charter status and responsibilities to the Charity Commission and Information Commissioner's Office.
- Oversee robust risk management, ensuring that risks are identified, assessed and mitigated in consultation with the Board.
- Act as senior information risk owner for the RCP.

Operational and financial leadership

- Within arrangements prescribed by the RCP's bye-laws and with accountability to the treasurer, take responsibility for the financial management of the RCP.
- Ensure effective financial performance measurement systems, proper internal audits, financial management and record keeping and administrative systems for efficient utilisation of RCP's financial resources within the strategy, objectives, policies, plans and budgets approved by the Board.
- Ensure effective financial management systems are in place, including rigorous budget control, value-for-money initiatives, and year-on-year improvements in cost effectiveness.

- Lead a review of the RCP's two main sites, London and Liverpool, focusing on creating a sustainable and fit-for-purpose estates strategy for the future. This will include ensuring that both buildings are equipped to support the RCP and members' evolving needs, operational efficiency, and long-term sustainability.

Key considerations include:

- membership needs and views
- environmental impact and compliance with sustainability standards
- optimising the use of space to enhance functionality and staff wellbeing
- future-proofing infrastructure to meet technological and operational demands
- financial planning to balance investment with cost-effectiveness.

People leadership and development

- In liaison with the RCP treasurer as the designated officer, develop and maintain a balanced and effective workforce, ensuring robust systems for recruitment, appraisal, training, and personal development for staff and membership voluntary roles.
- In liaison with the treasurer as prescribed by the RCP's bye-laws, ensure that the RCP is compliant with employment law and good practice, promoting diversity, inclusion and equal opportunities throughout all policies and practices.
- Provide leadership in staff wellbeing and professional development, ensuring that the organisation attracts, retains and nurtures talent.

External relations and stakeholder engagement

- Build strong relationships with external stakeholders, including medical royal colleges, NHS leadership, and other professional bodies, to ensure that the RCP's values and interests are effectively represented.
- Act as an ambassador to enhance the RCP's public profile, seeking opportunities to promote its work and expand its offering.
- Identify and pursue appropriate new business opportunities, advising officers on their implementation and potential impact.

Leadership

- Manage the RCP's role within the Federation of the Royal Colleges of Physicians of the UK by participating in the Federation Executive Management Committee and representing the RCP's interests. This involves working collaboratively with the Royal College of Physicians of Edinburgh and Royal College of Physicians and Surgeons of Glasgow.
- Liaise with the Federation CEO and partner college CEOs on day-to-day working of the Federation.
- Act as director of the RCP Regent's Park Limited, the RCP's venues trading company.

Other duties

- Act as the principal adviser and executive officer to the Board of Trustees in all aspects of governance.
- Undertake all duties in line with the RCP's values, policies, procedures, bye-laws and regulations, ensuring that the work undertaken actively promotes equality and diversity.
- Carry out all duties in a safe and proper manner in accordance with the RCP's Health and Safety Policy.

This job description is not exhaustive and is subject to change in accordance with the business needs of the RCP.

Your experience includes

Qualifications and education

Essential

- General education to degree level or an equivalent standard.

Desirable

- MBA, a postgraduate qualification or equivalent experience in leadership and management.

Skills and competencies

Essential

- An understanding of charity law.
- Sound financial and commercial acumen, with the ability to manage a £40 million budget.
- Can demonstrate gravitas and earn respect from fellows, officers, staff and external audiences or equivalent senior stakeholders.

- Ability to build trusting relationships with the senior management team and delegate appropriately.
- Can provide clear, effective and consistent leadership.
- Exemplary people skills, coupled with energy and enthusiasm.
- Delivers results and positions the organisation to meet changing needs.
- Ability to meet deadlines agreed upon by the organisation.
- Excellent communication, negotiation, and advocacy skills, with the presence to represent the RCP to diverse audiences.
- Strategic vision to identify challenges and opportunities for the RCP and contribute to its success.
- A cooperative and consultative personal style.
- Ability to present and argue persuasively, negotiate successfully and influence decisions.
- A strong sense of transparency and fairness.
- High standards of excellence.
- Problem-solving skills, proactively addressing concerns before they arise.

Experience

Essential

- A successful track record in leadership with previous interim or substantive executive experience, with working knowledge and insight into leading a complex matrix organisation, such as a membership, charity, healthcare environment, not-for-profit, or public sector organisation.
- Experience of developing accountable leadership and creating strong synergies across groups.
- Contributing to the leadership of an organisation with a strong focus on improving the quality of its services and providing customer/patient/client care.
- Demonstrable success in managing organisational change and its consequences.
- Proven success in managing financial and staffing resources.
- Experience of integrating and coordinating diverse areas of management.
- Experience of managing continuity, change and transition.

- Experience of developing people and building effective teams.
- Experience of overseeing fundraising.

Knowledge and understanding

Essential

- Demonstrable knowledge of current issues facing the healthcare environment and their impact on the RCP.
- Personal insight, openness to feedback, reflection and action.
- Respectful interaction with staff and others, upholding equality and diversity.
- Adherence to the Nolan Principles of public life, demonstrating integrity and leading by example.

Leadership and behavioural attributes

Essential

- Commitment to the work and values of the RCP.
- Respectful interaction with staff and others, upholding equality and diversity.

Desirable

- Understanding of the pressures and priorities of physicians.
- Experience in fund management.

The RCP positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status or pregnancy and maternity.

The RCP is all about our people – our members, staff, volunteers and leaders. We educate, influence and collaborate to improve health and healthcare for everyone and know we can only do this by being inclusive, encouraging and celebrating diverse perspectives. Welcoming into our community people who represent the 21st-century medical workforce and the diverse population of patients we serve is a priority for us.

As an employee/volunteer/temporary contractor you are expected to comply with all RCP data protection and security policies and procedures.

Terms of appointment

Contract	Permanent
Salary	The salary will be competitive, reflecting the seniority of the role and depending on the skills and experience of the preferred candidate
Hours	35 hours per week. Standard working hours between 9am and 5pm, Monday to Friday
Probationary period	6 months probationary period
Holiday	29 days annual leave plus public and bank holidays
Working pattern	Hybrid The role is offered within a hybrid working environment (minimum 6 days a month), combining office and homeworking. The RCP's main sites are in London and Liverpool and regular travel to these and other UK locations will be required
Notice period	6 months
Pension	Auto-enrolment
References	All RCP appointments are subject to receipt of satisfactory references
Location	Liverpool: The Spine, 2 Paddington Village, Liverpool L7 3FA or London: 11 St Andrews Place, Regent's Park, London NW1 4LE Regular representation in London or Liverpool, depending on the postholder's location

How to apply

Saxton Bampfylde Ltd is acting as an employment agency adviser to the Royal College of Physicians for this appointment.

Candidates should apply for this role through the website www.saxbam.com/appointments using the code **ZYFC**.

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 **Monday 17 March 2025**.

*The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete it 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 cover letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Royal College of Physicians

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