



**Manager – College and Faculties Office
Office of the Executive**
JOB REF: RCPI-06-10

Organisation background

The Royal College of Physicians of Ireland (RCPI) develops and is responsible for running post-graduate training programmes for doctors seeking to become specialists in medicine; co-operates closely with Government and health bodies with regard to a wide range of medical training and education issues; and is responsible for CME programmes certifying skills and competency throughout a doctor's professional career. RCPI has a developing international dimension and currently is active in the Middle East, India and Malaysia.

The Office of the Executive

The Office of the Executive (OTE) is responsible for promoting the strategic vision of the College and ensuring its implementation throughout RCPI by developing communication strategies, building effective relationships, promoting public engagement and increasing the value of RCPI to its Members and Fellows. OTE is also responsible for implementing policies and procedures to support the business and raising awareness of healthcare and policy issues to government and other key stakeholders.

College and Faculties Office, OTE

The College and Faculties Office has specific responsibility for the management and delivery of corporate and administrative services (including a Secretariat which supports a large number of Boards and Committees); Member and Fellow services and policy development. Over the past 18 months, the College and Faculties Office has experienced a period of rapid growth due to increased responsibility for leading and driving key RCPI developments.

Role Summary

This is a key role within the organisation. Reporting to the Head of Function, the successful candidate will manage the College and Faculties Office and work on a collaborative basis with the senior management team. The person will have primary responsibility for the management and delivery of corporate and administrative services, Member and Fellow services and provide support to the policy development group within RCPI. Key responsibilities will be to manage a team to support and deliver a diverse range of operational activities and to work collaboratively with other areas across RCPI to deliver key strategic objectives. Applicants must be highly motivated and dynamic self-starters with proven management capability.

Experience in a complex business environment, together with an ability to manage responsibilities and resources in an evolving, diverse and demanding work environment, are essential. The ideal candidate will have an exemplary work ethic, excellent organisational and communication skills and proven capability in a similar level role.

Closing Date: Friday, 5 March 2010. Appointment will be made initially on a one-year fixed-term contract basis.

To view a detailed job description, please click on this link
<http://www.rcpi.ie/JobVacancies/Pages/JobVacancies.aspx> or refer to www.rcpi.ie



DETAILED JOB DESCRIPTION

Manager – College and Faculties Office Office of the Executive Function

JOB REF: RCPI-06-10

BACKGROUND AND STRATEGIC VISION

The Office of the Executive (OTE) within the Royal College of Physicians of Ireland (RCPI) is responsible for promoting the strategic vision of RCPI and ensuring its implementation by developing communication strategies, building effective relationships, promoting public engagement and increasing the value of RCPI to its Members and Fellows. OTE is also responsible for implementing policies and procedures to support the business and raising awareness of healthcare and policy issues to government and other key stakeholders

The College and Faculties Office has specific responsibility for the management and delivery of corporate and administrative services, including a Secretariat which supports a large number of Committees; Member and Fellow services and policy development. Over the past 18 months, the College and Faculties Office has experienced a period of rapid growth due to increased responsibility for leading and driving key RCPI developments. A dynamic and skilled manager is now required to manage a team to support a diverse range of operational activities and to work collaboratively with other areas across RCPI to deliver key strategic objectives.

REPORTING RELATIONSHIP

Reporting to the Head of OTE, this is an exciting opportunity to participate and contribute at the highest level of RCPI within a demanding and changing work environment.

CORE DUTIES AND RESPONSIBILITIES

Corporate and Administrative Services

- Manage, coach and mentor staff; set goals and priorities and plan workload to ensure the achievement of agreed strategic objectives to agreed timelines;
- Ensure the provision and delivery of a professional secretariat service to Boards and Committees;
- Obtain high-quality legal advice on RCPI matters in a professional, timely and cost-effective manner
- Ensure the integrity of Member and Fellow data across RCPI
- Manage and promote an understanding of governance across the College (including by-laws reviews, elections and ballots)
- Manage budget for the College and Faculties Office and implement cost-saving measures across the office.



- Liaise with the Communications Manager to celebrate achievements and to ensure that the work of RCPI is promoted.

Member and Fellow Services

- Develop and deliver academic, social, ceremonial and educational activities to a consistently high standard
- Encourage increased participation of Members and Fellows in RCPI activities
- Drive and promote the use of web-based educational activities
- Work closely with the Communications Manager to develop benefits and services to meet the needs of Members and Fellows
- Promote the value of Fellowship at a national and international level
- Oversee public and private website content relating to the College and Faculties activities.

Policy Development

- Support the research and administrative requirements of policy working groups in their role to proactively develop and influence government health policy

KEY SKILLS AND COMPETENCIES

- Demonstrated management skills with the ability to manage, coach and mentor staff to ensure each person fulfils their objectives and develops to their full capability.
- Proven planning and project management capability and high levels of personal effectiveness. The successful appointee is expected to handle a varied and diverse workload to meet deadlines while ensuring accuracy, timeliness and attention to detail.
- Exceptional communication and interpersonal skills combined with sound judgment are required to facilitate work with a wide range of individuals and groups. The role involves a high degree of interaction and collaboration with management, staff and key stakeholders to achieve priorities.
- Strong writing skills with experience in drafting and preparing reports, letters, presentations etc., for a variety of audiences.
- Strong IT skills with the capacity to maximise technology to increase efficiencies in processes and procedures.
- Strategic thinking and planning skills with the capability to offer leadership and support to colleagues.
- Strong intellectual and thinking skills which include the capacity to contribute at a strategic level, undertake appropriate research, analysis, problem solve, identify opportunities, generate new ideas and provide a breadth of view and medium to long-term thinking.



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- Capability to develop and manage a budget to support the activities within the College and Faculties Office together with the ability to report and provide appropriate analysis.

QUALIFICATIONS AND EXPERIENCE

Candidates should have a relevant third level qualification with proven capability and experience in a comparable role. The successful candidate will be a highly motivated manager who will offer a results-oriented approach with high levels of drive, commitment and enthusiasm. The role requires a strategic thinker and planner with a proven track record of achievement in managing people and activities to achieve strategic objectives. The person should also demonstrate a flexible approach and attitude to work to meet the evolving needs of the role and the business.

Appointment will be made initially on a one-year fixed-term contract basis but this post may evolve into a permanent position.

Candidates interested in being considered for this position should submit a covering letter outlining their career achievements to date relevant to this position together with a comprehensive c.v. giving details of their experience and their current remuneration details. Please quote the appropriate job reference number and submit by email to jobs@rcpi.ie

The closing date for receipt of applications is **Friday, 5 March 2010**.

RCPI is an equal opportunities employer.