



**Business Planning and Process Analyst**  
**Business Planning and Support Unit**  
**Office of the Executive**  
JOB REF: RCPI-07-10

## **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.

## **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 Business Planning and Support Unit within OTE is specifically responsible for ensuring the strategic vision and direction of RCPI is coherently applied throughout all areas of activity through coordinated planning and by implementing robust processes, policies and procedures.

## **REPORTING RELATIONSHIP**

The Business Planning and Process Analyst is responsible for the Business Planning and Support Unit within OTE and reports to the Head of the Office of the Executive.

## **CORE DUTIES AND RESPONSIBILITIES**

This is a key role within RCPI and the person will focus on creating and implementing plans and methodologies to ensure that changes in business practices are properly structured and supported with appropriate systems, processes, policies and procedures. The role requires working collaboratively with Heads of Function, Managers and project teams to ensure a consistent approach so that business results are achieved. This will include:

- Applying a structured change management approach and project management methodology for new business initiatives and ensuring a full assessment of the implications of change for systems, policies, procedures and training



- Developing and implementing an appropriate framework within which to manage and report on change initiatives across the business
- Be the business owner for organisation-wide business policies and procedures and update and maintain these in line with business needs
- Develop a detailed understanding of RCPI business processes and develop and maintain related policies, procedures and systems to support these
- Working closely with Department Managers to draft appropriate policies and procedures and communicate business-wide policies and procedures across RCPI
- Creating and managing measurement systems to track adoption, utilisation, proficiency and compliance with agreed business policies and procedures
- Identifying resistance and performance gaps and developing and implementing corrective actions
- Maintain RCPI data management applications and support new application developments with appropriate policies and procedures
- Participating on project teams to assess and inform on business impact and to contribute to the definition of business requirements
- Working closely with the Communications Manager to communicate issues and provide feedback on successful outcomes
- Working closely with Department Managers and HR to ensure appropriate training plans and interventions are in place to support project implementation
- Taking business lead role as appropriate on specific projects
- Managing the activities of the Business Helpdesk and providing support and back-up for queries.

## **KEY COMPETENCIES AND SKILLS**

- Proven planning, change management 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.



# ROYAL COLLEGE OF PHYSICIANS OF IRELAND

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- 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.
- Excellent writing skills.
- Strong intellectual, analytical and thinking skills which include the capacity to contribute at a strategic level, undertake appropriate research, analysis, problem solve, identify opportunities, generate ideas and provide a breadth of view and medium to long-term thinking.
- Strong IT skills with the capacity to maximise technology to increase efficiencies in processes and procedures.
- Capacity to develop strong working relationships with Heads of Function and Department Managers while maintaining independence.
- Knowledge and understanding of change management and project management methodologies with a sound business analysis capability.

## 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 self-starter who will offer a results-oriented approach with high levels of drive, commitment and enthusiasm. The role requires an analytical and strategic thinker and planner with a proven track record of achievement in managing projects to successful outcomes 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. Please quote the appropriate job reference number and submit by email to [jobs@rcpi.ie](mailto:jobs@rcpi.ie).

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

*RCPI is an equal opportunities employer.*