

Senior Leadership Team (GOV-TOR-007)

Senior Leadership Team (SLT)

Purpose

Lead and guide the College's activities to ensure Quality, Growth and Sustainability to achieve our Mission and Vision

Membership

- Director of Academic Affairs
- Director of Postgraduate Training
- Director of Business Development & Exams
- Chief Financial Officer
- Director of Public Affairs and Communications
- CTO
- Chief Executive Officer (Chair)
- Director of Healthcare Leadership

Terms of Reference

- To make decisions on strategic issues
- To oversee implementation of strategic objectives
- To receive up to date information on operations initiatives and monitor KPI's
- To monitor the financial position and to receive regular updates on performance against budget
- To focus at a strategic level on the core business of RCPI.

Senior Leadership Team Workplan/Meeting Frequency

- Monthly overview and monitoring of operational matters.
- Monthly overview of strategic objectives and project progress
- Annual workshop to develop business plan
- Quarterly review of risk register and business plan updates
- Monthly Information sharing meeting – Function updates/feedback from Council.

- Additional meetings scheduled as required.
- Senior Leadership Team subgroup to oversee workforce planning and succession planning.

Attendees/Meeting Schedule

- Monthly overview and monitoring of operational matters/monitoring of KPI's – CEO/CFO/Head of Operations/Head of Finance/Director of Business Development and Exams - last Thursday Monthly
- Monthly overview of strategic objectives and project charter progress -All SLT/Strategy Implementation Programme Manager/Project Manager – Second Thursday Monthly
- Quarterly review of risk register and business plan updates - All SLT /Data Protection and Compliance Manager/Strategy Implementation Programme Manager /Manager Quality Enhancement Office
- Information sharing – First Friday monthly at 10am/All SLT
- Senior leadership team subgroup to oversee workforce planning and succession planning. – CEO/CTO/Director of Postgraduate Training/Director of Academic affairs/HR Manager – Bi Monthly
- Annual Business planning workshop – SLT/Manager Quality Enhancement Office/Compliance and Risk Manager/Strategy Programme Manager

Meeting Logistics

- All agenda items/documents for review to be submitted/circulated at least five days in advance of meeting
- Rotating meeting note taker (notes to be circulated to all SLT)
- Strategy Implementation Programme Manager to coordinate documents and coordinate and record monthly Strategy/Projects meeting
- Attendance and effectiveness of meetings will be monitored annually

Approved by	Date
Approved by Council	September 2024
Review	Date
Next review date	September 2027