**Academy of
Medical Royal
Colleges**

Project Manager (National Clinical Assurance Group)
Recruitment pack

A position at the Academy of Medical Royal Colleges

Closing date: Midnight on 19 May 2024

Interviews: Week commencing 3 June 2024

Thank you for your interest in this Project Manager role at the Academy of Medical Royal Colleges. Equality, diversity, and inclusion are an integral part of the Academy's culture of encouraging, supporting, and celebrating differences. In seeking candidates for this post, we strongly encourage applications from individuals of all ages, races, genders, physical abilities, sexual orientations, and perspectives. The Academy supports flexible and hybrid working.

Contents

Academy of Medical Royal Colleges

About the Academy

The Academy is the umbrella body for the UK and Ireland's 24 medical royal colleges and faculties, each of which represents a different medical specialty. Health and healthcare policy are complex matters which are constantly evolving. With so many cross-specialty issues affecting the whole of the medical profession, it is the Academy's role to ensure a united voice is heard by policy makers and key decision makers.

By coordinating the views of our members, who between them represent 220,000 doctors, the Academy has a unique and powerful constituency. The organisation has grown in both stature and size in recent years and the friendly, diverse, and talented team comprises seventeen staff who are based at our offices in Clerkenwell. The staff team work with more than 400 doctors and healthcare policy professionals who serve on our standing committees and carry out the business of the Academy.

The Academy is governed by a Board of Trustees which is comprised of four lay trustees and four clinician trustees. All matters relating to healthcare policy are delegated by the Board to Council. The Academy's Council comprises of the president (or equivalent) of our 24 member colleges and faculties, the chairs of three representative committees (Trainee doctors, Specialty and Associate Specialist doctors, and Patient and Lay), and co-opted members from Wales, Ireland, and Scotland.

Our ambition

The Academy's overarching ambition is to be recognised by all key stakeholders as the leading voice of the medical profession across the UK on cross-specialty matters relating to the post-graduate education and training of doctors and improving healthcare for patients. This means:

— Coordinating the views of the medical royal colleges on cross-speciality and generic healthcare issues

— Representing those views to either key external stakeholders, or to medical royal colleges to support their own work, or to wider audiences via the media and other channels

— Ensuring the Academy's views and priorities are informed by patient perspectives as well as that of its members.

Healthcare policy objectives

The Academy has three current health policy objectives:

Shaping care delivery:

— Highlighting the fact that health inequalities are growing and must be tackled by ensuring equitable access to care.

— Being clear that societal expectations must be managed too. The NHS cannot be the backstop for all of society's problems – this is too often the case at the moment.

— Working to ensure doctors are central to the debate on how, where and what care is delivered. And by whom.

Rebalancing the NHS

— Ensuring policymakers across the UK are focussed much more on the prevention agenda as a means of reducing the burden on the NHS in the years ahead. At the same time, patients should be encouraged to take ownership of their own health.

— Continuing to call for social care to be properly funded, without it we will not be able to fix the NHS.

— Working to enable and support innovation, through things like breaking the barriers between types of care or ensuring the benefits of new technology are adopted where it is safe and appropriate to do so.

Focusing on the future workforce

— Actively participating in and helping to shape the proposals set out in the Long-term Workforce Plan and work to ensure they are properly funded.

— Working to heal the wounds that have emerged in the aftermath of the pandemic and the current industrial action – ensuring doctors once again feel valued and supported. This might mean creating a new charter for trainees which employers are mandated to adhere to.

— Recognising that the role of the doctor is evolving, and we should help doctors to work at the top of their licence and be good team leaders who are comfortable carrying risk.

Funding, projects, and committees

Funding

The Academy is a registered charity and is funded through a combination of subscription fees from our 24 corporate members and income derived from externally commissioned and funded project work.

Projects

The Academy only undertakes work which is cross-specialty and in keeping with our charitable objects. Some of these commissions are short term and of fixed duration (projects) and others are long term or of ongoing duration (programmes). More detail about the work of the project team can be found below.

Committees

The Academy houses a series of cross-specialty sub-committees of Council with specific remits and chaired by doctors who are leaders in their field. These committees are reviewed regularly and currently comprise:

— The Academy Assessment Committee

— The Academy Foundation Committee

— The Academy Professional Development Committee

— The Academy Patient and Lay Committee

— The Academy Trainee Doctors Committee

— The Academy Workforce Committee

— The Joint Academy Training Forum

— The Staff and Associate Specialist (SAS) Committee

The chairs of each of these committees together form the Academy Committee Chairs Steering Group (ACCSG). ACCSG meets before and after each meeting of Council and is chaired by the Chair of Council. This ensures good governance and communication between Council and sub-committees of Council.

The Project Team

This role will sit in the Academy's Project Team which is led by the Programme and Project Lead. The Academy's project team is a flexible resource and works with members of the Academy's Senior Leadership Team to deliver a variety of projects and programmes throughout the year. Project managers and project officers are allocated to a primary project but support one another and work flexibly as the need arises.

Academy Projects are one-off pieces of work which address a particular area of need within healthcare. These are often commissioned by external stakeholders who look to our expertise and unique constituency to deliver high-quality work to help shape the way healthcare is delivered across the UK. Examples of recent Academy projects include:

— *YouTube Health:* The Academy was commissioned by Google to convene a range of stakeholders including medical royal colleges, healthcare regulators, and content providers, to develop a way for social media platforms to ensure the quality of health information online. The work focused on ways to promote accurate, evidence-based healthcare advice from reliable and credible sources.

— *Working better together:* A study commissioned by the National Health Service in England (NHSE) to audit steps which doctors in both general practice and secondary care have taken to ease patient flow and reduce friction between the two domains. More than fifty simple fixes were profiled.

— *Children and young people's gender services:* The Academy is currently working on providing an induction package for clinicians taking up posts in the NHS's children and young people's gender services. The work draws on the specialist expertise of many of its members and has enabled a new service to be operational from the planned date in 2024.

Academy Programmes are typically long-term pieces of work to support healthcare in areas where clinical expertise is essential, or the reach of the Academy makes it best placed to lead on the work. Programmes are also usually sponsored by external stakeholders such as NHSE. Examples of our programmes are:

— *Evidence Based Interventions (EBI) Programme*: this initiative improves the quality of care by ensuring a national approach to quality improvement and reducing unwarranted variation across the healthcare system. Harm to patients is avoided by reducing the number of medical interventions where the evidence base does not support their use.

— *We-R NHS hub:* The WE-R NHS (Workforce, Education and Research NHS) is a resource catalogue focussing on health and clinical education and workforce research. The catalogue has been created by NHS staff for NHS staff from across NHSE education. It is collated in one place on NHSE's learning hub making it easy for anyone with an NHS email to access.

— *National Clinical Assurance Group (NCAG):* NCAG is the main focus of this role and further information is supplied below.
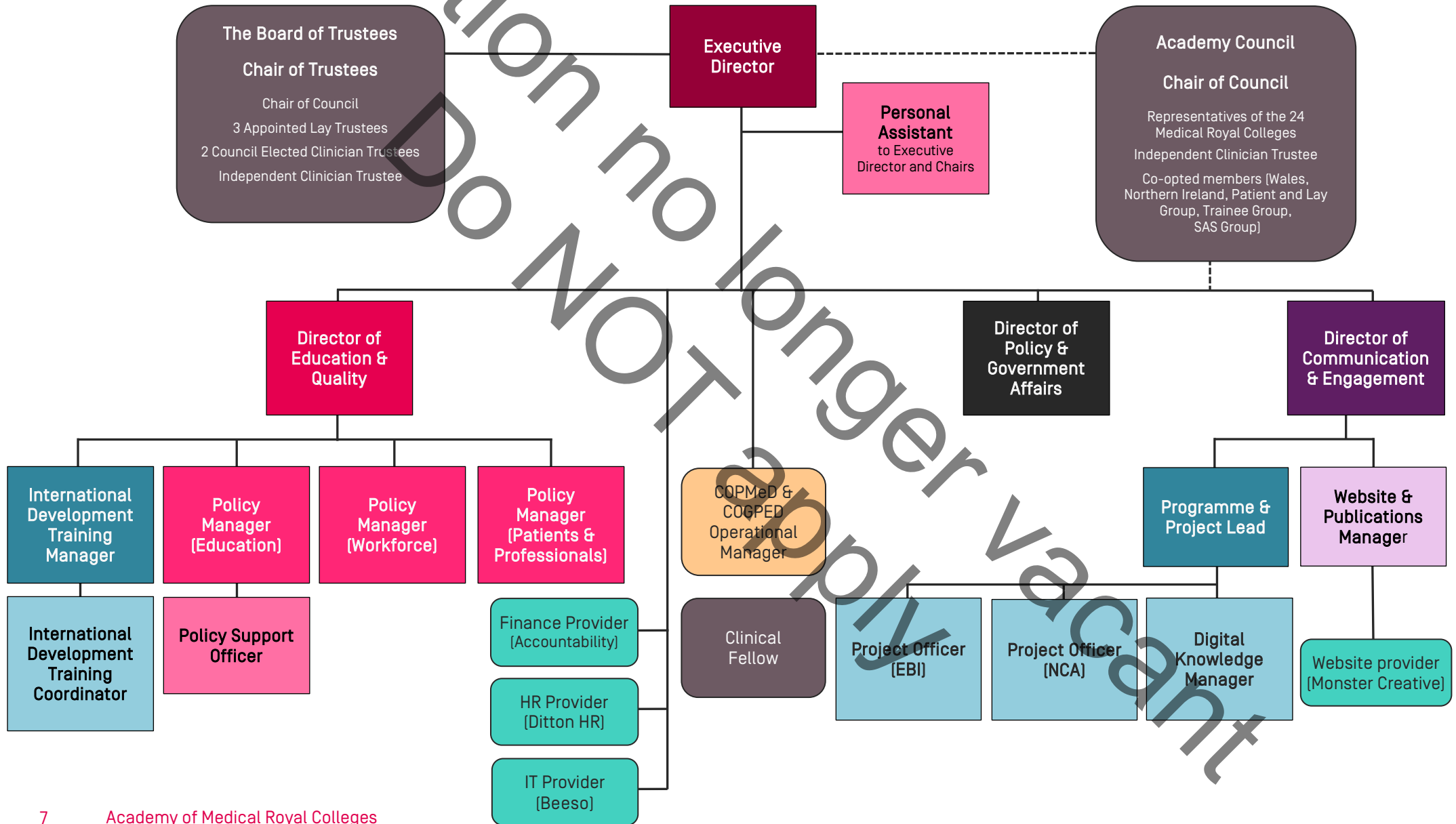
National Clinical Assurance Group

The National Clinical Assurance Group [NCAG] was established under the umbrella of the Academy in late 2022 and consists of subject matter experts [SMEs] from medical royal colleges and faculties as well as other professional medical bodies. The role of the group is to provide independent advice and assurance to NHSE on developments around the clinical content used for NHS pathways.

NHS Pathways is a clinical decision tree tool used for assessing, triaging, and directing contact from the public to urgent and emergency care services such as 999, GP out-of-hours and NHS 111. It enables patients to be triaged effectively by call handlers and ensures that they are directed to the most appropriate service available at the time of contact.

The work of NCAG falls into three workstreams:

1. *Prospective workstream* – to review pathways which have planned amendments or changes to clinical content and to provide advice to NHSE on them. This work is undertaken through six meetings, on average, per year (five remote and one in-person).

2. *Retrospective review* – working with NHSE to review all NHS pathways clinical content over a five-year cycle to assure the clinical accuracy against the latest guidance and standards. This covers the content used by pathways, 111 Online and the NHS website [NHS.UK]. This work is undertaken through six meetings, on average, per year (predominately remotely).

3. *Ad hoc advisory support* – on occasion SMEs may be asked by the NHSE teams either before something comes to a meeting, or for a more in-depth look at an issue raised at a meeting to provide some external advice or assurance. This can be via email, reviewing documents, or via ad hoc remote meetings.

Organisation chart

The Board of Trustees

Chair of Trustees

Chair of Council

3 Appointed Lay Trustees

2 Council Elected Clinician Trustees

Independent Clinician Trustee

Executive Director

Personal Assistant to Executive Director and Chairs

Academy Council

Chair of Council

Representatives of the 24 Medical Royal Colleges

Independent Clinician Trustee

Co-opted members (Wales, Northern Ireland, Patient and Lay Group, Trainee Group, SAS Group)

Director of Education & Quality

Director of Policy & Government Affairs

Director of Communication & Engagement

International Development Training Manager

Policy Manager (Education)

Policy Manager (Workforce)

Policy Manager (Patients & Professionals)

COPMeD & COGPED Operational Manager

Programme & Project Lead

Website & Publications Manager

International Development Training Coordinator

Policy Support Officer

Finance Provider (Accountability)

Clinical Fellow

Project Officer (EBI)

Project Officer (NCA)

Digital Knowledge Manager

Website provider (Monster Creative)

HR Provider (Ditton HR)

IT Provider (Beeso)

Job description

Job title:	Project Manager (National Clinical Assurance)
Salary:	Band C with a starting salary of £41,888 per annum
Contract:	Fixed term for three years with potential to renew, subject to funding
Hours:	Full-time (35 hours per week) Monday to Friday. Hybrid working with Tuesday plus one other day in the office. Open to flexible working or part-time working (min. 28 hours per week)
Location:	Academy of Medical Royal Colleges, 10 Dallington Street, London, EC1V 0DB
Reports to:	Programme and Project Lead
Line reports:	None
Budget responsibilities:	Management of the six-figure project budget

Key working relationships:

— Programme and Project Lead and other Academy staff
— Chair of the National Clinical Assurance Group
— National Clinical Assurance Group Members (Subject Matter Experts)
— NHS England staff: Pathways Team, 111 Online team, NHS.UK team
— Academy Finance Officer
— Healthcare professional membership bodies including medical royal colleges and faculties.

Role summary

The primary responsibility of this role is to lead the Academy's work in delivering the three NCAG workstreams. This will involve:

— working with the NHS Pathways, 111 online and NHS.UK project teams to plan and coordinate the work for all of the workstreams,

— working with the NCAG member host organisations to secure SMEs and manage contractual obligations including remunerating of SME time,

— working with internal Academy teams to manage all NCAG operations e.g. governance, and financial management, and

— providing secretariat support for the meetings associated with each workstream.

This is an established project within the Academy, however, there are opportunities to evaluate the existing approach and collaborate with NHSE and NCAG members to identify improvements for more effective delivery of the service. The post holder will have support from the Programme and Project Lead and will have the opportunity to work on other projects undertaken by the Academy as capacity allows. This post would suit an individual who is interested in continuing to develop their project management and stakeholder engagement skills in a health policy context.

Duties and responsibilities

Project design and management

— Implementation and revision of the existing project plans and timescales for each workstream on a regular basis, and plan future work based on lessons learned.

— Manage the NCAG budget including working with the NHS Pathways project team for funding requests for future years.

— Work in partnership with NHSE colleagues and the Programme and Project Lead to evaluate the impact of the programme.

Support the work operationally

— Work with healthcare professional membership organisations to secure SME for the relevant workstreams, including contract management.

— Maintaining full membership of NCAG, working with partner organisations to fill vacancies and keep up-to-date contact details (i.e. names, membership organisations details, and email addresses)

— Managing the payment of NCAG SME members and colleges in line with agreed rates and arrangements ensuring claims and payments are properly documented and approved, including travel expenses.

— Ensuring that Key Performance Indicators, as described in the contract, are met.

Manage the work of the NCAG. This will comprise:

— Liaising with the NHS Pathways, 111 online and NHS website project team and Chair to plan meetings.

— Ensuring presence of required specialists at the relevant meetings.

— Arranging meetings including setting up video conferencing and online file sharing folder (Microsoft TEAMS).

— Receiving agenda and papers from NHS Pathways team and sharing these with NCAG meeting attendees.

— Recording decisions and ensuring appropriate follow-up action.

— Circulating approved minutes and checking that agreed actions are carried out.

Other

— Establishing good links and relationships with relevant college leads to ensure the effective operation of the project.

— Support the Programme and Project Lead, Chair and NHSE, in conducting a review of the performance of the NCAG and the project in line with agreed criteria or key performance indicators (KPIs).

— Reporting activity and progress to Academy Council and Board as agreed.

— Building corporate relationships with key external organisations and individuals.

General

— Contributing to the development of the Academy and supporting and providing cover for Academy colleagues if required. The Academy is a small organisation, and all staff are expected to be flexible and contribute to its operations as necessary.

— A commitment to diversity, equality, and inclusion. Contributing positively to a working environment where everyone is treated with dignity and respect; and complying with all relevant law and Academy policies relating to equality and diversity.

— Maintaining a safe and healthy working environment by complying with all relevant Academy health and safety policies, procedures, and practices.

— Safeguarding confidential and sensitive information, complying with relevant data protection legislation and Academy policies.

— This job description sets out the main responsibilities of the role which may vary from time to time without changing the general character of the role or the level of responsibility.

Person Specification

Criteria		Essential / Desirable
Education / Qualifications	— Educated to at least degree level or equivalent experience.	E
	— Project Management training or equivalent experience.	E
Experience	— Budget management experience.	E
	— Experience delivering complex projects on budget and to tight timescales.	E
	— Confident with project management methodology and documentation.	E
	— Experience of committee management.	D
	— Experience working in a complex policy environment.	D
	— Experience drafting and agreeing contracts.	D
	— Experience drafting highly accurate minutes for publication.	D
Skills / Ability / Knowledge	— Excellent organisational skills and an eye for detail.	E
	— Excellent oral and written communication skills, with the ability to communicate complex messages clearly and precisely.	E
	— Highly numerate and comfortable working with spreadsheets.	E
	— Understanding of healthcare context.	D
Personal qualities / Attributes	— Well-developed interpersonal skills with the ability to establish, sustain and develop productive relationships with professional partner organisations to achieve shared objectives.	E
	— Confident and articulate.	E
	— Analytical, critical thinking and problem-solving skills.	E
	— A collaborative team player who is respectful of differences of opinion and offers constructive solutions.	E
	— Ability to work independently, show initiative and prioritise and balance competing demands.	E
Other	— Experience with and confidence using remote meeting software such as Teams, and the full range of Microsoft Office packages.	E

How to apply

Key dates

The closing date for applications is midnight on **Sunday 19 May 2024**

Interviews will take place during the week commencing 3 June 2024

Application process

Equality, diversity, and inclusion are an integral part of the Academy's culture of encouraging, supporting, and celebrating differences. In seeking candidates for this position, we strongly encourage applications from individuals of all ages, races, genders, physical abilities, sexual orientations, and perspectives. This is a part-time role. The Academy supports flexible working.

Please email your CV and a covering letter (no more than 2 pages) by midnight of **19 May 2024** to victoria.brewer@aomrc.org.uk with the job title in the subject line.

If you have any questions about this process or if you would like an informal chat about the role, please contact Victoria Brewer, Policy Programme and Project Lead, at the email above.

Your cover letter should outline:

— Why you are applying for the role.
— How you meet the person specification criteria.
— Your availability to start in the role.
— Contact details: mobile telephone number & home address.
— Where you heard about the role.