



# Royal College of Surgeons of England

ADVANCING SURGICAL CARE

**Job Title** – Head of Governance, Compliance and Risk

**Grade** – 5b

**Contract Type** – Fixed term (1 year), Full-time (35 hours)

**Location** - We fully support flexible working, from our superb offices in Holborn and from home. This role will be hybrid and typically 3 days per week in the RCS England office.

## About us

The Royal College of Surgeons of England is one of the best known professional membership organisations in the world, with a name and reputation that speak for excellence in the UK and across the globe. We provide education, assessment and development to nearly 30,000 surgeons, dental surgeons and members of the wider surgical and dental teams at all stages of their career; we set professional standards, facilitate research and champion world-class surgical outcomes for patients.

## About the role

This is a key role at the heart of the College's activities. Reporting to the ED Membership, Marketing and Communications, and working closely with the Chief Executive, Executive Directors and the President, this is a wide-ranging brief encompassing risk and the provision of high quality professional support to the President, Chief Executive and Executive Director group, governance, secretariat and compliance,

The main purpose of the role is to:

- Ensure high level, professional support is provided to the President and the Chief Executive, ensuring smooth and professional management of the President's and the Chief Executive's Office.
- Lead and develop the central Governance and Secretariat services for the College's Board, Council and key committees, advising on governance and processes.
- Lead on risk management across the College.

The post holder will manage a wide range of relationships with senior external stakeholders as well as relationships across the College at all levels. As well as strong experience in governance and risk, excellent people management and interpersonal and communication skills are required.

Whilst this is a 12 month fixed term contract, there is a strong possibility that there will be a permanent version of this post created, in the next few months.

Responsibilities

## About you

- Do you have experience in leading secretariat services, across an organisation, working with senior leaders?
- Are you a natural collaborator, with excellent interpersonal and relationship management skills?
- Do you have evidence of leading, managing and mentoring an effective team?
- Do you have exceptional attention to detail, and experience that ensures that documentation upholds the very highest of standards?
- Do you have proven ability to manage your own projects, problem solve, and develop solutions?

## What we can offer you

- 27 days paid holiday + bank holidays and up to 4 college closure days
- Flexible working
- Enhanced contributory pension scheme & other leave entitlements
- Variety of learning and development opportunities
- Wellbeing programme & Employee Assistance Scheme

**Interested Candidates:**

**If you wish to apply or if you have any questions about this position please email your CV together with a cover letter to [RCSHR@rcseng.ac.uk](mailto:RCSHR@rcseng.ac.uk).**

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a period of 6 months before deletion. If you would like your information removed sooner, please contact [RCSHR@rcseng.ac.uk](mailto:RCSHR@rcseng.ac.uk)

**Closing date: Sunday 26 November 2023**

**Interviews: Early December 2023**

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.