

The Royal Society of Medicine



Berwick Partners
an Odgers Berndtson company

Dean of Education

Job Pack

2024



Welcome

Thank you for your interest in becoming our next Dean of Education

The Royal Society of Medicine is a charity with a mission to share learning and support innovation across all areas of healthcare. We are a leading provider of continuing learning for healthcare professionals and a membership organisation.

Our strategy launched in 2021 “Better Healthcare for Better Lives” sets out four key pillars of our work. These are:

- **Education:** delivering multi-disciplinary, specialist and general education as well as professional development;
- **Learning Resources:** providing excellent healthcare resources;
- **Networks:** connecting those involved in and interested in healthcare; and
- **Innovation:** leveraging expertise across the RSM to help and inspire innovators.

Building on the RSM’s long history of delivering specialist and generalist education, we are transforming our offer to

suit the flexible needs of the next generation of healthcare professionals. Working with our faculty of around 1,000 volunteers who represent 55 specialty areas, we are engaging with partners to deliver a range of educational packages that are useful and used across the career pathway.

The library at the RSM holds extensive clinical and research material and it is a gateway to a wealth of digital resources, online courses, webinars and tutorials. Traditionally a paper-based resource, it is now transitioning into an online information service, providing support for literature searches and information skills training, as well as a fascinating archive collection.

With a staff of around 150 people, the RSM is based at 1 Wimpole Street, London. Our building houses education and conferencing facilities, a library and members’ facilities including a 47 bedroom hotel (Domus Medica), a restaurant, bar and meeting rooms as well as staff offices.

This is an exciting time to be joining the RSM as we undertake a significant transformation programme to modernise the Society to meet the challenges of our age. The Dean will play a crucial role in influencing and supporting these new developments.

We are all looking forward to working with our new Dean of Education.



A handwritten signature in black ink that reads "Michele Acton". The signature is fluid and cursive, written over a thin, curved line that extends to the right.

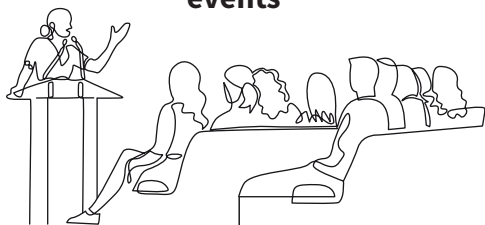
Michele Acton
CEO

About us

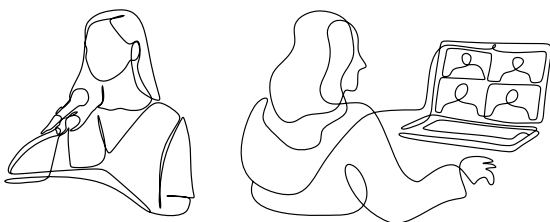
Established in 1805 as the Medical and Chirurgical Society, the Royal Society of Medicine has a long and rich history as a cross-specialty society sharing medical and healthcare knowledge.

In the academic year 2022/23, the RSM hosted:

290
events



72 in-person **101** hybrid **117** online



40,413
participant registrations



“Very well organised. The content was informative and has increased my understanding of the subject. It will inform my client practice.”



“Really thought-provoking questions from the crowd. The cases selected were very engaging and delivered in an interesting way. The social networking event afterwards was really well run, with well-considered food options for those with allergies and gluten free requirements. Would definitely attend again.”



Overview of the role

We are seeking to appoint a dynamic Dean to provide strategic, academic and operational leadership across education and learning resources. The Dean is responsible for driving strategic developments that enhance our reputation in education and support for innovation. The Dean will develop the RSM's ability to work in productive partnerships with key stakeholders, both internally and externally, in the UK and internationally.

The Dean will work with the education department, the library and information services team and with the network of 55 specialty Sections to create and deliver a vision for the future. This will engage members of the Society and partners to meet the RSM's ambitions as set out in the strategy. The successful candidate will report to the Chief Executive and work closely with the rest of the Senior Management Team (SMT) and colleagues across the organisation to ensure successful delivery of all key performance indicators for the RSM.

As academic lead, the Dean is responsible for the quality, format and standards of the educational events, programmes and other information resources provided by the RSM. The Dean will work with others to oversee the awarding of Continuous Professional Development (CPD) points and regularly monitor feedback as part of a drive towards ongoing quality improvement. They will also

Role title:

Dean of Education

Relationships:

Reports to CEO with four direct reports

Team size: 23

Location:

1 Wimpole Street, London W1 with some remote-working

Salary:

£90,000 to £120,000, commensurate with experience

lead the library and information services team to further develop a digital offering that serves our members wherever they happen to live and however they wish to engage with the RSM.

Working with other members of SMT to help forge strong partnerships with sponsors, philanthropists and the commercial sector, the Dean will help identify, optimise and realise opportunities for growth. The successful candidate will champion the transformational impact that education and knowledge can have on healthcare professionals, communities and society, and ensure that the RSM's mission is central to all its activities.

Main responsibilities of the role

Development and delivery of education programmes

- To provide over-arching strategic leadership for the Society's educational programmes, ensuring the content remains relevant and fit for purpose.
- To horizon scan for new, emerging and challenging issues by drawing upon external relationships and networks to identify topics, speakers and partners for RSM events.
- To be responsible for the design, delivery and planning of high-quality, relevant education programmes for RSM members, wider healthcare professionals and the public, prioritising areas where the RSM adds most value.
- To work with the Society's Sections to ensure the delivery of specialist medical education programmes, as part of training and continuing professional development (CPD).
- To support an effective and efficient process for awarding CPD credits to internal educational programmes, and to run this externally where appropriate.
- To ensure ongoing development of new methods and approaches for delivering effective learning resources, making effective use of new digital tools and channels.
- To provide support for income generation from the Society's educational activities.
- To develop an effective set of key performance indicators that inform ongoing quality improvement of all education programmes, audiences and finances.

Development and delivery of learning resources and information services

- To be responsible for the effective delivery of library and information services, including the physical environment and online service provision.
- To ensure the breadth, depth and quality of e-learning resources support the aim of being a leading digital library for researchers.
- To lead the ongoing transition from a physical library to a digital information service, accessible around the globe.
- To preserve and promote the heritage assets of the Society, including the archive materials.
- To develop commercial opportunities both within and outside the RSM.

Stakeholder and relationship management

- To work directly with, and support the senior volunteers at the RSM, including the President, Chair of the Education Committee, members of the Education Programme Approval Committee, Chair of the Academic Board, Section Presidents and Section Councils.
- To lead and motivate all internal staff in the education and information service teams, ensuring effective and efficient working and a positive supportive culture.
- To work with the senior colleagues at the RSM, including the Senior Digital Information Services/Library Manager to help develop the Society's digital strategy, the Director of Development regarding philanthropic and commercial support for relevant programmes and the Director of Transformation.



- To develop relationships with potential and existing partners that support income generation from online education.
- To understand the requirements of key stakeholders, such as the General Medical Council and NHS England, influencing and negotiating where required, to align the work of the RSM with core training programmes for healthcare professionals

Financial management

- To be responsible for the financial planning and budget setting across the education and information services teams.
- To ensure close working with the finance team to provide monthly accounts and forecasting, and to feed these through to the Sections.
- To provide accurate financial reports to the RSM Council.

People management

- To recruit, develop, manage and appraise staff and ensure training is available when required.
- To set direction and goals for the team and lead delivery.
- To promote a high-performing culture within and across teams which upholds the vision, mission and values of the Society.
- To ensure that the Society's education programmes are inclusive and that diversity is embedded within all programmes.

The post holder will be required to undertake any other appropriate duties as required. This job description is not intended to be an exhaustive list of activities, but rather an outline of the main areas of responsibility. Any reasonable changes will be discussed and agreed with the post holder before any variations to the job description are made.

Person Specification

Essential criteria include the following

- A record of effective senior leadership within a management or strategic role.
- Experience of people management, including performance management and conflict resolution.
- Knowledge and experience of effective approaches to learning and to continuous quality improvement.
- Knowledge of Continuing Professional
- Development (CPD) in medical specialties.
- Broad knowledge of digital learning in the education sector and experience of leading technology transformation.
- Experience of developing stakeholder relationships and partnerships across industry, the public and charitable sectors.
- Strong financial management and budgeting skills.
- Strong commercial awareness and an ability to identify and act on opportunities for income generation.
- Good communication skills, with the ability to forge excellent relationships internally and externally.
- High levels of probity, honesty and integrity.

Desirable criteria include the following

- Experience of working with, and delivering services through, volunteers.
- Primary medical degree and certificate of completion of specialist training, with fellowship of a relevant Royal College.
- Involvement in organisational change or quality improvement in clinical practice.
- Registered and in good standing with the GMC.
- Track record of embedding equality, diversity and inclusion in all aspects of work.
- Evidence of a strong academic record with publications and funding.
- Knowledge of Continuing Professional Development (CPD) in non-medical healthcare professions.
- Experience of working within a membership organisation or similar not for profit body.

Benefits:

- Non-contributory pension scheme (up to 20% contribution based on age and length of service)
- Private Medical Insurance
- Income Protection Cover
- Life Assurance
- 28 days paid leave (3 days between Christmas and New Year included) plus Public Holidays
- Staff Wellbeing Package including flu jabs, eye tests and employee assistance programme
- Staff discounts platform / app



How to apply

Please send a CV and covering letter setting out how you meet the criteria of the person specification.

The preferred method of application is online at www.berwickpartners.co.uk/91493

If you are unable to apply online please email your application to response.manager@berwickpartners.co.uk

For **detailed information** on how we process your personal data, please review our privacy policy on our website <https://berwickpartners.co.uk/privacy-and-cookie-policy/>

The deadline for applications is **5:00pm** on **Wednesday 12th June 2024**



The **ROYAL**
SOCIETY *of*
MEDICINE

1 Wimpole Street, London, W1G 0AE

Registered charity no: 206219

www.rsm.ac.uk