



professional<sup>™</sup>  
standards  
authority

accredited register

THE REGISTRATION  
COUNCIL FOR

**RCCP**  
CLINICAL  
PHYSIOLOGISTS

## CANDIDATE BRIEFING PACK

# INTERIM CHIEF EXECUTIVE

(Fixed Term Contract 12 months)

REGISTRATION COUNCIL  
FOR CLINICAL PHYSIOLOGISTS

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## Welcome

Thank you for expressing an interest in the position of Interim Chief Executive Officer (CEO). This is an exciting time to be joining RCCP as we build upon our Professional Standards Authority (PSA) accreditation status and review our strategy moving forward.

The Board is looking for an Interim CEO with strong expertise in strategic and operational delivery, an understanding of professional regulation and the willingness to lead our small team who all currently work remotely. The successful candidate will have an excellent track record of implementing change, together with excellent influencing and negotiation skills

We are committed to the development of external partnerships and collaborations and to exploring how these can be a vehicle for us to improve our services further and to help us to make the case for stronger regulation in the sector. We are looking for somebody with real drive to lead us through the next stage of our development as we explore these partnership options.

Our next 12 months will see significant change so we are offering this post on an Interim fixed-term basis with a commitment to review after 9 months.

We hope you enjoy reading this pack and learning more about RCCP and its role in championing patient safety. If you believe you have the necessary experience and qualities, we hope that you will be inspired to make an application which I very much look forward to receiving.

**Paul Burgess MBE**

**Chair RCCP**

## Advert

<b>Post:</b>	Interim Chief Executive Officer
<b>Organisation:</b>	The Registration Council for Clinical Physiologists (RCCP)
<b>Salary:</b>	c. £60,000 p.a. (Pro-rata for part time)
<b>Hours:</b>	Part time, 3 days a week.
<b>Location:</b>	Home Based, with occasional visits to Head Office, Droitwich, Worcestershire

The Registration Council for Clinical Physiology (RCCP) was established in 2001. The RCCP holds a Professional Standards Authority (PSA) accredited register for practitioners in six disciplines of Clinical Physiology: Audiologists (including Hearing Therapists and Educational Audiologists), Cardiac Physiologists, Gastro-Intestinal Physiologists, Neurophysiologists, Sleep Physiologists and Respiratory Physiologists. Today we have around 5,500 registrants and a turnover of £300k.

The Board is seeking an Interim Chief Executive Officer for 12 months who has the skills, expertise and vision to bring new energy and ideas, and is able to forge new relationships to support RCCP's strategic objectives. The Interim CEO will be responsible for leading us through the next phase of our development. A key part of the role will be the responsibility for our operational, financial and people performance, ensuring RCCP achieves its strategic objectives, while operating efficiently, effectively and within budget.

As a suitable candidate for this post, you will need to be an inspiring leader, who can engage with, and influence, a wide range of stakeholders and operate on a national stage as an ambassador for RCCP. You will have an understanding of professional regulation together with relevant experience, most likely gained working for a regulator, public body, membership body, not-for-profit organisation or charity. You will be able to demonstrate previous leadership experience, including successfully delivering strategic objectives, ensuring core functions are professionally executed, and implementing change and transformation in a similar sized organisation. You will be able to demonstrate a high degree of commercial, financial and political acumen. You will be comfortable working in a small organisation, where there is often a requirement to balance strategy with the operational demands of the role.

If you believe you meet the requirements of the role and would like to work with fantastic colleagues in an ambitious organisation, then we would welcome your interest and application.

Applications are by CV and Covering Letter and should be submitted by the closing date to:  
[zoeyharries@rccp.co.uk](mailto:zoeyharries@rccp.co.uk)

**Deadline for application:** 5pm on 24<sup>th</sup> August 2020

**Virtual Video Call Interviews will be held:** Week commencing 7<sup>th</sup> September 2020.

## Organisational Profile

The Registration Council for Clinical Physiologists (RCCP) is a Community Interest Company. RCCP was established in 2001 to ensure the highest levels of safety for patients of Clinical Physiologists. The RCCP holds a Professional Standards Authority (PSA) accredited register for practitioners in six disciplines of Clinical Physiology; Audiologists (including Hearing Therapists and Educational Audiologists), Cardiac Physiologists, Gastro-Intestinal Physiologists, Neurophysiologists, Sleep Physiologists and Respiratory Physiologists. Today we have around 5,500 registrants and a turnover of £300k.

Our core mission is to deliver patient safety and public protection. We strive to achieve this by ensuring Clinical Physiologists adhere to high RCCP standards that form the foundation for how we regulate. Our standards set out how we expect our registrants to behave; what the public should expect from a clinical physiologist; help us make decisions about who should be admitted to the register; and are used if someone raises a concern about a registrant's practice.

The 5,500 registrants on the RCCP register bring assurance of the highest standards of education and training and we support registrants to keep up to date with their Continuing Professional Development (CPD). RCCP accredits education programmes as well dealing with concerns about registrants through a robust fitness to practise process. Our registrants choose to be regulated as it shows their commitment to this area of their work and makes them part of a professional community adhering to the highest standards of professional practice.

RCCP's annual turnover is c.£300k which comes from annual fees paid by registrants. The RCCP has a small office in Droitwich, Worcestershire, although all staff are currently working remotely during the COVID 19 crisis. The RCCP currently looks after register management, fitness to practise procedures, education and training accreditation alongside finance and general administration. RCCP employs 5 staff (4 are part-time), led by the CEO (see organisation chart Appendix A). The RCCP Board has 5 Non-Executive Directors and 1 Executive Director led by Paul Burgess MBE, Chair of the Board who was appointed April 2019. There are three sub committees that exist to provide advice and support the work of the Board. The Board meets quarterly.

RCCP's core functions include:

- Maintaining and publishing a PSA accredited, publicly accessible register of properly qualified, competent and trustworthy clinical physiologists. This also involves promoting awareness of the register among the general public, employers and education providers to give confidence in the profession.
- Working in partnership with the Clinical Physiology professional bodies to develop, promote and apply the highest standards of professionalism for our registrants
- Assuring the quality and approving high standards of education and training with Higher Education Institutions, and ensuring registrants have continuing professional development
- Handling concerns about RCCP registrants, and where necessary investigating and dealing with those complaints through fitness to practise procedures
- Campaigning for the introduction of statutory regulation of clinical physiologists to ensure that nobody can opt out of the patient safety measures that we provide.

Further details of RCCP's activities can be found at [www.rccp.co.uk](http://www.rccp.co.uk)

## Job Description

The Interim CEO role is being offered on a flexible, part-time basis (3 days a week). £60,000 - p.a.FTE (Three days a week = £36,000 p.a. pro rata).

**Location:** Home based with occasional visits to the Head Office in Droitwich, Worcestershire.

### Main purpose

Responsible to the Board for delivering RCCP's strategic objectives and annual budget through the development and implementation of a professionally executed operational plan.

Report to the Chair of the Board, with overall responsibility for providing executive leadership.

Act as an Ambassador for RCCP, developing excellent relationships with new and existing key stakeholders to raise the profile of RCCP and to grow the register in order to achieve the strategic objectives.

Enable the RCCP Board to fulfil its duties and responsibilities for the proper governance of the RCCP and discharging fiduciary duties.

### Strategic and Operational Management

- Maintain a high-quality register and secure RCCP's ongoing relationship with the Professional Standards Authority.
- Ensure RCCP has the appropriate management structure and systems in place to deliver its strategic aims, and deliver high-quality operational activities cost effectively.
- In collaboration with the Board and Chair, ensure a regular review of RCCP's vision, values and strategy to reflect the changing environment and available resources, ensuring they are forward-looking and evidence informed.
- Produce and deliver annual operational plans and budgets.
- Ensure IT and other office infrastructure is fit for purpose with effective procurement and contract management.
- Develop and implement new working arrangements with partner organisations.

### Relationships and Communications

- Develop and maintain excellent working relationships with external and internal stakeholders including fostering a culture where registrants can feel fully engaged in the organisation.
- Act as the main ambassador for RCCP with the professional bodies and on other UK platforms and be an effective and influential advocate for statutory regulation.
- Develop and implement an internal and external communication and engagement plan, focused on raising the profile of RCCP, engaging with, and building/maintaining external relationships with mutually beneficial partners, relevant statutory and government bodies, patient groups and other stakeholders such as political groups.
- Ensure RCCP contributes to relevant consultations to further RCCP's strategic objectives.

### Leadership

- Develop and lead a high-performance team.
- Role model and engender an organisational culture of professional excellence and inclusivity.

- Identify and implement fit for purpose HR policies to ensure RCCP attracts, recruits, retains and motivates excellent staff and Board Directors, and is legally compliant.

### Finance and Risk

- Responsible for the financial health of RCCP; set, and operate within, the agreed annual budget, ensuring effective management of RCCP's resources.
- With the Treasurer, ensure that appropriate systems are in place to safeguard RCCP's assets.
- Identify the major risks faced by RCCP, review regularly to effectively mitigate any risks and undertake contingency/succession planning.

### Governance and Compliance

- Ensure RCCP meets all legal, statutory and regulatory obligations as a Community Interest Company (CIC) and keeps up to date with significant developments in legislation.
- Working with the Chair, enable effective RCCP Board Meetings and sub-committee meetings through the provision of high- quality papers focused on the key strategic and operational issues.
- Oversee reporting to meet the Professional Standards Authority requirements of the annual performance review and address any issues in a timely manner.
- Ensure RCCP receives appropriate expert advice and information on relevant matters where required.

## Interim CEO Person Specification

The role requires someone with previous knowledge/experience at senior/Board level, likely to have been gained in a regulator, public body, membership body, not-for-profit organisation or charity. We are looking for someone with the passion to take on this demanding and exciting role.

### Qualifications

- Degree level qualification (or equivalent standard).

### Essential Experience and Knowledge;

- Senior leadership experience in an organisation of comparable size and complexity, reporting to a board of directors.
- Knowledge of professional regulation with a clear understanding of the key issues within healthcare, regulation and professional bodies.

### Strategic and Operational Management

- Proven experience of thinking strategically and the ability to translate organisational objectives into operational plans.
- Track record of successfully delivering strategic objectives, operational plans and budgets, ensuring core functions are professionally executed.
- Experience of implementing change and transformation in a similar sized organisation.
- Comfortable taking a 'hands on' in a small organisation, where there is often a requirement to balance strategy with the operational demands of the role.

### Leadership, Relationships and Communications

- An inspiring leader who can engage with, and influence, a wide range of stakeholders at all levels, build key relationships and operate on the national stage as an ambassador for RCCP.
- Experience of creating a culture of professional excellence and inclusivity whilst supporting staff to implement organisational policies.

- Successfully managing and building crucial internal and external relationships at senior level.
- Track record of quickly achieving impact and gaining positive results.
- Excellent communicator with strong oral, written and listening skills and the ability to understand the needs of our registrants.

#### Finance and Risk

- High degree of commercial, financial and political acumen.
- Experience of leading a financially successful organisation with strong budgetary management skills.

#### Governance and Compliance

- Good understanding of corporate governance and experience of working effectively with non- executive Directors.

#### Personal Qualities;

- Excellent interpersonal skills.
- Sound judgment and decision-making skills.
- Pro-active in nature with a drive to succeed and a 'can do' attitude.
- Adheres to the Nolan principles of public life with strong personal integrity.
- Confidence to constructively challenge and problem solve effectively.
- Passion for the upholding patient safety.

#### Application Process

Application is by CV and covering letter, detailing your experience in relation to the Job Description and Person Specification. These should be sent to [zoeyharries@rccp.co.uk](mailto:zoeyharries@rccp.co.uk)

All applications will be acknowledged by a return email.

#### Key Dates in the Process

Applications will close on: 5pm on 24<sup>th</sup> August 2020.

After the closing date, applications will be assessed against the Job Description and Person Specification.

Candidates will be informed whether or not they have been successfully shortlisted.

Interviews are scheduled to be held week of 7<sup>th</sup> September 2020.

Appendix A

Organisational Chart

