



Role	Director of Resources
Reporting to	Interim Chief Executive Officer
Location	Edinburgh

About the College

The Royal College of Surgeons Edinburgh has an ambitious Strategy 2022-2027 to deliver the highest standards of education and information to more people across the globe and to encourage greater engagement from new and existing members.

We do this by being available where we are needed, face to face or online and to be rooted in the education and development journey of all clinicians as they grow their career from school to retirement.

We advocate on their behalf to promote fairness and equal opportunity for all, an inclusive and nurturing work environment and the highest standard of patient care.

Our Strategy is led by our Mission and Vision. You can read more about our Strategy and Values here. : <https://www.rcsed.ac.uk/the-college/about-us/our-strategy>

The College has a staffing complement of just over 200.

Job Description

Introduction

This is a new post for the College and brings together with Finance a number of corporate services functions, that have been previously been distributed across the portfolios of other Directors. With a new College Strategy 2022-2027 and a need for whole system change our corporate services functions are critical enablers of the delivery of our Mission, Vision and strategic aims and objectives.

With the Director of Finance having left to take up a new post, the opportunity has been taken to create a new post of Director of Resources. Our aim is to provide these functions with professional, inspirational and values led leadership they need for the future. If you are the successful candidate you will provide these functions with executive leadership, representing them at senior team, College Council and Committees.

In addition to Finance, the successful postholder would have executive leadership for Human Resources (which includes learning and organisational development), Information Infrastructure and Support Services (IISS), and Applications and Online Services (AOS). Operational planning is being developed within the College and this postholder would take on responsibility for coordinating annual operational and financial planning and reporting to the senior team and Council on delivery.

The corporate functions need to work together to deliver joined up, digitally enabled value add services. The state of readiness to meet these challenges across the various functions is variable with the potential for programmes of change. The College needs to develop enabling strategies across all the functions included in this role. There is the potential for the property and facilities function to be added into the portfolio at a later date.

Our corporate resource functions ensure the College has the right support to deliver effective services to members and staff. The Director is responsible for ensuring that delivery of these services across the College are fully aligned with the College Strategy.

About The Role

The purpose of this role is to

- Provide strategic executive leadership for the College's Corporate Services functions including Finance, HR, IT and operational planning
- Contribute to developing the strategic direction, leadership and management of the College and the successful delivery of the College Strategy and operational plan, with a particular emphasis on cross departmental working and initiatives
- Provide financial leadership within the College at strategic and operational level ensuring sound and appropriate financial governance
- Provide strategic executive leadership for Finance, HR Information and digital strategies for the College
- Provide executive leadership for the College's strategic, operational and financial planning processes in collaboration with a range of stakeholder groups

The Director will ideally have experience of leading multiple services and would look to ensure there are lead service managers running each of the departments within the scope of the post. As the strategic lead for corporate resources the postholder will look to get the best from people and work collaboratively to ensure our corporate functions continually deliver, looking at ways to transform approaches

across the College, making services more efficient, innovative and responsive to our needs.

The postholder has the lead executive role on advising the senior management team and the Council on financial strategy, providing sound financial advice to Office Bearers and the Council and ensuring the College maintains strong financial management underpinned by effective financial controls. It is an essential requirement of the role, that the postholder is a professionally qualified with a ACCA, ICAS, CIMA or CIPFA qualification.

Key Accountabilities

1. Provide strategic, executive values led leadership for the Finance, Human Resources, Information Technology and Data Services functions and the cross-organisation coordination of Operational and Financial Planning
2. Support the delegated Accountable Officer (Chief Executive) in the discharge of their duties and challenge those responsible for the organisation's activities to account for their financial performance
3. Contribute as a member of the College senior team to the wider delivery of the College Strategy 2022-2027, leading the enabling strategies and processes that are the responsibility of the corporate services functions
4. In partnership with professional service heads, provide expert advice to Committees, Boards and other senior colleagues relating to the Corporate Service functions
5. Be accountable for key corporate processes and in particular the coordination of the College strategic and operational planning processes
6. Drive innovation across Finance and the corporate service functions, leading them to deliver customer focused and value add services to internal customers and members
7. Manage relationships with key stakeholders, including external audit as well as external suppliers
8. Enable managers and leaders to be confident and empowered by ensuring they have the tools, guidance, coaching and support to apply their skills in delivering the professional management and leadership of their teams

9. Play an active role as a member of the senior team developing strong, open and collaborative working relationships with all members, influencing and taking responsibility for corporate decisions
10. Support and advise the Chief Executive, President and Office Bearers, keeping them informed of key developments

More information in relation to each of the individual functions

Finance

- Deliver robust financial management
- Deliver proactive financial planning to steer a positive overall financial position for the College aligned with its 2022-2027 Strategy and operating plans
- Lead on all financial control issues, planning and budgeting setting and financial reporting and having overall responsibility for all statutory accounting and external reporting
- Develop and manage a financial strategy to underpin the College's long term financial viability and to deliver the 2022-2027 College Strategy
- Ensure the delivery of high-quality governance, risk management & compliance services to the College
- Create the financial and operational planning framework that enables the senior management team to plan, prioritise and make sound investment and disinvestment decisions
- Ensure professional advice and meaningful financial analysis is provided to enable informed decision making
- Deliver efficiency and value for money in the organisation's activities

Human Resources

- Ensure the delivery of high quality, human resources, learning and organisational development services to the College
- Provide executive leadership for the development and implementation of a People and Organisational Development Strategy to deliver the College's Strategy 2022-2027 and operational plans
- Provide executive leadership for major people College wide projects and programmes
- Champion and promote engagement with staff, to deliver positive working relationships across the College
- Promote and champion the use of people data and other key performance measures to track improvement and progress in the development of College culture

Information Infrastructure and Support Services, Applications and Online Services

- Provide executive leadership for the overarching strategy, management and execution of the information technology and infrastructure for the College
- Provide executive leadership for the development of a Digital Strategy that delivers continuous improvement and aligns services with the College's Strategy 2022-2027
- Oversight of the College's infrastructure and service, cyber security and the management of key College systems ensuring optimum performance to maintain operational delivery, overseeing the effective use of and application of technology
- Oversee the collection and storage and analysis of all data held within key College systems developing and using a range of analytical tools to inform key business decisions

Person Specification

E- Essential

D- Desirable

A- Assessment – assessment can comprise the application (A), interview (I) and exercises as appropriate for the post

Qualifications, Experience & Attributes	E	D	A
Significant evidenced experience of working at a senior level, leading the Finance function in an organisation of similar scale and size	x		A
Degree educated & fully qualified accountant (CA, ACCA, CIMA, ACA, CIPFA or equivalent)	x		A
Substantive evidence of expertise in the management of finance governance and risk	x		A I
Successful management of cross organisation financial and operational planning processes	x		A I
Successful track record of leading multiple and diverse functions at a senior level, including IT and Human Resources		x	A I
Strong insight into the power of digital technology, data management and security	x		A I

Evidence of delivering change that has delivered innovation and improvement at organisational level	x		I
Evidence of a demonstrable track record of inspiring, values led leadership	x		I
Strategic and resilient with evidence of leading high quality value for money services, with an evidenced track record of leading transformational change	x		I
Highly influential with a strong track record of working collaboratively with senior colleagues and across organisations to deliver improvement and change plans	x		I
Strong track record in building engagements with diverse groups commanding confidence and credibility in presenting the College's position on a diverse range of functions	x		I
Track record of empowering people to achieve their objectives, committed to developing people and motivating them to give of their best	x		I

General Information and Conditions

Working Patterns

The hours of work shall be 35 hours per week, working each day Monday to Friday, 9 – 5pm with a one-hour unpaid lunch break on each day worked. The nature of the role is such that tasks are often time-critical and an ability to effectively prioritise workloads and tasks is required. The postholder may be required to work outside of normal working hours on occasion. They may also be required to travel and work away from Edinburgh for short periods, which may require overnight stays away from their normal place of residence.

Accountability

The Director of Resources is accountable to the Interim Chief Executive Officer.

Pension Scheme:

The College uses the People's Pension, pension scheme. Further information can be obtained from the Finance Department. (Anyone wishing to transfer from an existing Pension Scheme should discuss this option with their Financial Adviser).

Sick Pay Scheme:

Members of staff are eligible for the benefits of the College's Sick Pay Scheme once they have been in post for a minimum of six months.

Annual Leave

The College's annual leave year runs between 1st January to 31st December and awards staff the following entitlements (pro-rata for part time employees)

Personal Holidays

- 30 standard personal days
- 3 fixed compulsory days which fall in between Boxing Day & New Year's Day

Public Holidays

- 9 public holidays
- 5 days of those Public Holidays can be taken on any date
- 4 fixed compulsory public holidays taken on Christmas Day, Boxing Day, and the 1st & 2nd of January (or nearest working days)

Total annual leave given per year = 42 days

General

All posts are offered subject to the receipt of references satisfactory to the College.

This post is offered on a six-month probationary period basis.

Candidates may be requested to undergo a medical examination.

Appointment is subject to proof of eligibility to work in the UK provided in advance of the proposed start date.

Salary:

This will be circa £75,000 per annum, pro rata, dependent on experience

December 2022



