



January 2025

Dear Applicant,

Re: Workforce Policy Officer

Thank you for your interest in working for the Royal College of Pathologists.

Pathology is at the heart of modern healthcare. Pathologists work to prevent, diagnose, treat and monitor diseases and are involved in the diagnosis of disorders affecting every organ of the body, from before birth to after death. The majority of tests requested by doctors will be performed and interpreted by a clinical scientist or medically qualified pathologist.

This is a fantastic opportunity to join a royal medical college whose members are at the forefront of tackling the COVID-19 pandemic and furthering high standards of patient care and safety.

About you

We are seeking a dedicated and proactive Workforce Policy Officer to support the delivery of our Workforce Strategy. You will develop evidence-based policies, reports, and guidance to address workforce challenges in pathology, whilst effectively communicating key messages through multiple channels to maximize impact. With experience in policy development, stakeholder engagement, and research analysis, you will have a proven track record of delivering high-quality outputs that inform and influence decision-making. Success in this role requires strong analytical and communication skills, the ability to manage multiple projects, and a commitment to excellence and collaboration.

To apply, please send a CV and completed supporting information form to recruitment@rcpath.org **by 9am Monday 3 February 2025**. If you apply for the post, I would be grateful if you would complete an optional anonymous diversity monitoring



questionnaire to enable the College to monitor the diversity of applicants: [RCPath Recruitment Diversity Questionnaire](#)

If you would like to speak to someone about the role, please contact HR in the first instance on 020 7451 6700, or via recruitment@rcpath.org.

I look forward to receiving your application.

Yours sincerely,

Amy Johnson

Workforce and Engagement Manager



Workforce Policy Officer

Job description

Reporting to:	Workforce and Engagement Manager
Working hours:	Full time, 35 hours per week
Location:	The Royal College of Pathologists, 6 Alie Street, London E1 8QT
Grade:	4

Directorate and team

The Workforce and Engagement department collects, analyses and acts on workforce data to ensure pathology is sufficiently resourced. The department also provides a job description review service to employers and provides Appointment Advisory Committee representatives.

The department sits within the wider Professional Practice directorate which seeks to deliver innovative, engaging and high-quality member products and services through strong stakeholder engagement, robust data collection and comprehensive intelligence gathering.

Main purpose

The Workforce Policy Officer will play a pivotal role in leading the development and communication of workforce outputs that align with the College's Workforce Strategy objectives, by developing reports, guidance and policy positions that aim to deliver change, through strong policy and project work, engagement, robust research and evidence-informed analysis.

Key duties

Reports, policy positions and guidance documents

- To develop detailed, engaging and accessible workforce outputs that align to the strategic aims, including workforce guidance and reports, factsheets and policy and position statements.



- To ensure that all outputs are well-researched, supported by robust evidence, address key workforce issues and present the findings in the appropriate way for the audience to understand.

Workforce research and analysis

- To gather and analyse information from a broad range of sources to inform workforce policy development, position statements, reports and guidance.
- To undertake comprehensive desk-based research within the pathology policy environment to ensure that College workforce outputs are informed, accurate and nuanced to the workforce landscape, and recommendations are relevant and actionable.
- To commission external research on the pathology workforce, liaising with specialised experts, such as research organisations or consultancy firms, to obtain the most relevant insights that support evidence-based policy development.
- To input and maintain a database of research completed, both internal and external, for future reference on workforce trends.
- To interpret and collate complex insights from external sources such as the GMC SOMEPE reports, workforce content published by the four UK NHS bodies, and information presented in the media to inform our workforce outputs.
- To lead the design and delivery of qualitative data collection essential for understanding the workforce landscape. This includes defining key areas of inquiry into staff experiences, motivations and challenges faced by the pathology workforce.
- To horizon scan the policy and research environments for major developments relevant to the pathology workforce.

Stakeholder engagement

- To lead the College's stakeholder engagement activities by identifying, building and managing engagement to enhance the College's profile and position on behalf of the pathology workforce. With a focus on the four UK NHS bodies, the GMC, the HCPC and kindred organisations.
- To liaise with all stakeholders to establish the implications of workforce policy proposals, both internal and external, addressing any risks and identifying any benefits.
- To collaborate with subject matter experts and stakeholders to co-author outputs across our 17 specialties.
- To represent the College at internal and external meetings and events to promote our workforce work.



Communications

- To lead the creation and delivery of workforce communications, ensuring consistent messaging, engagement, and alignment with overall communication strategies.
- To deliver timely and well-crafted responses to both workforce related issues as and when they arise, and the development of the College's workforce communications across a range of channels.
- To monitor public discourse and media coverage related to workforce topics and provide strategic responses, as required.
- To ensure the College website content relating to workforce outputs is engaging, up-to-date and accessible.
- To lead the development of communication plans for workforce related projects to support the project manager.

Advice and support

- To collaborate with cross-departmental colleagues to ensure that workforce position statements and influencing work is integrated with, and supports, other team activities and organisational objectives and priorities.
- To provide advice to College Officers and senior staff in relation to workforce planning and workforce position statements.

General duties

- To keep up to date with relevant research and developments within own professional field.
- To undertake any other duties and responsibilities as requested which are commensurate with this role.
- To represent the College at relevant stakeholder meetings, deputising for senior members of the workforce team, if required.
- To engage in regular staff meetings, staff briefings and project groups where appropriate.



Workforce Policy Officer

Person specification

Requirements	Essential	Desirable
Qualifications / Experience / Knowledge		
Graduate (any undergraduate degree) or experience that demonstrates equivalent analytical ability	✓	
Graduate (or equivalent) in science, medical or related subject		✓
Experience of drafting policy documents and reports, and capable of translating complex concepts for policymakers and influencers	✓	
Knowledge of the policy environment, political institutions and the process of government as they affect the College	✓	
Experience of including members in policy development work		✓
Experience of influencing stakeholders, and understanding of opportunities and risks of working collaboratively	✓	
Experience of planning and implementing effective policy advocacy plans	✓	
Experience of developing and managing own projects		✓
Skills / Abilities		
Research, analytical and fact-finding skills, and ability to identify and understand key issues	✓	
Clear communications skills, both written and verbal	✓	
Ability to present complex information both written and verbal, that can be easily interpreted and understood by the target audience	✓	
A commitment to stakeholder focus and relationship management to achieve the best outcomes	✓	
Ability to prioritise work, adapt schedules and meet short deadlines	✓	
Ability to work with both internal and external stakeholders to achieve agreed objectives	✓	
Excellent IT skills with the ability to use Microsoft Word, Outlook, Excel and Power Point	✓	



Qualities		
Persuasive and diplomatic manner to build clear, evidence-based arguments about complex issues to promote a policy position	✓	
Committed to high quality outputs	✓	
Committed to continual improvement	✓	
Committed to a member/customer focused culture	✓	
Commitment to equality and diversity and understanding of how this would apply to own role and responsibilities	✓	



Working for the Royal College of Pathologists

Competitive salary	The salary for this Grade 4 role is £43,392.00 per annum. This also has opportunities for competence-based pay progression.
Hours	Standard working hours are 35 hours per week, Monday to Friday, 7 hours per day (excluding lunch hour
Annual leave	25 days per annum (pro-rotta), plus bank holidays, increasing with length of service.
College closure days	The Trustee Board every July decides whether it will close the College between Christmas and New Year.
Employee discount scheme	The College has an employee discount scheme operated through Reward Gateway. This scheme offers employees discounts and cashback with major retailers.
Pensions	Employees will join the College pension scheme.
Interest-free season ticket loan	You may apply to the College for an interest-free loan to purchase an annual season ticket.
Cycle to work scheme	The College offers an interest free loan as part of our cycle to work scheme.
Employee assistance programme	Through this programme employees have access to a confidential counselling service, health advice, emotional support as well as a comprehensive occupational health service.
Learning and development	The College offers learning and development opportunities for all members of staff.
Maternity pay	Enhanced maternity pay, with up to 8 weeks at full pay, and 18 weeks at half pay.
Paternity pay	2 weeks full pay.
Flexible working	Flexible working is supported.

Note: This is an example of current benefits provided, subject to eligibility requirements, and it is not contractual.



The College's values and behaviours set out the kind of organisation we are, what is important to us collectively, and how we work to achieve success. They apply to staff members, honorary officers and volunteers. We also share our values and behaviours with contractors and others working within the College.



Teamwork

We achieve excellence by working together.

- We collaborate, share knowledge and communicate plans.
- We involve the right people at the right time.
- We work cohesively towards common goals.
- We value diversity and the contribution and expertise of others.
- We provide, seek and act on constructive feedback.
- We approach tasks with energy and focus on positives.



Service

We support members to deliver the best patient care.

- We provide a welcoming, consistent and professional service.
- We listen to our members to understand and respond to their needs.
- We deliver impartial and accurate information and advice.
- We seek opportunities to improve the value of benefits for all membership categories.
- We are positive, open and transparent.
- We are reliable, delivering within agreed timescales.



Ambition

We aspire to provide the best quality services and lead innovation for pathology.

- We strive to be the best we can be.
- We are resilient and determined.
- We take managed risks and learn from our mistakes.
- We take a proactive and solutions-focused approach to our work.
- We use innovation and creativity to improve the quality and efficiency of our work.
- We are committed to continuous learning and development.

