

# Job Description

## Standards and Guidelines Manager



### The Opportunity

[The Intensive Care Society \(ICS\)](#) is the heart of the UK's intensive care community, bringing together doctors, nurses, psychologists, pharmacists, and allied health professionals who dedicate themselves to saving and transforming lives. Our mission is to foster groundbreaking research, elevate care standards, and deliver the best outcomes for patients and their families

### The role

An excellent opportunity has arisen for a highly organised and motivated person to join our growing team. The **Standards and Guidelines Manager** is an integral role at the Society and plays a vital role in enhancing patient safety, improving ICU care quality, and ensuring consistency in clinical practice. By maintaining high standards in intensive care medicine, they help shape the future of critical care and contribute to better patient outcomes.

The successful role holder will work with key internal committees, working groups and external stakeholders to deliver the Society's priority workstreams, such as guidance for the transfer of a critically ill adult, the rulebook for running an ICU safely and effectively and other specific standards of care. They will also deputise for the Head of Standards and Policy as required. In this role you will learn a lot and quickly. You will have the opportunity to work with senior leaders and intensive care professionals to ensure that the Society meets the needs of our beneficiaries and delivers impact in the sector.

**To apply:** send your CV and a supporting statement or no more than 300 words explaining how you meet the essential and desirable criteria for the role outlined below to: [Research@ics.ac.uk](mailto:Research@ics.ac.uk)

**Closing date:** all completed applications must be received by **21 March 2025**.

**Interviews:** scheduled to take place on **Thursday 27 and Friday 28 March**

**Applicants must have the right to work in the UK.**

**Hybrid working with a minimum of two days in the office in London.**

### Benefits

- Defined contribution pension scheme after three full months service (employer contribution 5% and employee contribution 3%). The option for employees to contribute an additional 1% to their pension then ICS will match that with an additional 1%. Salary sacrifice scheme.
- Life assurance (after 3 months service) which provides a death in service payment of twice basic salary.
- Confidential Counselling Helpline 24 hours per day, 365 days a year for employees needing confidential help and advice. Telephone support on any matter that is causing upset or anxiety.
- One extra day of annual leave for every complete year worked up to a maximum five days.
- Additional annual leave during the office closure period between Christmas and New Year.
- Payment towards eye tests up to £50 per annum.

Intensive Care Society | 7-9 Breems Buildings | London | EC4A 1DT  
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Patron: HRH, The Princess Royal

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## Standards and Guidelines Manager



<b>Job title:</b>	Standards and Guidelines Manager
<b>Reporting to</b>	Head of Standards and Policy
<b>Salary</b>	£35,000
<b>Job purpose</b>	To ensure that healthcare professionals working in intensive care units have access to up-to-date, evidence-based standards and guidance that supports high-quality patient care by supporting ICS committees / working groups to deliver quality standards and guidelines.

As the **Standards and Guidelines Manager** you will work closely with the Head of Standards and Policy to deliver the strategic priority objective on standards as set out in [Your voice - our Strategy 2023-2027](#).

You will support our working groups to produce high quality guidance, and/or position statements for the broader intensive care community acting as a key link to ensure successful delivery. You will use your written and oral communication skills to develop positive stakeholder relationships and work together to deliver priority guidelines. You will work closely with senior leaders in intensive care and represent the Society to other organisations in the field.

### Key accountabilities:

- To support the Head of Standards and Policy to ensure consistent delivery of the standards division programme of activities
- To facilitate and oversee the consultation and review of external and Society guidance.
- To support the governance and leadership of the Society's Standards and Guidelines Committee, Legal and Ethical Advisory Group and National Rehabilitation Collaborative including the creation of agendas, minutes and monitoring action points.
- To monitor the governance requirements including terms of reference, membership and contact details of the relevant committees and working groups and support clinical recruitment as necessary.
- To support the Committees/working groups to produce guidance that meets the requirements of the intended audience and the Society.
- To work with Communications and Learning teams to ensure the relevant sections of the website and learning management system reflect updated professional guidance and statements
- To provide clear and persuasive written resources including consultation responses and Society statements on high-profile and priority clinical issues.
- To work with colleagues to communicate across our channels to ensure the breadth of stakeholders and beneficiaries are engaged and informed.
- To liaise with external organisations and collaborating agencies who wish to gain the Society's endorsement of their standards and professional guidance and vice versa.
- Support the engagement with the Equality, Diversity and Inclusion Working group.

### Other

- To carry out any other reasonable duties as requested

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### Person specification - Knowledge, skills, and experience

General	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience in project management.</li> <li>• Excellent organisational skills with the ability to forward plan and deliver multiple work programmes.</li> <li>• Excellent oral and written communication skills</li> <li>• Ability to troubleshoot and suggest practical improvements to ways of working.</li> <li>• Experience in developing agendas and minute taking</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience working in a small organisation, ideally a charity or membership body</li> <li>• Experience in monitoring budgets.</li> </ul>
Standards and Guidelines	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience writing documents of a high standard.</li> <li>• Analytical with a good eye for detail and accuracy.</li> <li>• Expertise in organising virtual meetings using MS teams.</li> <li>• Expertise in Microsoft SharePoint and Teams to collaborate with internal and external stakeholders.</li> <li>• Experience of working collaboratively with senior professionals.</li> <li>• Experience sub-editing and proof-reading documents.</li> <li>• Excellent stakeholder engagement.</li> </ul>	<ul style="list-style-type: none"> <li>• Background in healthcare, clinical governance, or medical research</li> <li>• Experience in developing professional guidelines or working with regulatory frameworks</li> </ul>
Behaviours	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Alignment with Society's core values: <ul style="list-style-type: none"> <li>◦ Collaboration</li> <li>◦ Freedom of expression</li> <li>◦ Accept and Respect</li> <li>◦ Quality</li> </ul> </li> <li>• A positive, professional, and pro-active attitude</li> <li>• Experience taking personal responsibility for the delivery of quality outcomes.</li> <li>• Sound judgement and decision-making skills – escalating queries, engaging stakeholders</li> <li>• Willingness to learn and share learning</li> <li>• Willingness to work collaboratively and flexibly in a small team.</li> </ul>	

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