Job Description and Person Specification
Scientific Committee

Post: Chair of the Scientific Committee

Responsible to: President

Date Agreed: 14 December 2016

This job description should be considered in conjunction with the Terms of Reference of the Scientific Committee.

This is a four-year honorary appointment to this senior College position.

The Chair of the Committee is recruited by interview through a fair and open process as stated in the Bye Laws. Selection is made by an appointment panel.

RESPONSIBILITIES

- To provider leadership to the Scientific Committee in achieving its remit to promote science and research in ophthalmology and to actively promote excellence in patient care though evidence based ophthalmology and the translation of research into innovation in clinical practice
- To Chair the Scientific Committee and ensure the Committee, its Sub-committees and Working Groups perform their as duties set out the Committee Terms of Reference and the College’s strategic plan
- Responsibility for delivery of the Annual Congress including the venue, scientific content, subject and speakers, and abstract selection for free paper and poster presentations.
- Oversee and provide strategic advice and quality assurance for the College’s Seminar Programme
- To attend all Council meetings and report to Council on issues related to the activities of the Scientific Committee
- To delegate responsibilities to members of the Scientific Committee as necessary
- Support the Editor in Chief of Eye to promote publication of scientific articles
- Liaise with College representatives on outside bodies, e.g. the National Institute for Health and Care Excellence (NICE), the Department of Health, other governmental bodies, Royal Colleges and other professional groups
- Review and respond to documents and correspondence passed to the Scientific Committee by the President and Chief Executive
- Respond to telephone calls/emails from Fellows and Members, media or other bodies on issues relating to the work of the Scientific Committee
- Contribute to the development of College policy
- Attend Admissions Ceremony and Council Dinner
- To provide advice to the President, College Officers, Board of Trustees and Chief Executive, as required
- To contribute to media assignments, as required
In conjunction with the Head of the Professional Support ensure:
- equal opportunities are respected in all matters concerning training
- finance and ethical governance are adhered to in all matters concerning training
- deliver the College and Department strategic plans
- prepare the Scientific Committee section of the College’s annual report

May be appointed as a Trustee of the College

KEY WORKING RELATIONSHIPS

- **Internal**: President, Vice President for Policy and Communications Other Standing Committee Chairs, Committee Members, Council Members, Chief Executive, Head of Professional Support, and other Department staff. This is a senior College role and some overview and understanding of College activities is required.
- **External**: NICE, GMC, the Academy of Medical Royal Colleges.

PERSON SPECIFICATION

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<th>Criterion</th>
<th>Essential</th>
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<tr>
<td>Eligibility</td>
<td>Fellow or Member of the Royal College of Ophthalmologists in good standing</td>
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<td>Substantive NHS consultant post for at least three years</td>
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<td>Licence to Practice</td>
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<td>Demonstrable commitment to a CPD programme</td>
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<td>UK resident</td>
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<td>Experience</td>
<td>Prior experience of a significant leadership role</td>
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<td>Proven experience of chairing committees</td>
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<td>Demonstrable understanding of the principles of scientific research and its applicability to UK clinical practice</td>
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<td>Experience of organising high quality educational events</td>
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<td>Training</td>
<td>Evidence of equal opportunities and diversity training within previous five years</td>
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<td>Knowledge</td>
<td>Familiarity with National Institute for Health and Care Excellence processes</td>
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<td>Understanding of the regulatory framework governing medical professionals, provider organisations and allied health professionals</td>
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<td>Communication Skills and Behaviours</td>
<td>Excellent communication, diplomacy, influencing and leadership skills</td>
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<td>A high level of personal credibility within the profession</td>
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Ability to work collaboratively
Ability to work to tight timescales
Commitment to high professional standards for the benefit of patients and the profession

Other
Prepared to undertake a significant amount of work for the College
Agreement from NHS Trust to be released to fulfil role

TIME COMMITMENT

- Estimated at 20-30 days per year for meetings plus email correspondence
- Attend the standing committees: Education Committee, Training Committee, and optionally Professional Standards Committee, Scientific Committee, and Finance Committee, and to contribute to the work of the other College Committees as appropriate.
- Regular meetings/teleconference with the Head of Professional Support recommended c. at least one per month.
- Ad hoc meetings: e.g. meetings with other officers or College members of staff, liaison with other bodies, representing the President at meetings. These are infrequent and can normally be arranged at times to suit the post holder. The College encourages the use of video and telephone conferencing wherever possible and appropriate and will arrange this on request.
- It is possible to conduct nearly all the Committee business between scheduled meetings electronically and remotely. Previous Chairmen estimate that the work involved in managing the Committee, i.e. reading papers and emails, responding to these and dealing with other queries, amounts to about 5-6 hours per week. This is in addition to time spent at meetings.