

Consultant/SAS Lead for EDI Application Pack



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Overview

The Royal College of Ophthalmologists is committed to actively encouraging equality and diversity among our membership and our workforce and to eliminating unlawful discrimination. Our recently published four key values incorporate a firm commitment to **inclusion** through the College ensuring:

- actively welcoming a diversity of experiences and perspectives
- everyone is respected and encouraged to participate regardless of their background or role

There is a programme of active work, supported by an expert external organisation, to embed our new values and behaviours in everything the College does.

The College recognises the increasing interest from members to develop a more proactive and visible approach to equality, diversity, and inclusion (EDI). We know that there are many positives to celebrate – for instance, that ophthalmology is relatively successful in attracting female and Asian or Asian British trainees compared with many specialties, as shown by a recent GMC report on workforce. But we also know there is much more to do to support a fully diverse ophthalmic workforce at all career stages, training, SAS and locally employed doctor and in consultant roles, to succeed and thrive, if we are to overcome the many workforce challenges the specialty faces to see patients in a timely manner.

Having undertaken some initial work and published reports in Reverse Mentoring and Differential Attainment, the RCOphth now seeks to recruit a consultant or senior SAS doctor (this post) and a trainee lead post to recruit more expertise to the EDI committee, and to develop ideas and proposals for a more strategic approach to EDI and help to lead this.

Job Description and Person Specification

Post:	Lead for EDI
Responsible to:	Honorary Secretary
Date Agreed:	7 April 2023
Duration of Appointment	3 years (renewable for three years)

The Royal College of Ophthalmologists (RCOphth) champions excellence in the practice of ophthalmology and acts as the voice of the profession. We are the only professional membership body for medically qualified ophthalmologists and for those who are undergoing specialist training to become ophthalmologists with over 4,000 members worldwide. Ophthalmologists are at the forefront of eye health services because of their extensive training and experience in the area.

You will support and help lead the RCOphth in embedding equality, diversity and inclusion (EDI) within its work and its people (staff and clinician roles) and in championing EDI in the ophthalmic workplace. This will be via chairing the College EDI committee, assessing this committee, who sits on it and how it operates, and working with existing College people to propose how that committee and its work can develop to be more effective.

will, where appropriate, help the RCOphth to improve its EDI data and how we present and share that data with members and externally, support the development of guidance on EDI in ophthalmic training and services, and provide advice to the College regarding issues of equality and inclusion within ophthalmology. The Lead will engage with the EDI communities group, once established, to facilitate discussion around EDI issues, successes, challenges and opportunities.

This application is open to everyone but we particularly welcome applicants with protected characteristics' (falls in line with the Equality Act 2010).

Role

- Provide visible leadership, using your insight into EDI challenges to help develop and communicate the EDI Committee's strategic vision, purpose, outcomes and goals in accordance with the RCOphth strategic plan and the new College Values
- Work collaboratively with the Honorary Secretary and CEO, Head of Membership Services and other colleagues to contribute to the overall RCOphth strategic plan and help develop EDI strategy
- Active contribution to new or posted topics on the (yet to be established) EDI communities group
- Supporting development of educational and guidance resources for members about EDI in training and in the ophthalmic workplace, liaising with other College groups such as the Training and Education Committees
- Support College staff to develop, present and disseminate improved information (quantitative and qualitative) about EDI in ophthalmology and the RCOphth

- Support EDI seminars and sessions at the RCOphth Annual Congress
- Provide advice and responses to queries for the RCOphth, College officers and chairs and externally on issues of EDI in ophthalmology as required.
- Review documents and guidance for the RCOphth which require an EDI perspective.
- Promote the RCOphth values in all you do for and with the RCOphth
- Provide feedback on EDI discussions that require RCOphth executive response or may need to trigger new work streams as required, at the Executive or occasionally the Board, meetings.

The Lead for EDI is recruited by interview through a fair and open process as stated in the Bye Laws. Selection is made by an appointment panel.

KEY WORKING RELATIONSHIPS

The EDI Lead is supported by the Honorary Secretary and a professional staff team comprising:

- The CEO – who has a specific remit for EDI and embedding the new College values
- Head of Membership Services (currently being appointed) and the membership team.
- Honorary Secretary – member of RCOphth Trustee Board and Lead is directly responsible to Hon Sec
- Relevant sub-committee chairs – see terms of reference

External stakeholders can include: GMC, NHS national educational bodies (eg HEE, HIEW), regulatory bodies for the new associate members (eg General Optical Council (GOC)), The Academy of Medical Royal Colleges (AoMRC) Women in Vision, NHSE (Workforce race and disability equality standards)

PERSON SPECIFICATION

	Criteria
Eligibility	<ul style="list-style-type: none"> • Fellow or Member of the Royal College of Ophthalmologists in good standing • Substantive NHS consultant or SAS post for at least three years • Licence to Practice • Demonstrable commitment to a CPD and appraisal programme • UK resident • Knowledge about EDI and track record of active work in EDI area
Impactful Strategic Leadership	<ul style="list-style-type: none"> • Can establish and articulate a strong strategic direction and persuasive vision for the RCOphth • Ability to promote RCOphth values of improvement, inclusion, innovation and integrity to deliver results • A forward looking and continuous improvement approach to ensure future sustainability and success • Experience of communicating via a forum • Understanding of the evolving EDI landscape eg GMC differential attainment work, changing nature of the ophthalmic workforce
Effective Governance and Accountability	<ul style="list-style-type: none"> • Working knowledge and understanding of information governance regulations and requirements • Understanding of the regulatory and legal frameworks around EDI governing healthcare professionals, provider organisations and charities.
Working collectively and collaboratively	<ul style="list-style-type: none"> • Confident communicator with written and verbal communication skills; the ability to relay key routine information and handle ad hoc enquiries • Ability to engage and influence a wide range of stakeholders, including building influential networks • Good organisational, prioritisation and time management skills • Develop relationships with organisations that inspire common purpose • Acts with honesty and integrity and promotes openness and transparency • Commitment to equality and diversity and an understanding of how this applies to the workplace
Communication Skills and Behaviours	<ul style="list-style-type: none"> • Excellent communication, diplomacy, influencing, leadership skills • A high level of personal credibility within the profession • Ability to work collaboratively • Ability to work to tight timescales • Commitment to high professional standards for the benefit of patients and the profession
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Compliance with health and safety procedures, including prompt reporting of any defects, risks or potential hazards • Compliance with the RCOphth's data protection and privacy policies • Up to date equal opportunities training

TIME COMMITMENT

- Estimated at 5-6 days per year for meetings plus additional time for email correspondence and developing documents
- Regular meetings/teleconference with the Honorary Secretary +/- CEO, approximately one per quarter
- Ad hoc meetings: eg meetings with other officers or College members of staff, liaison with other bodies, representing the RCOphth at meetings. These are infrequent and are arranged at times to suit the post holder.
- It is possible to conduct nearly all business between scheduled meetings electronically and remotely, ie reading papers and emails, responding to these and dealing with other queries, amounts to about 1 hours per week. This is in addition to time spent at meetings.

EDI Committee

Terms of Reference



Note: These are expected to be reviewed and change proposed by post holder

The Equality, Diversity and Inclusion Committee operates under a delegated authority of the Trustees of the College.

Purpose / aims

1. To further Strategic Aim 3: To represent, support and engage with our members by actively encouraging equality, diversity and inclusion among our membership and our staff and to eliminate unlawful discrimination.
2. To enable our members and staff to feel respected, and ensure that the College is truly representative of all sections of our membership and the wider community.
3. To challenge behaviours and attitudes that are contrary to our equality, diversity and inclusion policy.

Functions/delivery of aims

1. To advise the Trustee Board on matters relating to equality, diversity and inclusion which directly affect members and staff so that the College follows best practice and adheres to the relevant legislation.
2. To review College documents as appropriate.
3. Raise awareness of the importance of equal access to College information, building and facilities regardless of disability.
4. Ensure that all members and staff, can talk in confidence and raise concerns about discrimination in accordance with the 2010 Equality Act.
5. Make sensible adjustments in the workplace for staff needing support in caring for younger and older dependents.
6. The Committee will conduct an annual analysis of its members (including lay members, examiners and Council) and provide an annual report on the diversity of its users.

Composition

The Honorary Secretary

A member of Council and/ or the Training Committee

A Lay Advisory Group member

An Ophthalmic Trainees Group member

A Staff or Associate Specialist Ophthalmologist Group member

A Workforce Subcommittee member

The Chief Executive

The Head or Deputy Head of the Education and Training Department

The Head or Deputy Head of the Examinations Department

The Head of Communications & Engagement or staff representative

The IT Manager

HR Representative

Chairmanship

The Honorary Secretary will chair the committee.

Reporting and Committee Membership

The committee shall report to the Trustee Board.

Process

The committee will meet 3 times a year, twice virtually and once in person. Topics may be discussed by email in between meetings. Members are expected to read the meeting papers in advance of the meeting and these will be sent a week before the meeting by email, unless members request a hard copy.

The content of meeting will be minuted by a member of the College staff and will be placed before the next Council meeting.

To promote free and open debate the discussions in meetings should be regarded as confidential. The minutes of meetings are a matter of record.

Conflicts of interest

The Chair is expected to complete and update regularly a declaration of interests. All other members are expected to declare any interests which may be (or which could reasonably be perceived by others to be) a conflict of interests in relation to matters under discussion in the committee, or when contributing to authorship of documents originating from the committee. Members should withdraw from any discussions where there might be a conflict, if appropriate.

Quorum

The quorum of the Equality, Diversity and Inclusion Committee shall be 5 full members.

Voting

Decisions will generally be reached by consensus. Where it is necessary to vote, the decision will be carried by a simple majority and the Chair may choose to have the casting vote.

General

In accordance with College policy, all correspondence and other dealings with professional and other organisations will be prepared within the College by College staff or copies sent to College staff. Where appropriate, copies of correspondences will be sent to the chair of the relevant committee which covers the matter in question for comment and information.

Membership of the Committee or any of its subcommittees shall be terminated if there is repeated non-attendance at meetings.

No sponsorship may be sought or accepted without prior permission of the Honorary Treasurer.

Ordinarily, no member may be paid or accept payment in cash or kind for work undertaken on behalf of the Committee or the College. However, if this is necessary, under exceptional circumstances, it should be discussed in advance with the Honorary Treasurer and Chairman of the Equality, Diversity and Inclusion Committee. Expenses to attend group meetings and committee meetings at the College will be met at the usual College rates. Expenses for all other meetings will only be paid with the prior approval of the Honorary Treasurer or the Chief Executive.

The Equality, Diversity and Inclusion Committee shall abide by the Charter, Ordinances and Bye-laws of the College.