

Trainee Deputy Lead for EDI



Job Description and Person Specification

Post:	Trainee Lead for EDI
Responsible to:	Lead for EDI
Date Agreed:	7 April 2023
Duration of Appointment	3 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 working with the new Lead for EDI, helping them to chair the College EDI committee, and assisting them in 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.

You 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 help to provide advice to the College regarding issues of equality and inclusion within ophthalmology. The Trainee Lead will engage with the EDI communities group, once established, to facilitate discussion around EDI issues, successes, challenges and opportunities. This post will have a particularly important role in engaging trainee ophthalmologists and ensuring their voice is heard in our EDI strategy.

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 at trainee level, supporting the EDI and lead and 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 EDI Lead, Honorary Secretary and CEO, Head of Membership Services and other colleagues to help develop and deliver an operational plan for the EDI strategy
- Active contribution to new or posted topics on the (yet to be established) EDI communities group
- Supporting the EDI Lead in 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 OTG, Training and Education Committees
- Support College staff and EDI Lead 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
- Work with the EID Lead to review documents and guidance for the College which require an EDI perspective.
- Promote the RCOphth values in all you do for and with the College
- Provide feedback on EDI discussions to support any decisions that require RCOphth executive or, occasionally, Trustee Board, input.

The Trainee 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 Trainee Lead is supported by the EDI Lead and a professional staff team comprising of:

- The CEO – who has a specific remit on EDI and embedding the new College values
- Head of Membership (currently being appointed) and the membership team.
- EDI Lead – Trainee Lead is directly responsible to EDI Lead
- Honorary Secretary – member of RCOphth Board, EDI Lead is responsible to Hon Sec
- OTG – The Ophthalmic Trainee Group, to ensure engagement and involvement of trainees
- 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 • ST3 or above doctor in Ophthalmic Specialist Training • Licence to Practice • UK resident • Knowledge about EDI and track record of active work in EDI area
Impactful Strategic Leadership	<ul style="list-style-type: none"> • Can within a team develop and articulate a clear strategic direction and persuasive vision for the future • Ability to promote RCOphth values of improvement, inclusion, innovation and integrity • A forward looking and continuous improvement approach to ensure future sustainability and success • 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 • Understanding the principles of the regulatory and legal frameworks around EDI governing healthcare.
Working collectively and collaboratively	<ul style="list-style-type: none"> • Good communicator with written and verbal communication skills • Ability to engage and successfully influence a range of stakeholders, including building networks • Good organisational, prioritisation and time management skills • Develop relationships with colleagues to inspire common purpose • Acts with honesty and integrity and promotes openness and transparency • Commitment to equality and diversity and understanding of how this applies to the workplace • Committed to own continuing professional development
Communication Skills and Behaviours	<ul style="list-style-type: none"> • Good communication, diplomacy, influencing and developing leadership skills • 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
- Some meetings/teleconference with the Honorary Secretary +/- CEO, up to one per quarter
- Ad hoc meetings: eg meetings with other officers or College members of staff, liaison with other bodies. 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 hour per week. This is in addition to time spent at meetings.