**THE ROYAL COLLEGE OF OPHTHALMOLOGISTS**

**October 2015**

**POLICY AND COMMUNICATION LEAD - VICE PRESIDENT DESIGNATE**

**JOB DESCRIPTION**

This job description should be considered in conjunction with the:

1. Responsibilities of Council Members document

2. Council Handbook

**Role**

To promote the role of the College in being a leading voice for the practice of eye-care in the UK.

To ensure that the College and its Standing Committees progress the Strategic Plan 2015-2019.

To support the President

To be a Trustee of the College

The Vice President is automatically a member of Council and of the standing committees (Education, Examinations, Finance, Professional Standards, Scientific and Training) which they are expected to attend. From time to time they may be invited to join other ad hoc committees or working groups.

**Responsibilities**

* + Ambassador for ophthalmology and excellence in the practice of ophthalmology for the benefit of patients to Government, Department of Health, Regulatory Bodies, other professional organisations, the public. Some meetings are convened at short notice.
  + Guardian of the good name of the College, promoting its role to the membership and other ophthalmologists. Ensuring good engagement with members by visits and correspondence.
  + Maintaining an overview of all College activity ensuring appropriateness in keeping with the Royal Charter and in line with College Strategy.
  + Encouraging innovation and development in line with the changing climate of medical practice in the best interests of patients.
  + Developing a coherent strategy for the College’s relationships with those in the ophthalmic sector; professional bodies and charities
  + Improving external communications, liaising and responding with media, assisting with consultations and promoting ophthalmology with policy makers
  + To deputise for the College President.

**Term of office**

The Vice President to hold office for one term of 3 years.

**Eligibility Criteria and Process**

Any UK based Fellow, Member or Diplomate who pays a subscription may apply for the post provided he or she is in under the normal UK pensionable age or is in active clinical practice, whichever is the later. He or she must be a member in good standing and have a licence to practise.

Applicants will be required to complete an application form; shortlisted applicants will be invited to attend an interview panel.

**Annual Time Commitment**

15 days for standing committees

There are other meetings with politicians, with external bodies and media activities that will add extra days away from your hospitals. Media training will be recommended and provided if required. A leadership course may also be required and time will be needed to complete this.

It is important that the support of the Medical Director is obtained before standing for election to the post and that agreement is obtained for the time necessary to adequately fulfill this role (circa 30 days per year).

**Attributes**

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| --- | --- |
| **Essential** | **Desirable** |
| **Ability to speak with authority about Ophthalmic practice in the UK** | **Previous experience of College Committee or Subcommittee work** |
| **Good verbal reasoning skills** | **Good IT skills** |
| **Previous experience in a management role** |  |
| **Good oral communication skills** |  |
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**Managing the media**

The strategy of the RCOphth has been to develop a more proactive approach to the media and to raise awareness of the role of the College and ophthalmic public health through the media. The Vice President must have a reasonable expectation to be available to speak publicly and with journalists as a primary spokesperson for the College.

**College Support**

The Vice President will be supported by the Executive Assistant

Key working relationships will be with:

The President

The Chief Executive

The Communications Manager

The Policy Coordinator

Chairs of Standing Committees

Clinical leads group

**Governance Review**

The College is undertaking a review of its structure and its governing documents (the Charter, Ordinances and Bye-laws). Council recommends the creation of a Board of Trustees to have the final responsibility for the financial, business and legal aspects of the College. The Council will then manage the College’s medical, professional and clinical obligations, with responsibility for furthering and fulfilling the mission of the College and for setting long-term goals and priorities.

These changes need to worked out in detail and approved by College members at an AGM (the 2016 AGM is the target) and approved by the Privy Council.

Once this change is effected the title will be confirmed as: Vice President, Policy and Communications Lead.