

Job Description

Title

Regional Representative

Definition of Appointment

Regional Representatives are internal College appointments made to assist Regional Advisors and the Chair of Divisions, Faculties and Sections on a variety of salient specialist issues. Their equivalent in Scotland is the Specialty Advisor.

Method of appointment

Regional Representatives are nominated by the Chair of the relevant Faculty, in consultation with their Executive Committee, the Chair of the relevant Division and the Regional Advisor. The joint nomination is then forwarded to the Education, Training and Standards Committee, which makes the final decision to appoint. Specialty Regional Representatives may hold other offices, such as membership of the Executive Committee of a Faculty or Division. They may also be Specialty Tutors.

Term of office

Five years.

Duties

- To provide relevant specialist advice to College Regional Advisors in relation to job descriptions for Consultants, Specialist Registrars and Associate Specialists. Regional Representatives should be consulted about job descriptions by the Regional Advisor, but they will not be expected to give direct advice to employing authorities.
- To offer advice on other salient aspects of services and implementation of College policy, including mentorship arrangements.
- To alert/consult the Chair of the relevant Division, Faculty or Section on any local issues of importance in relation to services for the specialty.
- To assist Deputy Regional Advisors and Faculty/Section Executive Committees with the collection of accurate Census data.

- To offer advice (if required) to Chair of the relevant Division, Faculty or Section on nominations for the College Fellowship.
- To offer advice (if required) to Chair of the relevant Division, Faculty or Section on nominations for Distinction Awards.
- Specialty Regional Representatives may be asked to serve on Advisory Appointment Committees for Consultants, SpRs and Associate Specialists, except in Scotland.
- To liaise with the local Specialty Tutor on workforce issues.

Handover arrangements

Regional Representatives should provide a thorough handover to their successor at the end of their term of office, including information on the number of posts/sessions in the region, and where these are based. Specialty Regional Representatives should also maintain a list of individuals considered suitable to act as mentors to newly-appointed consultants. This information should be copied to the Workforce Manager in the Department of Postgraduate Educational Services at the College for use by College Assessors on Consultant Advisory Appointment Committees

*Please note the job description for Specialty Regional Representatives is currently in the process of being updated.