

The Regional Representative for the West will work with the Officer for Scotland to provide leadership for College activities in Scotland, deputising for the Officer when required and being a point of contact for policy development, engaging with external stakeholders and with the wider membership in Scotland.

Description of Committee

The Scottish Executive Committee advises College Council on Scottish matters. It contributes to the development of Scottish Government policy, ensures children and young people are fully represented and represents its membership by providing a consistent voice for paediatrics in Scotland.

Role details

- Accountable to: Officer for Scotland
- Term of Office: 3 years and may be re-appointed for a further 2 years

Eligibility

Applicants must be a member of the RCPCH whose primary mailing address is in Scotland.

Role purpose and responsibility

The responsibilities of the post holder are:

- To attend 4 meetings of the RCPCH Scottish Executive Committee each year (3 remotely, 1 in person with remote joining options).
- To represent and advocate for the RCPCH in their region, facilitating two-way communication with members and sharing expertise.
- To remain up to date with health policy, workforce and service configuration in their region and communicate member issues to RCPCH Scotland staff.
- To deputise for the Officer for Scotland when required and with prior notice, which may include external-facing work such as media interviews or representing the College on external boards or committees or chairing the Scottish Executive Committee meetings in the event that the Officer for Scotland is not available to do so.
- To support the development of policy documents and positions, including offering opinions and expertise on consultation responses.

In accordance with College policy, all candidates should be in Good Standing with the RCPCH.

Working Relationships

The post holder will work with the Officer for Scotland, other Scottish Executive Committee members and RCPCH staff.

Time commitment

Committee members will be required to attend 4 half-day meetings per year, with the potential for some additional. Meetings will normally be held via Microsoft Teams and on occasion in Edinburgh. You may also be asked to deputise for the Officer for Scotland when required and with prior notice, which may include external-facing work such as media interviews or representing the College on external boards or committees or chairing the Scottish Executive Committee meetings in the event that the Officer for Scotland is not available to do so.

Support provided from the College

The first point of contact will be via RCPCH Scotland Staff. College staff will provide support for specific areas of work as required, which may include briefings and training.

Members will be reimbursed for the cost of travelling expenses (in line with the College's expenses policy) and subsistence to attend College meetings. Remote attendance options may also be offered for some meetings.

Knowledge, skills and experience required

Essential:

- Fellow or Ordinary [Member of the College in Good Standing with RCPCH](#)
- Well connected to colleagues in paediatrics and to local child health stakeholders in the West of Scotland region
- An interest of the policy landscape in Scotland as it relates to paediatric and child health.

Desirable:

- Media experience (training can be provided)
- Interest in particular areas of health policy

Process

Applications for roles should be submitted electronically at [volunteering opportunities](#) no later than the closing date. Your CV should also be uploaded, and we will ask you to include a statement of up to 250 words outlining the relevant experience and reasons for applying to the post.

When undertaking a role at RCPCH all role holders must agree to respect and uphold the charitable objects, vision, and values of the RCPCH and uphold the [code of conduct](#) which

In accordance with College policy, all candidates should be in Good Standing with the RCPCH.

embodies of the values that the RCPCH holds the breaking of which could lead to sanction. Core to RCPCH's values is the exemplary behaviour of its members, both as professionals and also as individuals.

Appointed candidates will be asked to [register their interests](#). This is to ensure that personal circumstances that might compromise a volunteer's ability to be seen as acting correctly are properly disclosed.

The role holder must be committed to following the College's safer working practices guidelines when working with children, young people and vulnerable adults. Safeguarding is everyone's responsibility, with the role holder required to comply with the College's Safeguarding policy. Appointed candidates must also have attended Equality, Diversity and Inclusion training within the last 3 years.

The College may – at its discretion and with the agreement of the candidates – choose to offer this role as a job-share between more than one candidate once the appointment process is complete. Details will be discussed with candidates at the time should this arise.

The RCPCH wants to represent all the communities we serve and are dedicated to creating an inclusive working environment. The College is particularly keen to receive applications from those who belong to an underrepresented group as defined in the equality act 2010, including age, disability, sex, race, religion or belief, gender reassignment, married or in a civil partnership, pregnancy/parental leave, or sexual orientation.

The College is a disability confident leader, please let us know if you require any reasonable adjustments or accommodations as a result of a disability, impairment or health condition.

Members can also receive support to cover the costs of caring responsibilities, where these responsibilities would otherwise prevent them from undertaking voluntary work for the College, as per the [removing barriers](#) fund. Claims must be submitted using the appropriate form and the College should be made aware of these requests at least a month in advance. For further information please contact edi@rcpch.ac.uk.

Eligible candidates who have the required knowledge, skills and experience may be invited to attend an interview either at the College's Offices or via tele-conferencing. Following the interview, a recommendation will be made to the Committee on any appointment.

Personal information about unsuccessful candidates will be held for 6 months after the position has been filled, it will then be securely destroyed. Personal information about successful candidates will be retained on their membership file. The information contained in this will be kept secure and will only be used for purposes directly relevant to that person's responsibilities as a committee member. Please also refer to the [membership privacy notice](#) which explains how we will use the data we collect from you.

Professor Steve Turner
Registrar
2024

In accordance with College policy, all candidates should be in Good Standing with the RCPCH.

Page 3 of 3