

### **Description of role:**

The Officer for Scotland is the College's senior representative in Scotland, leading engagement with members and stakeholders. This is a high-profile role with significant media and stakeholder engagement responsibilities. The role involves regular liaison with the Scottish Government, MSPs, officials, and senior leaders across health and social care, including other medical colleges. The Officer also provides leadership for the College's work in Scotland and serves as a key point of contact for policy development within RCPCH Scotland.

The Officer is the Chair of the Scottish Executive Committee. The 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. The Officer also sits on the College's Council and Policy and Advocacy Executive.

This is an exciting, challenging and rewarding role for members wishing to make a difference through engaging in policy and advocacy discussions nationally within Scotland and contributing to policy and advocacy development within the College as a champion for our members in Scotland.

### **Role details**

- Accountable to: Vice-President for Health Policy and the President, as Chair of RCPCH College Council.
- Term of Office: 3 years with option of reappointment for a further 2 years (this is subject to annual review and decided by the President).
- Elected by: Vote by the RCPCH membership of Scotland (in the event of more than one candidate applying for the role).
- Start Date: 1 February 2026

### **Eligibility**

Applicants must be

- Fellows
- Ordinary Members

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that are working at consultant (or equivalent level) in Scotland and whose primary mailing address is in the Scotland.

Applicants must be nominated by two RCPCH Fellows, Ordinary Members, Senior Members or Honorary Fellows resident in Scotland and whose primary mailing address is in the Scotland.

### **Role purpose and responsibility**

The responsibilities of the post holder are:

- Attend 4 RCPCH Council meetings a year (or arrange for an alternate / deputy to attend)
- To oversee the work of the RCPCH in Scotland and ensure that RCPCH objectives in Scotland are met.
- To Chair and attend 3-4 Scottish Executive Committee meetings each year (1 in person with remote joining options).
- Attend 6 RCPCH Policy & Advocacy committee meetings a year (or arrange for an alternate / deputy to attend)
- Attend 4 RCPCH Membership Committee meetings a year (or arrange for an alternate / deputy to attend).
- To represent and promote the interests of fellows and members of the RCPCH in Scotland.
- To work closely with RCPCH Executive Committee members and RCPCH staff
- To advocate for the health and wellbeing of infants, children and young people, placing their needs and rights at the heart of their work, and to progress RCPCH policies and strategic goals including children, young people and parent/carer participation in RCPCH activities.
- To meet with senior stakeholders in Scotland, likely to include Cabinet Secretaries, Ministers, CMO for Scotland, politicians and civil servants by arrangement.
- To provide specialist/professional advice to the Scottish Government on paediatric/child health matters, supported by the Scottish Executive Committee and RCPCH staff.
- To contribute to and provide oversight and accountability for consultation requests from the Scottish Government, Scottish Parliament and other professional organisations.
- To develop relationships with Children's Commissioner, other Royal Colleges in Scotland and other relevant bodies, supported by the RCPCH Scotland Executive Committee and RCPCH staff.

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- To be the RCPCH's main spokesperson in Scotland, including in the media.

The Scottish Executive Committee has the following areas of responsibility:

- Setting and maintaining the vision, mission and values of the organisation in Scotland and developing the strategy.
- Developing the annual Work Plan in Scotland and evaluate RCPCH activities and achievements.

### **Working relationships**

The post holder will work with the Deputy Officers for Scotland, other Scottish Executive Committee members, College Senior Officers and RCPCH staff.

### **Time commitment**

The Officer will be expected to devote sufficient time to the role to meet the demands of the job. Meeting requirements, each year, will include:

- At least 3 half-day/1 full-day meetings as a member of RCPCH Council Committee
- 3-4 RCPCH Scottish Executive Committee meetings
- RCPCH Policy and Advocacy Executive meetings (remotely, where possible)
- RCPCH Membership Committee meetings
- RCPCH Annual Conference (typically takes place over 3 days in person).

You may be asked to represent the Committee at other internal or external meetings of the College. Meetings will normally be held in Scotland or London or with an option to join remotely.

The Officer will work with the Scottish Executive Committee to consider whether other members can deputise for some activities or take responsibility for particular areas of work.

### **Support provided from the College**

The post-holder will be supported in their responsibilities by staff in the Policy and Public Affairs Team Scotland as well as staff based in London.

The first point of contact for:

- Support with role functioning: Vice President for Health Policy
- Media and External Affairs: Scottish Policy and Public Affairs Team and wider Membership, Policy and External Affairs Division
- RCPCH Scotland events / committees: Scottish Policy and Public Affairs Team
- Research and Policy information: Scottish Policy and Public Affairs Team and the Research and Policy Division
- Education and Training: Scottish Policy and Public Affairs Team and Education and Training Team

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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:**

- Member of the College in Good Standing with RCPCH (in membership categories Fellow or Ordinary Member)
- Has attended Equality, Diversity and Inclusion training within the last 3 years.
- Active in Clinical Practice or as a Clinical Academic
- Significant understanding or experience of paediatrics in Scotland
- Effective communicator
- An interest in the policy landscape in Scotland and a desire to enhance and assist in development of paediatrics and child health policy.
- Committed to promoting and contributing to the delivery of RCPCH strategic goals.

### **Desirable:**

- Understanding of RCPCH governing documents and charitable objectives.
- Leading and managing committees or working groups
- Media experience (training will be provided)
- Expertise, experience or special interest in one or more key RCPCH policy areas such as workforce policy; health inequalities; mental health strategy; health service policy and strategy in Scotland
- Experience of working with external stakeholders to improve child health outcomes.

## **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 embodies 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.

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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.

In the event of more than one candidate applying for the role of Officer, a vote by the RCPCH membership of Scotland will be conducted.

The role holder must be committed to following the College's safer working practices guidelines when working with children, young people and adults at risk.

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](mailto:edi@rcpch.ac.uk).

Eligible candidates who have the required knowledge, skills and experience are strongly encouraged to contact Gemma Richardson, Policy and Public Affairs Manager (Scotland) and may be invited to attend an interview via Microsoft Teams. 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

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also refer to the [membership privacy notice](#) which explains how we will use the data we collect from you.

**Dr Jan Dudley**  
**Registrar**  
**2026**

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Royal College of Paediatrics and Child Health.  
Incorporated by Royal Charter and registered as a Charity in  
England and Wales: 1057744 and in Scotland: SCO38299.  
Registered Office 5-11 Theobalds Road, London WC1X 8SH.  
Patron HRH The Princess Royal.