

Description of role:

The Officer for Wales is the College's senior representative in Wales, 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 Welsh Government, Members of the Senedd, officials, and senior leaders across health and social care, including other medical colleges. The Officer also provides leadership for the College's work in Wales and serves as a key point of contact for policy development within RCPCH Wales.

The Officer is the Chair of the Welsh Executive Committee. The Committee advises College Council on Welsh matters. It contributes to the development of Welsh Government policy, ensures children and young people are fully represented and represents its membership by providing a consistent voice for paediatrics in Wales. The Officer also sits on Council and on the College's 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 Wales and contributing to policy and advocacy development within the College as a champion for our members in Wales.

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 RCPCH President).
- Elected by: Vote by the RCPCH membership of Wales (in the event of more than one candidate applying for the role).
- Start Date: **1 April 2026**

The post holder may also be invited by the Welsh Paediatric Society to take the role of WPS President which, if accepted, would run for the same term of office. The WPS is independent of the College and the role of President is to be discussed and agreed with the WPS directly.

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

Page 1 of 6

Eligibility

Applicants must be

- Fellow
- Ordinary Members

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

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

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 Wales and ensure that RCPCH objectives in Wales are met.
- To Chair and attend 3 Welsh Executive Committee meetings each year (1 in person with remote joining options).
- To Chair and attend 3 National Speciality Advisory Group 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 Wales.
- 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 Wales, likely to include Cabinet Secretaries, Ministers, CMO for Wales, politicians and civil servants by arrangement.
- To provide specialist/professional advice to the Welsh Government on paediatric/child health matters, supported by the Welsh Executive Committee and RCPCH staff.

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

Page 2 of 6

- To contribute to and provide oversight and accountability for consultation requests from the Welsh Government, Senedd (Welsh Parliament) and other professional organisations.
- To develop relationships with Children's Commissioner, other Royal Colleges in Wales and other relevant bodies, supported by the RCPCH Wales Executive Committee and RCPCH staff.
- To be the RCPCH's main spokesperson in Wales, including in the media.

The Welsh Executive Committee has the following areas of responsibility:

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

Working relationships

The post holder will work with the Deputy Officers for Wales, other Welsh 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 RCPCH National Speciality Advisory Group and Welsh 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 Wales or London or with an option to join remotely.

The Officer will work with the Welsh 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 Wales 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: Welsh Policy and Public Affairs Team and wider Membership, Policy and External Affairs Division
- RCPCH Wales events / committees: Welsh Policy and Public Affairs Team

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

Page 3 of 6

- Research and Policy information: Welsh Policy and Public Affairs Team and the Research and Policy Division
- Education and Training: Welsh Policy and Public Affairs Team and Education and Training Team

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)
- If also seeking to take the role of WPS President, membership of the WPS would be required
- 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 Wales
- Effective communicator
- An interest in the policy landscape in Wales 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.
- If also seeking to take the role of WPS President, membership of the WPS would be required

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 Wales
- 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

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

Page 4 of 6

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 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.

In the event of more than one candidate applying for the role of Office, a vote by the RCPCH membership of Wales 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.

Eligible candidates who have the required knowledge, skills and experience are strongly encouraged to contact Gemma Richardson, Policy and Public Affairs Manager (Wales) 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

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

Page 5 of 6

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.

Dr Jan Dudley
Registrar
2026

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

Page 6 of 6

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