
Description of Committee:

The Royal College of Paediatrics and Child Health (RCPCH) invites applications for the role of Academic Advisor on the Wales Executive Committee (WEC). This is a key role representing and supporting academic paediatrics across Wales, contributing to national decision-making, strategy development and the advancement of paediatric research and training.

The WEC is the decision-making body for the College in Wales and reports to the Officer for Wales. Membership includes:

- Chair :- RCPCH Officer for Wales
- RCPCH Wales Deputy Officers
- RCPCH Wales Lead for Integration across Health Boards
- ABUHB Regional Representative (1)
- CAVUHB Regional Representative (1)
- CTMUHB Regional Representative (1)
- SBUHB Regional Representative (1)
- HDUHB Regional Representative(1)
- BCUHB Regional Representative(1)
- **RCPCH Academic Advisor (Wales)**
- RCPCH Trainee Representative
- Speciality and Associated Speciality Grade Representative
- Lay Representative

Role details

The Academic Advisor provides expert input on academic paediatrics to the WEC and maintains close links with the Academic Training Committee (ATC), helping to promote excellence in academic training, research and scholarly practice in Wales. The post holder represents the academic voice within national discussions on paediatric training, workforce, service configuration and future research capacity.

The role also involves supporting trainees undertaking academic components of paediatric training, championing research activity and ensuring that Wales continues to contribute actively to high-quality child health research.

Eligibility

Nominees must be consultant/SASG doctors and members of the RCPCH with up-to-date CPD.

Applicants must be:

- Fellow

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

- Senior Member or Fellow
- Ordinary Members
- Associate Member
- Affiliate Member

The post-holder's primary mailing address must be in Wales. The post-holder must also be in good standing with RCPCH.

Role purpose and responsibility

The responsibilities of the post holder are:

- To provide academic expertise to the RCPCH Welsh Executive Committee and National Speciality Advisory Group (NSAG) and participate fully in WEC and NSAG discussions.
- To attend Executive Committee meetings (3-4 per annum) and other meetings as required.
- Currently Executive and NSAG meetings are held on the same day and Committee members will be required to attend 3-4 half-day meetings per year and devote sufficient time to the role to meet the demands of the job. Meetings will normally be held in Wales with video conferencing / teleconferencing available.
- Represent the paediatric academic community in Wales at meetings of the Academic Training Council (3 per annum) external College meetings or events where required. The ATC is responsible for setting standards for the provision of academic training in paediatrics; promote and safeguard all aspects of academic paediatrics and monitor the progress of the trainees undertaking an academic programme in paediatrics. This Committee has a Chair, two trainee representatives, selected organisation representatives, training advisors and the College's Academic Regional Representatives.
- You may also be asked to represent the Committee at other internal College meetings or external meetings
- Promote and safeguard academic paediatrics within Wales and contribute to national policy and strategy discussions through the WEC and ATC.
- Advise paediatric trainees in Wales on academic pathways, competencies and opportunities for research.
- Sit on ARCP panels for trainees undertaking academic programmes or research out-of-programme (OOPR), as required.
- Provide advice on the standards and quality of research projects undertaken by trainees studying for higher degrees.
- Maintain oversight of research-active trainees and support the College in keeping accurate records of academic training activity in Wales.
- Work with Postgraduate Deans, Heads of School, Programme Directors and academic departments to promote and monitor the quality of academic training.
- Support the visibility and impact of paediatric academic research within Health Boards and universities.

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

Working relationships

The post holder will be directly responsible to the RCPCH Wales Lead for Integration across Health Boards.

The post-holder will work closely with:

- The Chair (the Officer for Wales) and Members of the Executive Committee
- RCPCH Wales Deputy Officers
- The Academic Training Committee
- RCPCH Wales Policy and Public Affairs Manager and Policy and Public Affairs Officer
- Members of the National Specialist Advisory Group (NSAG).
- Postgraduate Deans, Heads of School and academic supervisors across Wales.

Time commitment

Committee members will be required to attend 3-4 Wales Executive Committee meetings per year and devote sufficient time to the role to meet the demands of the role. Meetings will normally be held in Wales with video conferencing / teleconferencing available.

The post-holder will also be required to attend three meetings per year of the College's Academic Training Council

You may also be asked to represent the Committee at other internal or external meetings of the College.

Support provided from the College

The post-holder will be supported by the RCPCH Wales Policy and Public Affairs Manager and Policy and Public Affairs Officer. The College will provide appropriate support and ensure that all papers are prepared to ensure ease of understanding. The College also encourages the use of video and tele-conferencing for meetings.

The post-holder will be reimbursed by the RCPCH for the cost of travelling expenses (in line with the College's expenses policy) to attend in-person College meetings.

Knowledge, skills and experience required

Essential:

- Member of the College
- [Member of the College in Good Standing with RCPCH](#)
- Experience in academic paediatrics, including research, teaching, supervision or training development.
- The ability to represent the views of others at a variety of levels
- Evidence of attendance at [Equality, Diversity and Inclusion training](#) within the last 3 years.
- Based in Wales, with a primary professional address within the nation.

Desirable:

- Experience supporting trainees on academic pathways.

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

- Understanding of Welsh child health policy, academic landscapes and workforce issues.
- Leadership experience within academic or clinical environments.

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 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 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 role-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.

Applications will be considered by the RCPCH Welsh Executive Committee and National Speciality Advisory Group and ratified by the Officer for Wales. Eligible candidates who have the required knowledge, skills and experience may be invited to attend an interview via teleconferencing. 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

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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