

Description of role:

The Deputy Officer for Wales will work with the Officer for Wales to provide leadership for College activities in Wales including being a point of contact for policy development, engaging with external stakeholders and with the wider membership in Wales.

This is a high-profile role with significant stakeholder engagement responsibilities. The role involves deputising for the Officer for Wales. This may include liaising with the Welsh Government, Members of the Senedd, officials, and senior leaders across health and social care, including other medical colleges. The Deputy Officer will also support the Officer for Wales to provide leadership for the College's work in Wales and serves as a key point of contact for policy development within RCPCH Wales.

This is an exciting opportunity 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: Officer for Wales
- 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).

The post holder may also be invited by the Welsh Paediatric Society to take the role of WPS Secretary which, if accepted, would run for the same term of office. The WPS is independent of the College and any decisions regarding the functioning of this role will be taken forward separately.

Eligibility

Nominees must be a member of the Royal College of Paediatrics & Child Health and be in good standing with the RCPCH.

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

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- Applicants must be either a, Fellow or Ordinary Members.
- Applicants must have a primary mailing address in Wales.

Role purpose and responsibility

The responsibilities of the post holder are:

- Deputise for the Officer for Wales when required
- Support the Officer for Wales to deliver the work of the RCPCH in Wales and ensure that RCPCH objectives in Wales are met.
- To attend 3 Welsh Executive Committee meetings each year (1 in person with remote joining options).
- To attend 3 National Speciality Advisory Group meetings each year (1 in person with remote joining options)
- To work with the Officer for Wales 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 contribute to and provide oversight and accountability for consultation requests from the Welsh Government, Senedd (Welsh Parliament) and other professional organisations.
- To support the Officer for Wales 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 an RCPCH's spokesperson in Wales

Working relationships

The postholder will work with the co-Officers for Wales, other Welsh Executive Committee members, College Senior Officers and RCPCH staff.

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Time commitment

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

- 3 RCPCH National Speciality Advisory Group meetings
- 3 Welsh Executive Committee meetings
- RCPCH Annual Conference (typically takes place over 3 days in person).

You may be asked to represent Wales 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.

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: Officer for Wales
- 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
- 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 Secretary, 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

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- 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.

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 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 than one candidate applying for the role of Deputy Officer, 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.

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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 Sarah Williamson, 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 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 Mike McKean
Vice President for Policy
2025

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