

## RCOG COUNCILLOR ROLE DESCRIPTION



Royal College of  
Obstetricians &  
Gynaecologists

<b>Role Title</b>	<b>UK and Republic of Ireland Councillor</b>
<b>Reporting to</b>	President and Council
<b>Duration of Term</b>	Members: 4 years Fellows: 3 years
<b>Main Responsibilities</b>	
<p>The role of RCOG Councillor carries significant professional responsibility as you will be the RCOG's spokesperson in the region you represent. You will engage with local members, encouraging them to take part in College activities both locally and at the RCOG, and be their voice on Council bringing any local issues to the table.</p> <p>In addition you will liaise with regional NHS strategic groups on services and clinical standards, ensuring that RCOG's policies are implemented, and influencing change.</p> <p>This is a high profile and rewarding role with significant opportunities for the post holder to develop influential regional networks with a high level of members' engagement that brings about change locally. You will be able to influence RCOG policy to benefit your region through Council and representation on key committees.</p> <p><b>Council Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. To act as the RCOG's representative in your region along with the other Fellow or Member Councillor in the region</li> <li>2. To attend Council meetings (of which there are six per year; attendance at two thirds is compulsory)</li> <li>3. To attend a minimum of three admissions ceremonies per year</li> <li>4. To report to Council annually on the activities within your region</li> <li>5. The College has 60+ standing committees and many will have 1 or 2 representatives from Council. You will be expected to contribute to a small number of College' committee meetings which would require attendance in person or via video conference</li> </ol> <p><b>Regional Responsibilities:</b></p> <ol style="list-style-type: none"> <li>6. To communicate with Fellows and Members in your region on important issues and act as Council's voice in the region and promote College initiatives</li> <li>7. To be available for face to face or virtual discussions with members in the region on issues they would like discussed at Council</li> <li>8. To complement the devolved nations structure set up a virtual regional group or a</li> </ol>	

physical regional committee to discuss local issues and strengthen communication with constituents in the region

9. To encourage local Fellows and Members to take part in the College's activities regionally such as regional groups/committees and conferences
10. To encourage local constituents to take part in activities such as College' committees and to stand for election to Council
11. To formally handover to your successor on demitting office, including introductions to key players in your region

**RCOG Responsibilities:**

12. To act as the key person responsible for supporting professional and clinical standards for the region on behalf of the RCOG
13. To assist the RCOG by providing local knowledge in the region on core College business such as invited reviews
14. To act as a specialty-specific resource for clinical directors/medical directors/chief executives in cases where there are difficulties with the quality and provision of services within units
15. To act as a specialty-specific resource for clinical directors/medical directors/chief executives where consultants and other career grade obstetricians and gynaecologists are perceived as having problems with their performance
16. To ensure that local job descriptions and person specifications for NHS consultant's posts in O & G have been drafted in accordance with RCOG guidance, and amend and approve them once fit for purpose
17. To act as RCOG representative at external meetings and media enquiries as required

**Personal Responsibilities:**

18. Opportunity to develop as an RCOG spokesperson both locally and nationally
19. Opportunity for International travel and assisting with examinations and training overseas

<https://www.rcog.org.uk/en/about-us/governance/council/>

**1. Time Commitment**

This role carries significant professional responsibility and time will be required away from your work base which will need to be agreed with your Clinical and / or Medical Director.

- Formal induction day
- Council meetings six times a year, of which a minimum of two thirds must be attended
- Five Admission Ceremonies (held on the same day as Friday Council meetings) of which a minimum of three must be attended
- Commitment to some additional RCOG committee work will be required
- Attendance at other conferences and meetings within the region three times a year
- Regional Committee or virtual regional group meetings twice a year
- Approval of job descriptions - on average there are 14 of these per annum - for which training will be given
- Attendance at RCOG Official dinners held to coincide with Council meetings

### Evaluation of the Role and Training

- On election there will be an official induction to the post and annual appraisal thereafter which contributes to your whole practice appraisal for revalidation
- Training (online) in Public Sector Equality Duty will be provided by the RCOG
- Support for media training where applicable

### PERSON SPECIFICATION

#### Qualifications / Training

##### Essential

- Member or Fellow in active practice
- Member or Fellow of relevant Constituency and nominated in writing by at least three Fellows (for a Fellow's vacancy) or three Members (for a Member's vacancy) of the same Constituency
- Up to date knowledge of *Good Medical Practice* (GMC)

##### Desirable

- Up to date knowledge of *Becoming Tomorrow's Specialist* (RCOG)

#### Key Skills / Attributes

- In active clinical practice
- First-class leadership skills with strong personal presence, credibility and confidence
- Understanding of the current climate of the NHS
- Successfully led teams, projects or changes
- Good communication, interpersonal and personnel development skills
- Good written and presentation skills
- Good negotiating skills
- Knowledge of College' activities and ability to represent the College effectively
- Advocate for College locally and internationally
- Up to date knowledge of the NHS

Applications are invited for this post and prospective candidates should request a nomination form by emailing:

**Natasha Sullivan**

**Executive PA to the President**

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