JOB DESCRIPTION

POST: Head of Joint Committee on Surgical Training (JCST)

DEPARTMENT: JCST (Intercollegiate)

RESPONSIBLE FOR: JCST staff teams – 19 staff; 4 direct reports

RESPONSIBLE TO: Director of Professional and Clinical Standards

BAND: 5b

Key Relationships: JCST Chair; ISCP Surgical Director; JCST QA Lead; SAC, CSTC and TIG Chairs; College Presidents, Vice-Presidents and Chief Executives; Staff of 4 Surgical Colleges; Postgraduate Deans and Heads of Schools of Surgery; GMC officials; trainee organisations; lay representatives; Health Departments and related bodies.

ABOUT THE JOINT COMMITTEE ON SURGICAL TRAINING (JCST)

The JCST is an intercollegiate body, working on behalf of the 4 Surgical Colleges of the UK and Ireland. Our mission is to develop, promote and ensure the highest standards of surgical training for the benefit of patients and we are the parent body for the Intercollegiate Surgical Curriculum Programme (ISCP). Our 4 main work streams are specialty training, non-CCT specialist registration, curriculum development and quality improvement, working within the regulatory frameworks of the UK and Ireland.

The JCST secretariat is hosted and managed by the Royal College of Surgeons of England on behalf of the remaining Colleges. The Head of JCST is also professionally accountable to the JCST Chair, however, and to the 4 Colleges.

JOB SUMMARY

To take overall responsibility for the work of the JCST and its associated governance structure, leading the staff teams and supporting the JCST Chair in his/her role.

SPECIFIC DUTIES AND RESPONSIBILITIES

1 Strategy and Governance

Responsible for:

- Supporting the intercollegiate governance structure relating to the training of surgeons in the UK and Ireland;
- Developing and implementing the JCST strategy and associated action plan
- Acting as secretary to the JCST (4 meetings per year in London, Edinburgh and Glasgow) and supporting and briefing its Chair on a day-to-day basis
- Overseeing the activities of the 10 Specialty Advisory Committees (SACs) and the intercollegiate Core Surgical Training Committee (CSTC) and supporting and advising their Chairs as needed
- Developing and supporting the role of the 5 Training Interface Groups (TIGS);
Supporting any other JCST committees or working groups as needed (e.g. Simulation Working Group);
Preparing quarterly JCST reports and other submissions to the Joint Surgical Colleges Meeting (JSCM);
Organising the recruitment and panel interview processes for all relevant intercollegiate appointments – JCST, SAC and CSTC Chairs, ISCP Surgical Director, JCST QA Lead;
Overseeing the provision of equality and diversity training for all committee members;
Ensuring that the Intercollegiate Surgical Curriculum Programme (ISCP) is an integral part of the JCST’s work and that this is reflected both within the governance structure and within the day-to-day work of the staff teams.

2 Regulatory and Policy Framework

Responsible for:

- Building and maintaining constructive relationships with key General Medical Council (GMC) staff, particularly individuals within the Registration and Education Directorates, and with Irish equivalents;
- Ensuring that the JCST’s processes in the 4 main areas of its work meet regulatory requirements, and specifically to ensure that the JCST’s work in evaluating CESR\(^1\) applications meets contractual requirements
- Supporting College Chief Executives and Presidents in contractual and other negotiations with the GMC
- Keeping abreast of changes and developments and providing advice, guidance and comment as needed on matters relating to the regulatory framework and other relevant areas of policy

3 Staff and Financial Management

Responsible for:

- Leading the JCST staff team and managing the 4 section heads on a day-to-day basis
- Setting objectives and reviewing performance on a regular basis
- Ensuring that staff receive appropriate induction, training and regular feedback to keep them up-to-date and supporting the development of key skills within the team to meet the changing agenda
- Managing the departmental budgets and meeting the requirements of both collegiate and intercollegiate planning, monitoring and reporting processes
- In particular, preparing and presenting quarterly reports to the Intercollegiate Planning and Review Group (College Chief Executives and external Chair), managing the process of invoicing the other Colleges and responding to any queries about JCST income and expenditure.

4 Relationships and Communication

Responsible for:

- Representing the JCST as needed at internal and external meetings, giving presentations and preparing papers/briefings/articles on relevant subjects;
- Drafting correspondence for the Chair and other office holders as needed;

\(^1\) Certificate of Eligibility for Specialist Registration – “equivalence” route to registration.
• Building sound working relationships and ensuring good two-way communication with the JCST’s stakeholders, including:
  o Elected members and staff of the 4 Surgical Royal Colleges;
  o Trainees, trainers, programme directors, postgraduate deans, schools of surgery and lay representatives;
  o Colleagues in other Royal Colleges.
• Overseeing the production of the Chairman’s twice-yearly newsletter and taking overall responsibility for the JCST and ISCP websites and the JCST Twitter feed.

General

• The post-holder is expected to be proactive in representing the JCST at a professional level in relation to his or her responsibilities and in ensuring their own continuing professional development.
• Undertake such duties appropriate to the grade, as required by Director or Chief Executive.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

The Royal College of Surgeons of England is an Equal Opportunities Employer.

All College employees are responsible for records held, created or used as part of their work for the College including patient/client, corporate and administrative records whether paper-based or electronic, which also includes emails. Records should be managed and stored appropriately and should in all cases comply with the requirements of the Data Protection Act 1998. Employees should have read and understood the College’s Records Management Policy and should follow all agreed records management procedures, seeking advice where necessary.

May 2017
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<th>ESSENTIAL CRITERIA</th>
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<td><strong>Education/Qualifications</strong></td>
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<td>• Educated to degree level or proven track record in senior role(s);</td>
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<td><strong>Experience/Knowledge</strong></td>
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<td>• Successful track record and background of consistent achievement as a senior manager.</td>
<td>• Experience of working in the health sector;</td>
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<td>• A demonstrable track record of leading and making a contribution to strategic decision-making and to policy formation and delivery.</td>
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<td>• Evidence of successful partnership working in pursuit of organisational objectives.</td>
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<td>• Extensive experience of staff management – including recruitment, appraisal and performance management and coaching, supporting and developing staff;</td>
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<td>• Experience of leading and implementing change;</td>
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<td>• Experience of budget management and strategic planning;</td>
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<td>• Experience of managing committees</td>
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<td><strong>Skills</strong></td>
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<td>• Outstanding interpersonal skills with the ability to relate to a wide range of audiences in a manner that inspires respect, trust and confidence.</td>
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<td>• Highly developed networking, advocacy, oral, written and presentation skills that are persuasive and influential with others.</td>
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<td>• Ability to analyse, assimilate, summarise and interpret complex documentation;</td>
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<td>• A team player who can foster and develop effective relationships and work collaboratively across traditional boundaries to achieve results.</td>
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<td>• Diplomatic skills – ability to manage conflict.</td>
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The post holder will also need to demonstrate the following **values and behaviours**:

### Diversity - we value diversity and treat each other with respect.
- I lead my team well; they know they are valued, respected and trusted
- I motivate, inspire and encourage each person in my team
- I empower my team and trust them to deliver great results
- I create an inclusive environment where everyone can deliver their best
- I build teams whose diverse strengths complement one another
- I listen effectively and treat each person as an individual

### Improvement - we seek continuous improvement, and improvement requires change.
- I deliver strategic change and evaluate the impact of it
- I challenge established views and processes to improve our service
- I anticipate trends in the sector and adapt my strategy accordingly
- I encourage my team to innovate and present ideas to improve our service.
- I present a clear case for change which people understand
- I help people adapt to change and to continuously improve

### Responsibility – we take personal responsibility for all we do.
- I develop a clear, long term strategy to deliver the college priorities
- I deliver what I say I will deliver and ensure my team do the same
- I take strategic decisions and hold myself accountable for them
- I set stretching performance and behaviour standards for myself and my team
- I build a culture of trust for the benefit of staff, the college and decision making bodies
- I anticipate internal and external customer needs and deliver solutions to address them

### Collaborative – we are collaborative, both across the College and with our stakeholders across the world.
- I communicate a compelling vision, strategy and direction for the college and our department
- I build positive relationships with all my stakeholders
- I encourage participative decision making and delegate decision making to the appropriate level
- I inspire staff to work together to deliver exceptional performance
- I challenge behaviours which are inconsistent with college values
- I always work for the greater good of the college

### Prudent - we are prudent in our use of resources.
- I lead my team to deliver excellent customer service with the resources available
- I use my influence to overcome barriers to delivery
- I anticipate complex risk and legislative changes and ensure there is no negative impact on the college
- I take tough decisions and prioritise the key projects effectively
• I tackle underperformance in my team quickly
• I improve efficiency by regularly reviewing the use of resources

**Professional development - we are committed to personal professional development that benefits the individual and the College.**

• I identify opportunities for my personal and professional development
• I coach and develop others to build their knowledge and expertise
• I provide regular and balanced feedback to improve performance
• I identify and develop talent within the College
• I lead with confidence and integrity
• I ask for regular and honest feedback from my manager, peers and team and learn from what is said

The appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for shortlisting and selection. Failure to provide evidence of the required qualifications will result in the offer of employment being withdrawn.

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May 2017