



Job Description

Section 1 – Description

Job Title: Academy External Adviser Senior Co-ordinator

Location: Royal College of Physicians of Edinburgh, 11 Queen Street, Edinburgh

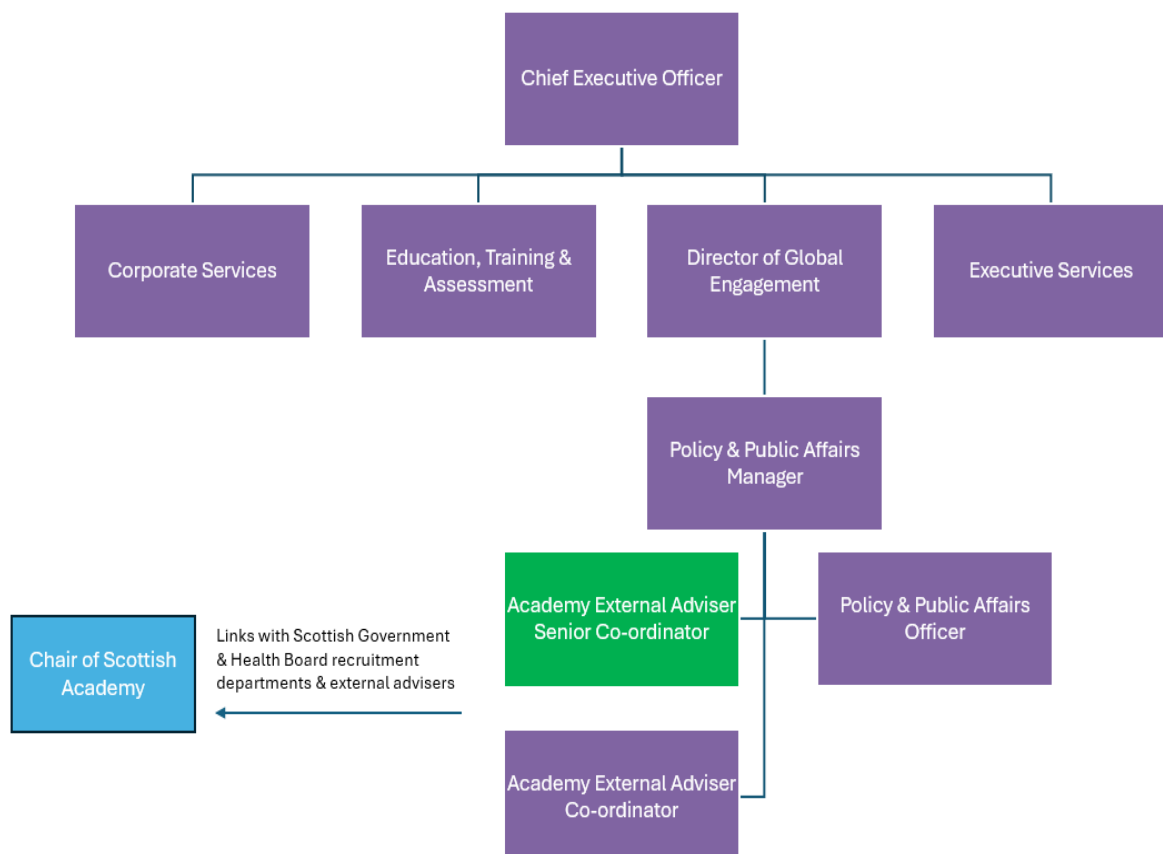
Reports to: Chair of the Scottish Academy (Functional Authority)/Public and Policy Affairs Manager, RCPE (Line Manager)

Date: September 2024

Section 2 – Job Purpose

To oversee the delivery and development of a comprehensive External Adviser Service for Health Boards (employers) and Medical Royal Colleges and Faculties on behalf of the Academy of Medical Royal Colleges and Faculties in Scotland ('the Academy'). This service involves the provision of trained external advisers on consultant appointment panels in Scotland in accordance with the National Health Service (Appointment of Consultants) (Scotland) Regulations 2009.

Section 3 – Organisation Chart



Section 4 – Dimensions

- Review and maintain a database of 500+ doctors as external advisers.
- Monitor the terms of office of external advisers, replacing approximately 25% on a rolling annual basis.
- Oversee the delivery of approximately 650 consultant interview panels annually across Scotland across 14 health boards, universities, and other hiring bodies in Scotland.
- On a regular basis request and analyse feedback from employers and external advisers on their experience and the effectiveness of the process; expect 700+ returns annually.
- Prepare reports, half yearly, and on an ad-hoc basis for the Scottish Academy on activity, outcomes and trends.
- Prepare an annual performance report for the Scottish Government on the recruitment process as relevant to the external advisers.
- Agree and arrange training, induction and mentoring for all external advisers, including those who take on their new roles, and monitor attendance.

Section 5 - Main Responsibilities and Role

- Maintain and improve the existing database of external advisers for all medical specialties that participate in consultant appointment panels across Scotland. End result: functioning and fit for purpose database.
- Put out a call annually for nominations from colleges, according to the agreed selection criteria and numbers required in each year. Process nominations from colleges and confirm arrangements with individual advisers, ensuring details are accurate and that advisers are trained and fully aware of their responsibilities and terms of office. End result: regular refreshing of the database with all listed participants eligible under the regulations.
- Screen the database regularly ensuring contact details and participation records are accurate. End result: up to date record of the list of advisers with complete participation records for monitoring and audit purposes.
- Liaise with recruiting health boards to ensure appropriate appointment of external advisers (involves discussions with medical staffing departments and lead clinicians).
- Act as an ambassador for colleges/the Academy with employers through the provision of this service. End result: efficient service to employers supporting the recruitment of consultants in Scotland.
- For each vacancy identify appropriate and available candidates from the database to act as external advisers in line with regulations and within timeframes. Select adviser according to specialist interests (where appropriate), availability and number of panels served on in previous 12 months. End result: rapid provision of a named external adviser appropriate to the consultant vacancy advertised and available on the preferred dates.
- Liaise with all Royal Colleges and Academy Members over problem areas with the service and act as a trouble shooter for external advisers who have been allocated to consultant appointment panels. End result: easy process for employers, improving relations between NHS and colleges.
- Request, collect and analyse feedback from appointment panels and health boards as part of wider quality assurance activities to demonstrate the effectiveness of the service to the Academy and the Scottish Government Health Department and to generate trend data to inform workforce planning. End result: accurate record of the Academy's contribution to this process.
- Provide half yearly reports to the Academy and the Scottish Government to evidence activity, outcomes and trends, use of budgets and areas of success and concern. End result: accurate data on project performance to help improve the service and to support and influence future contract negotiations with the Scottish Government.
- Continually monitor and analyse feedback and activity, outcomes and trends and make recommendations to the chair of the Academy, line manager/colleagues, and Scottish

Government where relevant for change to the service to help improve the recruitment and retention of consultants in Scotland.

- To ensure that external advisers and health boards comply with the National Health Service (Appointment of Consultants) (Scotland) Regulations 2009 and trouble shoot with the health board representatives when there is non-compliance or actions open to challenge.
- Maintain and develop the Scottish Academy website which provides information on the service and guidance for external advisers.
- To deliver support and guidance to affiliated sub-committees of the Scottish Academy and the Scottish Government on request to help promote positive communication between key stakeholders and influence the quality of services in respect of the recruitment and retention of consultants.
- Administrative duties: undertake typing, record keeping and filing as necessary for the smooth running of the External Adviser System, including cover arrangements in the event of the absence.
- Any other Academy or College duties deemed reasonable.

Section 6 – Planning and Organising

- Post holders share full responsibility for day-to-day planning and organising of workload in line with deadlines set by the nature of the work and the priority of tasks.
- Post holders share full responsibility for ensuring that all requests are processed in line with the required regulations and within tight timeframes.
- Post holders must prioritise and plan ahead weekly, monthly, quarterly, and annually re. deadline dates for appointment panels, reporting and other meetings arrangements.
- Agility is required to anticipate and adapt to changing Scottish Government guidance and in response to feedback on the service from health boards and external advisers.
- Anticipate potential problem areas and take proactive action to address and find solutions.

Section 7 – Decision Making

- The recruitment process is laid out in regulations, but the post holder has full delegated responsibility from the Academy to select an appropriate adviser and liaise directly before confirming with the employing health board.
- The postholder must determine when to seek senior intervention if regulations are in danger of being broken by employing health boards, advisers or identified recruitment candidates.
- The postholder will be expected to address operational problems or challenges proactively and in liaison with colleagues, health boards and the Academy.

Section 8 – Internal and External Relationships

Internal

Chair of the Scottish Academy and other relevant member of the Academy
Policy and Public Affairs Manager
The Global Engagement department
Departments and teams at the College
External Adviser service colleagues

External

Medical workforce staff and lead clinicians in the employing bodies in Scotland
500+ external advisers in all hospitals across Scotland
Scottish Government Representatives managing national and international recruitment
Academy members in Scotland
Scottish Government Health Department sponsors
Affiliated stakeholders e.g., other Royal Colleges or medical bodies

Section 9 – Person Specification - Knowledge, Experience, Skills and Style Required

Essential

- Ability to build and maintain effective working relationships with colleagues in the College, external stakeholders and organisations.
- Confident in interrogating data from multiple sources, collating in MS Excel and summarising with Pivot Tables. Understanding of data visualisation and confident in summarising complex data and report writing
- Ability to use initiative, exert judgement and work independently with minimal recourse to advice or assistance.
- Ability to influence, negotiate with and persuade staff at senior levels to consider changes to operational processes.
- Self-motivation and patience – ambassadorial function.
- Be a strong team player who operates with a flexible and inclusive approach. Ability to deal with complex enquiries.
- Advanced keyboard skills including Word, Excel, Access and Outlook with some experience of database design.
- Analytical skills to summarise quality assurance output and competency in trend data analysis.
- Ability to handle highly confidential material with tact and sensitivity, particularly when dealing with complaints and problems arising relating to local implementation of recruitment guidelines.
- Excellent organisational skills.
- Excellent verbal and written communication skills.
- Ability to react to an ever-changing work environment, work well under pressure and prioritise effectively when several appointment panels are convened simultaneously.

Desirable

- An understanding of the role and purpose of Medical Royal Colleges and the impact of medical recruitment on clinical care.
- An understanding of the medico-political environment in which the external adviser service is delivered.
- Have an appreciation of the different disciplines within medicine and the subspecialties.
- A general understanding of good employment practice, e.g. commitment to equality and diversity, emerging assessment techniques, etc.
- Previous experience using SPSS.

Section 10 – Job Context and Special Features

The External Adviser Service is a vital service provided by the Scottish Academy on behalf of the Medical Royal Colleges to health boards and hospitals. The post carries ambassadorial responsibilities and as such requires someone with the confidence and an ability to engage with internal and external stakeholders across multiple bodies and form positive and trusting relationships at all levels.

This job description will be updated and amended from time to time in accordance with the requirements of the job and the changing needs of the College.