



## **CALL FOR APPLICATIONS FOR THE ROLE OF SECRETARY TO THE FACULTY OF DENTAL SURGERY AT THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH (RCSEd)**

The Faculty of Dental Surgery, RCSEd invites applications for the role of Secretary.

### **Summary of the Role:**

As an Office-Bearer of the Faculty, the Secretary plays a critical and high-profile role in the executive leadership of the Faculty. The Secretary, working with other Dental Office-Bearers and senior College staff, has specific responsibility, on behalf of Dental Council, for ensuring compliance with internal Laws and Regulations. In addition, the Secretary may take on additional Dental Office-Bearer duties and responsibilities, subject to individual capacity and agreement with the Dental Dean.

As a minimum, the post-holder will be expected to attend the following meetings, either in person or via tele/videoconference:

- Four Dental Council meetings per annum
- Up to ten meetings of the Dental Executive per annum
- Up to four meetings of the Dental Exams Committee per annum
- Various meetings of the Faculty's Advisory and Specialty Advisory Boards (in rotation with other Dental Office-Bearers)
- Up to seven UK College Diploma Ceremonies per annum
- The Faculty of Dental Surgery AGM in October each year

Meetings and UK Diploma Ceremonies will generally take place in Edinburgh, although some meetings may be held in the College's Regional Office in Birmingham.

The Secretary will also contribute to, chair or attend a number of internal committees, working groups and ad-hoc meetings. They may also be expected to represent the Faculty in a range of external forums, as agreed with the Dental Dean.

A more detailed description of the Secretary's core duties is provided below.

### **Commitment and Term of Office:**

It is estimated that to effectively discharge the core duties of the Secretary, an estimated minimum commitment of at least one day per week is required. The successful applicant shall have the opportunity to undertake additional duties as a Faculty Office-Bearer, dependent on their capacity, which may add to this overall commitment.

The Secretary is appointed for an initial term of three years and is eligible for reappointment for one additional year.

**Eligibility:**

Applicants must be a current Fellow of The Faculty of Dental Surgery (RCSEd), in good standing. There is no requirement to have previously served on the Dental Council.

**The Role in Detail:**

In practice, the duties of the Secretary include working with the relevant Faculty and College staff and providing oversight and guidance across the following areas (although this list is not exhaustive):

- (a) Presiding over the process of electing or appointing the Dean and Vice-Dean and other Faculty Office-Bearers or Dental Council members, ensuring integrity, transparency and consistency of approach.
- (b) Acting as Returning Officer for the above processes.
- (c) Working with College senior managers to ensure good governance of the Faculty and to ensure compliance with all internal College Laws and Regulations.
- (d) Overseeing the arrangements for the Annual Meeting of Dental Fellows, including agenda preparation.
- (e) Advising Dental Council on the form and interpretation of College Laws and Regulations and proposing changes to them, if necessary, ensuring due liaison with College Council and the College Honorary Secretary.
- (f) Receiving proposals in respect of the awards of Fellowship in Dental Surgery without Examination, the Fellowship in Dental Surgery *ad hominem* and the Honorary Fellowship in Dental Surgery.
- (g) Representing the Faculty of Dental Surgery and Dental Council on various internal college groups and committees.
- (h) Responding to enquiries and correspondence from Dental Fellows and Members, particularly those relating to membership of the Faculty.
- (i) Attending meetings on behalf of the Faculty as agreed with the Dental Dean.
- (k) Working closely with the Dental Faculty Manager, pro-actively contributing to the administration and implementation of Dental Council and Executive meetings as well as other Faculty events, including agenda setting and approval of meeting minutes.
- (l) Maintaining an up-to-date Register of Interests for the Dental Council.

**Application and Appointment Process:**

Interested parties are asked to complete and submit an application form via email. The appointment shall be made following a suitable shortlisting and panel interview process and will be subject to ratification by the Dental Council.

The deadline for receipt of applications is **3.00pm on Friday 14 August 2020**. All applications and subsequent correspondence should be via email to the Dental Faculty Manager via [dental@rcsed.ac.uk](mailto:dental@rcsed.ac.uk).

It is anticipated that interviews will be held on **Thursday 27 August 2020**.

Following an appointment, the successful candidate will be expected to shadow the incumbent Dental Secretary for a period of up to three months in order to familiarise themselves with the role.

A full induction process will be provided, tailored to the needs of the successful candidate.

To arrange a confidential discussion about the role, please contact Mrs Linda Stuart ([L.Stuart@rcsed.ac.uk](mailto:L.Stuart@rcsed.ac.uk)), in the first instance.