DCP Examination Board Chair

Faculty of Dental Surgery

**CALL FOR APPLICATIONS FOR THE DCP EXAMINATION BOARD CHAIR, FACULTY OF DENTAL SURGERY, THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH.**

**Deadline for Applications: Midday on 9 June 2025**

**Interviews: Week commencing 16 June 2025**

The Faculty of Dental Surgery (FDS) of the Royal College of Surgeons of Edinburgh (RCSEd) invites applications for the role of Board Chair of the DCP Examination Board. The Board roles are suitable for those with previous experience of examining, wishing to become more engaged in the strategic direction of RCSEd examinations. Applicants must be Fellows of the Faculty in good standing. The Chair would be expected to have considerable experience of RCSEd examinations in order to discharge this role effectively. N.B. The College is currently reviewing its governance frameworks, and while the important work of this board will continue, the structure may change as new processes and procedures are implemented. Applicants keen to engage in Royal College examining are encouraged to apply and be part of an exciting time in the development of our examinations.

## Summary of the Role

The Dental Boards play a critical role within the Faculty. The Chair role is suitable for an individual who is considering taking their experience of examining and leadership to the next level, and who would like to engage in the strategic direction of RCSEd examinations. This voluntary position, with expenses reimbursed, includes support for travel and accommodation as needed. It is an ideal opportunity for individuals who are seeking a rewarding opportunity to contribute to the College and to the dental profession.

* The Chair’s main responsibilities include:
	+ Setting and leading the strategic direction of the Board.
	+ Supporting the delivery of the DCP examinations.
	+ Working closely with RCSEd Dental Dean, Dental Council and other key appointed individuals, including Fellow Advisory and Specialty Board Chairs.
	+ Leading and collaborating with the Board Vice Chair and Members.
	+ Working in collaboration with the Examinations and Faculties Teams.
	+ Collaborating with College departments and senior leaders in Education, and Governance to ensure effective systems and processes.
	+ Actively developing the leadership pipeline for the board and the DCP Examinations.
	+ Being a leader in RCSEd and for the dental profession.
	+ Proactively contributing to the College and the dental profession.

In fulfilling these duties, the Chair is supported by and works closely with dedicated Examinations and Faculties Teams, the Dental Dean and Vice Dean of the Faculty of Dental Surgery (FDS).

## Meeting Commitments

In addition to any existing examination commitments, as a minimum, the Chair will be expected to attend the following meetings, either in person or virtually:

* Two Board meetings per annum
* Up to four Dental Examinations Committee meetings per annum
* One Dental Council meeting per annum
* One Annual General Meeting (optional and at own expense), which usually falls in September

The Chair will contribute to, chair and attend internal committees, working groups and ad-hoc meetings as required. They may also be required to travel for promotional events on behalf of the Faculty.

A more detailed description of the Chair’s core duties is provided below.

## Commitment and Term of Office

It is estimated that to effectively discharge the core duties of Chair, a commitment of ten days is required, though this may be more on occasion according to workload.

The Chair is appointed for an initial period of up to three years, reviewed annually, subject to Dental Council approval.

## Eligibility

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

The College is committed to fostering an inclusive and diverse environment and welcomes applications from individuals of all backgrounds. We encourage applications from people of all ages, genders, ethnicities, races, religions, sexual orientations, abilities, and socio-economic backgrounds. We value candidates who bring a range of lived experiences and perspectives, and who reflect the diversity of our dental community. Our commitment to Equity, Diversity, and Inclusion (EDI) underpins our recruitment process, ensuring fairness and equal opportunities for all. We are dedicated to creating a welcoming environment where everyone can contribute meaningfully and thrive.

In addition to the role specification, the Chair should have the following qualities and experience:

**Essential Criteria**

* Significant and long-standing professional experience in areas relevant to dentistry including experience gained through clinical and academic roles.
* Prior experience in a leadership role.
* A strong commitment to and experience of assessment and examination, including professional examinations.
* A good understanding of the technical and professional requirements of the role of examiner and experience of leading and delivering examinations
* A strong commitment to the highest of ethical and academic standards.
* A demonstrable ability to provide objective, independent advice and support relevant to the Faculty.
* Alignment to the goals and aims of the Faculty.
* Proven capability in exercising professional and independent judgement.
* A commitment to professional development and lifelong learning.
* Sufficient time and capacity to support teams to develop examination materials and question writing, and to meetings as required, either virtually or in person. The estimated time commitment is an average of ten days.
* A clear motivation to join and contribute to the development of the Faculty Dental Surgery.

**Desirable Criteria**

* Experience of chairing committees or working groups.
* Ability to travel internationally.

We warmly encourage applications from individuals who may feel they do not fully meet the desirable criteria. For all desirable criteria listed, a comprehensive induction and ongoing support will be provided by our experienced and friendly Faculties team, ensuring you are fully equipped to succeed in the role. If you are passionate about contributing to the Faculty’s mission and believe you bring valuable skills or perspectives, we encourage you to apply.

The Role in Detail

In practice, the duties of the Chair include working alongside the relevant RCSEd teams and providing oversight and guidance across the following areas:

**Faculty Liaison and Collaboration**

* Liaising with RCSEd teams and Board Members on both proactive and reactive matters to advance the Faculty's aims and objectives.
* Working collaboratively with the Dental Dean and other key office holders.

**Examination Team Liaison and Collaboration**

* Engaging with the Examination Team to support and deliver regular diets of the DCP Examinations.
* Working closely with the Question Bank team to support and manage question writing and examination standard provision.

**Leadership**

* Leading a team of examiners to support, develop, and deliver robust examinations.

**Governance and Reporting**

* Ensuring effective succession planning, adherence to term cycles, and leadership pipeline development to identify and nurture future Faculty leaders.
* Providing regular reports to relevant committees to maintain transparency and accountability.

**External Stakeholder Collaboration**

* Building positive and long-lasting external stakeholder relationships to the benefit of the DCP examinations.
* Upholding RCSEd standards both in the UK and internationally.

**Meeting Organisation and Contribution**

* Contributing proactively to the organisation and execution of Board meetings, including setting agendas and approving minutes.
* Attending Dental Examinations Committee meetings and reporting on Board activities.

**Additional Faculty Activities**

* Conducting additional Faculty-related activities as needed, including leading courses, meetings, webinars, or other promotional initiatives.

## Application and Appointment Process

Provided below is a step-by-step guide to the application process for the role Chair of the Faculty of Dental Surgery. Please follow the instructions below to ensure your application is submitted correctly:

1. **Complete the Application Form**
* Interested candidates should fill out the application form provided within this document.
1. **Submit the Application via Email**
* Send the completed application form by email to: dental@rcseda.ac.uk
* Ensure that the email subject line includes: *Application Chair of {Specified} Advisory Board of the Faculty of Dental Surgery*.
1. **Application Deadline**
* Submit your application by **9 June 2025.** Late applications will not be considered.
1. **Selection Process**
* Applications will be reviewed, and shortlisted candidates will be invited for a panel interview.
* Appointment is subject to approval by the Faculty of Dental Surgery Executive and ratification by the Dental Council.
1. **Interview Details**
* Interviews are anticipated to take place during week commencing 16 June 2025 via MS Teams or an alternative video conferencing platform.
* If you require assistance or specific access arrangements, please contact Mrs. Catherine Thwaites, Faculty Development Manager, at Dental@rcsed.ac.uk
1. **Appointment and Post-Appointment Induction**
* The successful candidate will be asked to provide two professional references.
* A comprehensive induction process will be provided to the successful candidate, tailored to develop knowledge of the Faculty’s governance, structure, and operations.

Please direct any questions or requests for further information to dental@rcsed.ac.uk

Please note that this position is voluntary, however, travel, accommodation and subsistence for activities relating to the role will be reimbursed in accordance with the RCSEd Travel Policy.

For a confidential discussion about the role, please contact Mrs Catherine Thwaites, Faculty Development Manager, dental@rcsed.ac.uk in the first instance.

# Application Form

**Information supplied in this application will be held and used by the Royal College of Surgeons of Edinburgh only for the purpose of administering this application process.**

**Please complete the form below and return to** dental@rcsed.ac.uk by **9 June 2025**

## SECTION A – PERSONAL DETAILS

|  |
| --- |
| **Surname:** |
| **First name:**  | **Preferred first name:** |
| **Title:**  | **GMC/GDC Number** (if applicable): |
| **Job Title:** | **Profession:** |
| **Region:** |
| **Specialty** (if applicable): | **College Membership Reference Number:**  |
| **Email:**  | **Mobile No:** |

## SECTION B – PERSONAL STATEMENTS

**Applications will be assessed and shortlisted against the criteria described in the Application and Appointment Process section of this document. Please do your best to address these in your supporting statement.**

|  |
| --- |
| **Question 1.****Please provide a Supporting Statement as to your suitability for this role with reference to the above role description.** ***Please limit your answer to a maximum of 750*** **words** |
|  |

|  |
| --- |
| **Question 2:** **What relevant activity have you undertaken to date that would enable you to be an effective Chair of the board?*****Please limit your answer to a maximum of 250*** **words** |
|  |

|  |
| --- |
| **Question 3:** **What would you bring to the role and what would you hope to achieve during your term of office?** ***Please limit your answer to a maximum of 250*** **words** |
|  |

## SECTION C – TIME COMMITMENT

|  |  |
| --- | --- |
| **Are you able to commit to the following;** * **attending a minimum of two Board meetings per annum and four Examinations Committees**
* **a commitment of approximately 10 days. In addition to attending meetings, this includes the time required to review documents and any other relevant tasks**
 | Yes / No  |

## SECTION D – DECLARATIONS

**Applicants are requested to declare any relevant interests that could, or could be perceived to, conflict with the role of Board Chair. For example, those holding a similar position with another Royal College or Faculty will not be eligible to apply for the role.**

A declaration of interest is the process whereby an individual can disclose all interests. It is through declaring such interests that an assessment can be made to determine if there are any actual or perceived conflicts of interest. For the purposes of this policy, RCSEd defines a ‘conflict of interest’ as: “*A set of circumstances by which a reasonable person would consider that an individual’s ability to apply a fair judgement or act, in the context of acting on behalf of the College and fulfilling the College`s charitable objectives is, or could be, impaired or influenced by a secondary interest*.”

Your answers will be held securely and will only be able to be viewed by relevant individuals in managing the work of the College.

Guidance: For each section below, enter details of any relevant interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection - please leave blank if not applicable. A 'connected person' is someone connected to you by virtue of [section 68(2) of the Charities and Trustee Investment (Scotland) Act 2005](https://www.legislation.gov.uk/asp/2005/10/section/68).

|  |  |
| --- | --- |
| **Registerable Interest** | **Description of Interest** |
| **Current employment and any previous employment in which you continue to have a financial interest.** |  |
| **Appointments (voluntary or otherwise) e.g., trusteeships, directorships, local authority membership, tribunals etc.** |  |
| **Membership of any professional bodies, special interest groups or mutual support organisations.** |  |
| **Significant investments in unlisted companies, partnerships and other forms of business, major shareholdings (more than 5% of issued capital) and beneficial interests.** |  |
| **Involvement in external exams or education activity relevant to the interests of RCSEd or the Faculty of Pre-Hospital Care.**  |  |
| **Honorariums, gifts or hospitality offered to you by external bodies, the value and whether these were declined or accepted in the last 12 months.** |  |
| **Any contractual relationship with the charity, its group companies or its commercial subsidiary** |  |
| **Any relationships to other College representatives or RCSEd staff** |  |
| **Any other conflicts (or potential conflicts) that are not covered by the categories above** |  |

SECTION E – REFERENCES

|  |
| --- |
| Please provide the names of two references in support of your application. Should you be put forward for appointment, they will be contacted so please provide an email address and contact telephone number for each reference. At least one should be a Dental Fellow of RCSEd in Good Standing with the College.  |
| Reference 1.  |  |
| Reference 2.  |  |

## Submission Declaration

Please read the statement below and type your name to indicate your signature. We consider a form submission to be a signed form.

|  |  |
| --- | --- |
| Tothe best of my knowledge, the given information is complete and accurate. I undertake to update, as necessary, the information provided, and to review the accuracy of the information on an annual basis and when requested. I give my consent for it to be used for the purposes of identifying potential conflicts of interest in relation to my appointed role and for no other purpose. I am aware of no other issues which might give rise to a conflict of interest that would prevent me from acting effectively in the position offered to me or in the best interests of the RCSEd and/or its faculties. I understand that the information provided will be held in accordance with the Royal College of Surgeons of Edinburgh’s [Privacy Policy](https://www.rcsed.ac.uk/privacy) and Records Management Policy. | *(please tick)* |
| **I confirm I am a Fellow of the Faculty of Dental Surgery RCSEd in good standing.** | *(please tick)* |
| **Signature:**  | **Date:** |