**CALL FOR APPLICATIONS FOR THE ROLE OF DEPUTY CONVENER OF THE DENTAL EXAMINATIONS COMMITTEE AT THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH**

The post of Deputy Convener of the Dental Examinations Committee will become vacant in January 2022 when the current Deputy Convener, Mr Timothy O’Brien, begins his term of office as Convener of the Dental Examinations Committee. Applications for the post of Deputy Convener are invited. Applicants should be Fellows of the College in good standing.

**Summary of the Role:**

The role of the Deputy Convener of the Dental Examinations Committee in the Faculty of Dental Surgery is to aid the Convener of the Dental Examinations Committee in their role to ensure the smooth running of examinations. In addition, the Deputy Convener of the Dental Examinations Committee may take on additional Dental Office-Bearer duties and responsibilities, subject to individual capacity and in agreement with the Convener of the Dental Examinations Committee and Dean of the Faculty of Dental Surgery.

**Commitment and Term of Office:**

It is anticipated that the time commitment will average at least two days per month, with the post holder attending Faculty of Dental Surgery committees and meetings in the College and also working remotely from their existing base. It is considered essential that the appointee is able to work directly with the Convener of the Dental Examinations Committee, the Dental Executive, and other key members of staff within the College. For this reason, it is likely that the appointee will be required to travel to Edinburgh on occasion.

The Deputy Convener is appointed for an initial term of three years and is eligible for reappointment for one additional year, subject to a maximum term of office of four years.

**Eligibility:**

Applicants must be current Fellows of the Faculty of Dental Surgery (RCSEd) in good standing and have no conflicts of interest. There is no requirement to have previously served on the Dental Council.

**Application and Appointment Process:**

Interested parties are asked to complete and submit an application form along with a copy of their full CV via email. Application forms are available from dental@rcsed.ac.uk

The appointment shall be made following a suitable shortlisting and panel interview process and will be subject to ratification by the Dental Council.

Please note that this role is unremunerated. Applicants may be required to demonstrate that they have the necessary time and capacity to successfully deliver the duties of the post. As such, applicants may be asked to provide evidence that they have the support of their employing institution before being considered for this role.

The deadline for receipt of applications is **15:00 on Monday 22 November 2021**. All applications and correspondence should be sent via email to dental@rcsed.ac.uk

**The Role in Detail:**

**(Subject to review – last updated October 2021)**

The Deputy Convener of the Dental Examinations Committee will be expected to work closely with the Convener of the Dental Examinations Committee, the Examinations Department, and Dental Faculty staff to administer the roles and responsibilities as set out below.

1. Attendance at Dental Examinations Committee Meetings (approx 4 per year)
2. Assists the Convener of the Dental Examinations Committee in ensuring the Dental Examinations Committee minutes are an accurate representation of the meeting.
3. Deputises for the Convener of the Dental Examinations Committee, in chairing Dental Examinations Committee meetings, when required.
4. Deputise for the Convener of the Dental Examinations Committee at College Examinations Committees, when required.
5. Deputise for the Convener of the Dental Examinations Committee at external meetings if required.
6. Assist with examinations management.
7. Support the Convener of the Dental Examinations Committee in establishing policies for exams and assisting in the development of new examinations.
8. Assist the Convener of the Dental Examinations Committee in monitoring the cost-effectiveness of exams.
9. Support the Convener of the Dental Examinations Committee in reviewing protocols and ensuring standards are met.
10. Assist the Convener of the Dental Examinations Committee in the appointment of examiners, monitoring examiner standards and providing examiner training.
11. Manage Question Banks and their administration on behalf of the Convener of the Dental Examinations Committee.
12. Advise on changes to examination structure and assist in monitoring QA, as required.
13. Support the Convener of the Dental Examinations Committee with international examinations, timetabling and liaising with local organisers, as required.
14. Attend AB/SAB meetings, in liaison with the Convener of the Dental Examinations Committee, as required.