

**Job Description for RCoA Centre for Research & Improvement Deputy Director**

**Job Title:** Deputy Director, RCoA Centre for Research & Improvement (RCoA-CR&I)

**Directorate:** Clinical Quality & Research

**Responsible to:** Managerially responsible to RCoA Director of Clinical Quality & Research

Professionally responsible to the Director RCoA-CR&I

**Key relationships:** RCoA-CR&I Executive Management Board (and Chair), Director, RCoA Clinical Quality & Research Board (and Chair), NIAA Board, RCoA Director of Clinical Quality & Research, UK Perioperative Medicine Clinical Trials Network Director, National Audit Projects (NAP) Clinical Lead, Perioperative Quality Improvement Programme (PQIP) Lead, NELA Chair and Clinical Lead,

Associate Director of Clinical Quality and Research, RCoA Head of Research and RCoA Research Team

**Main function**

**To assist and support the Director of the RCoA Centre for Research & Improvement in directing, managing, developing and delivering the aims and objectives of the RCoA-CR&I in line with its strategic plan, ethos and policies.**

SPECIFIC DUTIES AND RESPONSIBILITIES

* Deputise for the RCoA-CR&I Director as required

Assist the Director of the RCoA-CR&I in:

* Delivering the RCoA-CR&I’s strategic plan as per agreed timelines and in accordance with the Clinical Quality & Research Board’s annual operational plan and risk register
* Continually reviewing and refining areas of activity and scope of activity of the RCoA-CR&I as outlined in the CR&I strategy
* Ensuring governance, policies and ethos of RcoA-CR&I are appropriate for current and future activities.
* Reviewing and refining the ethos and policies of the RCoA-CR&I
* Identifying and accessing resources (financial, human and material) required to further the RCoA-CR&I’s aims
* Raising funds and managing the RCoA-CR&I’s finances effectively and efficiently within the RCoA’s existing financial structure in conjunction with the RCoA’s Director of Clinical Quality and Research
* Developing the representational role appropriately and strategically
* Developing and managing relationships with stakeholders and partners
* Developing and managing a team to deliver the aims and objectives of the RCoA-CR&I
* Regularly reporting to the RCoA-CR&I Executive, the NIAA Board, RCoA Clinical Quality & Research Board and the Council of the RCoA
* Monitoring and evaluating the RCoA-CR&I’s work plan using performance indicators
* Any other duties which do not change the nature of the post, as may be determined by the RCoA-CR&I Executive Management Board in response to contractual developments and needs
* To attend the RCoA-CR&I Executive Management Board (EMB) up to four times a year (mixture of remote and face-to-face meetings held at the RCoA office in London.
* To attend monthly RCoA-CR&I Executive meetings
* To promote equality and diversity in all aspects of RCoA-CR&I work
* To uphold the principles of equal opportunities and anti‐discriminatory practice in all aspects of work

**Remuneration**

There is no direct payment for the role. We will reimburse your organisation for four hours per week of your time which you will dedicate to the role. For this the RCoA offers a fixed funded supplement that reimburses your organisation at £3,370 for an annual commitment of one hour per week. As we are asking for four hours per week of your time this means that your employing organisation will be reimbursed £13,480 annually subject to annual review of your performance. Workload in this role will fluctuate over the period so you will need to be flexible with this commitment, at some points dedicating more than four hours a week to the project and at other times less. This fee is not negotiable.

**Period of operation**

This is a fixed term position for a period of 3 years, subject to a review of annual performance with the option to extend for a further three years to a maximum of 6 years if mutually agreed.

The post-holder will ideally commence their duties in April 2025.

**Application Details**

Applicants should submit a CV and a supporting statement of no more than 650 words (without hyperlinks) that should include a description of how they match the person specification set out and how they would help the RCoA-CR&I meet its challenges and achieve its strategic objectives and a one-page letter of support from their Head of Department/line manager.

This must include contact details (daytime telephone and email address).

Applications should be submitted to [cri@rcoa.ac.uk](mailto:cri@rcoa.ac.uk)

Those who are interested are strongly advised to discuss the role with Dr Elisa Bertoja, Chair of the Clinical Quality & Research Board – [ebertoja@rcoa.ac.uk](mailto:ebertoja@rcoa.ac.uk) and Ms Sharon Drake, Director of Clinical Quality and Research – [sdrake@rcoa.ac.uk](mailto:sdrake@rcoa.ac.uk)

**Closing date for applications: ADD DATE**

**Interview date: ADD DATE**