

**Job Description for RCoA Centre for Research & Improvement Chair**

**Job Title:** RCoA-CR&I Chair

**Directorate:** Clinical Quality & Research

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

Professionally responsible to the Chair, RCoA Clinical Quality & Research Board

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

**Main function**

**To provide overall strategic leadership and oversight of the implementation of the RCoA-CR&I strategy.**

**SPECIFIC DUTIES AND RESPONSIBILITIES**

* To chair 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 ensure oversight of RCoA-CR&I, through the RCoA-CRI & EMB, including budgetary discipline and strategic clarity.
* To review the risk register and ensure responses to risks and mitigation activities are appropriate. The risk management will include the management of data security, patient confidentiality and data quality.
* To ensure that the RCoA-CR&I EMB takes decisions in line with authority delegated to it by the RCoA Clinical Quality & Research Board and that issues out of this delegated authority are referred for consideration by RCoA Clinical Quality & Research Board.
* To ensure that the Terms of Reference are reviewed on an annual basis (attached).
* To undertake an ambassadorial role, enabling effective communication with partner and stakeholder organisations.
* To attend monthly RCoA-CR&I Executive meetings
* To participate in the review and further development of the RCoA-CR&I’s strategic plan including supporting the raising of funds for future projects.
* To participate in the review and refinement of the areas of activity and scope of activity of the RCoA-CR&I
* To participate in the review and refinement of the ethos and policies of the RCoA-CR&I

**Remuneration**

There is no direct payment for the role. We will reimburse your organisation for two 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 subject to annual review of your performance. As we are asking for two hours per week of your time this means that your employing organisation will be reimbursed £6,740 annually.. 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 two 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 December 2024.

**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 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: Friday 06 December 2024**

**Interview date: Wednesday 11 December 2024**