

JOB DESCRIPTION

Deputy Surgical Directors, Faculty of Surgical Trainers

1. ROLE DESCRIPTION

Deputy Surgical Directors of the Faculty of Surgical Trainers (FST) play a key leadership role within the Faculty and assist the Surgical Director in developing and steering its activities. Elected Deputy Directors will maintain and develop standards and processes to support the continued expansion of the Associateship, Membership and Fellowship of the Faculty. They may also be responsible for overseeing the development and maintenance of educational provision and membership benefits, drawing upon contributions and input from the rest of the Faculty Executive Committee and Advisory Board. A Deputy Surgical Director will also represent the Surgical Director at meetings and events as necessary.

2. PERSON SPECIFICATION

Members and Fellows of the Faculty are invited to apply for a Deputy Surgical Director position. Applicants are to be:

- a. A Member or Fellow in good standing with the FST;
- b. Actively practicing surgery in their health service (or local equivalent);
- c. Demonstrably involved in surgical training;
- d. Approachable, communicative and un-biased; and
- e. In good standing with their regulator.

Potential nominees should also consider carefully the following matters:

- Experience suggests that candidates who are UK-based are likely to be best able to fulfil the role and its additional responsibilities. However, all valid nominations will be processed; and
- Success in this role will require the ability to commit sufficient time to its duties, including ensuring a physical presence in the UK for key responsibilities and to attend regular meetings. It will be expected that Deputy Surgical Directors will attend, in person, a minimum of two (of the four) FGG meetings a year and undertake at least a further eight days of activity related to the work of the Faculty.

3. APPLICATION TO BECOME DEPUTY SURGICAL DIRECTOR OF FST

The following documentation must be submitted, by the deadline for applications, Friday 28 August 2020 to fst@rcsed.ac.uk:

- a. A signed nomination form along with details of a proposer and seconder who must be Members or Fellows of FST in good standing;

- b. A supporting statement of up to 500 words, detailing how you will contribute to the FST as Deputy Surgical Director;
- c. A signed note of support from your main employer.

4. SELECTION PROCEDURE

In the event that there are more than two valid nominees, an election will be held and all nominees will be informed.

Where the number of valid nominees is equal to the number of vacancies, the nominees will be declared to have been duly elected.

5. DURATION OF APPOINTMENT

The successful candidate(s) shall serve as Deputy Surgical Director for a three-year term and shall thereafter be eligible for re-election annually for up to a further two years.

6. TERMINATION OF APPOINTMENT

A Deputy Surgical Director may resign by giving two months' notice in writing to the Surgical Director of the FST.

7. DUTIES OF A DEPUTY SURGICAL DIRECTOR

- a. Provide strategic direction to the Faculty of Surgical Trainers and drive forward its activities, working alongside the Surgical Director;
- b. Lead and coordinate specific workstreams of activity in pursuit of the Faculty's strategic aims, eliciting support and contributions from the Faculty Executive, Advisory Board and wider membership;
- c. To attend four meetings of the Executive Committee and two meetings of the Advisory Board each year;
- d. Organise and support local, national or online events and encourage support for such events;
- e. Attend and assist in organising the annual Faculty of Surgical Trainers conference;
- f. Deputise for the Surgical Director as necessary; and
- g. Assist with scoring FST applications.