

# AAC Co-Lead Job description and Person Specification

<b>Job Title:</b>	Lead AAC Assessor
<b>Directorate:</b>	Clinical Quality and Research Directorate
<b>Responsible to:</b>	Professionally responsible to the Chair of the Clinical Quality and Research Board Managerially responsible to the Director of Clinical Quality and Research
<b>Key relationships:</b>	RCoA Director of Clinical Quality & Research; RCoA Clinical Quality and Research Board Chair; RCoA Regional Advisors in Anaesthesia (RAAs); Faculty of Intensive Care Medicine Regional Advisors; Faculty of Pain Medicine Regional Advisors; RCoA Administrative Team, specifically Clinical Quality Administrator
<b>Main function:</b>	To provide senior clinical support for the RCoA's approval process for job descriptions and Appointments Advisory Committee (AAC) representatives' process

## Specific Duties and Responsibilities

### 1. To provide guidance, support and updates to Assessors representing the RCoA at AAC panels

- To provide advice, guidance and support to the Clinical Quality team in generating new AAC policies and supporting documentation.
- To provide support and advice on clinical queries raised by assessors when attending panels or to HR departments.
- Lead on providing assessor training days, including development of the agenda and chairing the training.
- Lead on developing new working relationships with relevant national stakeholders such as NHS Employers to improve the specialty and national AAC process.

### 2. To provide clinical input, advice, guidance and support to the Clinical Quality team and other college departments as necessary

- Liaise with appropriate RCoA committees to raise the profile of AACs.
- Liaise with the RCoA training department to agree areas of workforce reporting that will be provided.
- Provide guidance where appropriate on developments within the intercollegiate AAC network, and within the RCoA.
- Provide clinical input to the guidance documents produced for AAC assessors, RAs, HR departments and other relevant national stakeholders.

## Period of commencement and operation

The post-holder will commence their duties in June 2023 for a period of three years, subject to an annual performance review.

## Administrative support

The AAC administrative team are based at the Royal College of Anaesthetists. The Lead AAC Assessor will be expected to keep in regular contact with the administrative team, including attending meetings with the team at the RCoA.

## Remuneration

There is no direct remuneration for this role, however all reasonable expenses will be covered by the RCoA in line with the RCoA expenses policy.

## Person Specification:

<b>Educational Requirements</b>
FRCA or equivalent
<b>Professional/Technical and Occupational Training</b>
In good standing with the RCoA
<b>Experience</b>
Holder of a substantive consultant-level post in Anaesthesia or dual ICM/Anaesthesia, in current NHS clinical practice
A thorough knowledge of the Advisory Appointments Committee (AAC) process
Previous experience as an AAC assessor
<b>Desirable</b>
Previous experience as a regional advisor or deputy regional advisor, college tutor or training programme director post
Previous experience as a clinical lead/director, lead clinician, medical director or departmental chair undertaking recruitment
<b>Skills and Knowledge</b>
A detailed understanding and knowledge of recruitment policy and practice, and the ability to apply policy to current practice
Excellent interpersonal and communication skills for liaison with members of Council, staff, employers and assessors
<b>Personal Attributes</b>
Approachable, friendly manner
Hardworking, punctual, conscientious and thorough
Demonstrates engagement with employer appraisal and revalidation process
<b>Organisational Commitment</b>
Must have support of employing Trust/Board or University