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| **Job Title** | BSG Workforce Lead |  |
| **Reports to** | BSG President and BSG Chief Executive |  |
| **Other Regular Relationships** | Chair SAC, BSG Training Committee Chair, BSG CSSC Chair and BSG Office Team |  |
| **Scope** | Three year appointment - note, a slightly shortened term as interviewing in October. The Workforce Lead role is from October 2025 to June 2028, with the option to extend until June 2029 |  |
| **Overall Purpose of the Job** | To help advise on workforce issues within gastroenterology and hepatology in the UK, particularly concerning medical workforce |  |

# KEY OBJECTIVES

* The BSG Workforce Lead is a member of the following BSG committees: Training committee, Clinical Services and Standards Committee (CSSC), BSG Council and is a co-opted member of two Royal College of Physicians (RCP) committees: the joint specialty committee (JSC) of gastroenterology and hepatology and the gastroenterology specialist advisory committee (SAC).
* This is an important role to help advise on workforce issues within gastroenterology and hepatology in the UK, particularly concerning medical workforce. There is a three year total commitment to the role (note, a slightly shortened term as interviewing in October). The Workforce Lead role is from October 2025 to June 2028 (with the option to extend for a further year), with fairly frequent attendance required at committee meetings.

# MAIN DUTIES, ROLES AND RESPONSIBILITIES

* To prepare the annual workforce report based on RCP Medical Workforce Unit annual census data (after 30 September each year, unless RCP data dictates otherwise) for dissemination.
* To attend/contribute or dial-in meetings of the training committee, clinical services and standards committee, SAC, JSC in gastroenterology and hepatology to present a summary of the annual workforce report and answer questions.
* To represent the BSG at the RCP annual medical workforce and specialties meeting to highlight issues in gastroenterology and hepatology workforce planning to the RCP medical workforce unit and Health Education England.
* To meet with workforce review teams of the Department of Health and other equivalents on behalf of the BSG.
* To answer queries submitted to the BSG related to workforce issues when required.
* The BSG Workforce Lead produces an annual workforce report, focusing particularly on the medical workforce, for wide dissemination amongst committees of the BSG and RCP.
* Other matters as determined from time to time by BSG Council, Executive, CSSC or Four Nations.
* May be asked to update trainees on trends within workforce planning (at the annual meeting of the BSG and at the National Introduction to Gastroenterology in November).

This is an un-remunerated post within the BSG and local arrangements (study or professional leave) should be negotiated at a local level. Travelling costs will be reimbursed.

*The British Society of Gastroenterology (BSG) believes that equity of opportunity is of fundamental importance for everyone involved in our organisation. We welcome and actively seek to recruit individuals to our activities regardless of race, religion, ethnic origin, disability, age, gender, sexual orientation or working pattern. The BSG aims to encourage diversity of membership in all committees, senior roles and staff.*

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| **Person Specification** | **Essential** | **Desirable** |
| **Clinical/Service Achievements/experience** | Appropriately Qualified  Significant professional experience & a demonstrable commitment to gastroenterology / hepatology  Committed membership of BSG & in good standing  Evidence of active participation or association with BSG  Recent experience in clinical service delivery | Higher level qualification e.g. PhD, MD, MSc  Affiliation with relevant Royal College or regulatory body  Understanding of medical workforce issues  Understanding of NHS policy issues |
| **Established relationships** | Thorough understanding of medical training in gastroenterology and hepatology | Member or previous member of the Gastroenterology and Hepatology SAC  Current or former Training Programme Director  Previous experience as chair or member of Committee or Section of the BSG  Active in region / local health economy  Track record in Education/Training or Service delivery |
| **Personal Qualities** | Excellent analytical skills  Evidence of Team working & relevant communication skills  Time, resilience & commitment to undertake the role  Commitment to BSG values including fairness, equality and diversity | Evidence of Leadership skills or effective roles |