

## Job Description and Specification

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<b>Job Title</b>	BSG Research Committee Chair/Deputy Chair
<b>Reports to</b>	BSG President
<b>Other Regular Relationships</b>	BSG Research Committee Members, BSG CEO, BSG Research Manager, BSG Clinical Research Groups, Gastroenterology CRN, Hepatology CRN
<b>Scope</b>	Honorary appointment for 4 years; 2 years as Deputy Chair, followed by 2 years as Chair
	Time commitment of approximately 1 PA (4 hours) per week
<b>Overall Purpose of the Job</b>	To lead on research matters on behalf of the BSG Executive and Chair the Research Committee.

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### KEY OBJECTIVES

- The Research Deputy Chair/Chair is responsible for the successful direction and delivery of the BSG Research agenda.
- The Research Deputy Chair/Chair is a member of the BSG Executive and, in that role, supports the general direction and development of the BSG.
- Operate within the BSG's governance framework, including the *Matters Reserved for the Board, Executive and Council* documents, and ensure decisions are made within delegated authority.
- The Deputy Chair will support the Chair and deputise on their behalf when required.

### MAIN DUTIES, ROLES AND RESPONSIBILITIES

- To lead the development and execution of the BSG Research Strategy
- To direct and chair meetings of the Research Committee with support from the Committee Manager and in line with the committee's terms of reference.
- To direct and oversee the effective running of any Research Committee sub-groups
- To maintain effective dialogue with external organisations, such as funding bodies and research commissioning bodies, and international gastroenterology/hepatology representative organisations
- The Deputy Chair takes responsibility for ensuring close links with GUTS UK
- The Chair or Deputy Chair sits on the BSG Programme Committee.
- Participate in the annual appraisal process for BSG senior postholders, contributing to continuous development, accountability, and alignment with the Society's strategic objectives.
- Provide an annual written report to the Executive and Council in accordance with the BSG's *Annual Reporting Framework for Major Bodies*.
- Continue the National Case Notification Scheme.



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### **Tenure**

- As specified previously, this is a two year appointment as Deputy Chair followed by a two year appointment as Chair. Executive Officers are not eligible for re-appointment to the same position at the end of their term.

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. We welcome applications from individuals who may wish to apply on a job share basis. The BSG aims to encourage diversity of membership in all committees, senior roles and staff.

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<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Clinical/Research Achievements/experience</b>	<p>Qualified and practicing Consultant Gastroenterologist/Hepatologist</p> <p>Significant professional experience &amp; a demonstrable commitment to gastroenterology / hepatology</p> <p>BSG Member and evidence of active participation or association with BSG</p> <p>Recent experience in clinical research delivery &amp; leadership</p> <p>UK-based and able to attend BSG meetings and events in person throughout the term of appointment.</p>	<p>Higher level qualification e.g. PhD, MD, MSc</p> <p>FRCP or equivalent recognition</p> <p>Familiarity with GMC/GCP good medical practice</p> <p>Current member of National CRN Committee</p>
<b>Established relationships</b>	<p>Previous experience as member of Committee, Council or Section of the BSG, or similar organisations</p>	<p>Similar experience of other Societies or National Committees would be an advantage</p> <p>Track record in Education/Training or Research including publication or guideline involvement</p>
<b>Personal Qualities Required</b>	<p>Evidence of Leadership skills</p> <p>Evidence of Team working &amp; relevant communication and organisational skills</p> <p>Time, resilience &amp; commitment to undertake the roles</p> <p>Commitment to BSG values including fairness, equality and diversity</p> <p>Evidence of Strategic development or implementation</p>	<p>Ability to inspire or empower others</p> <p>Governance experience either in an NHS role or in the charitable sector.</p> <p>Evidence of skills or examples of financial management</p> <p>Evidence of skills or examples of change or improvement management</p> <p>Evidence of governance role or experience</p> <p>Knowledge or training in issues of equality &amp; diversity</p>