
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	Four year appointment
Overall Purpose of the Job	To help advise on workforce issues within gastroenterology & 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 & 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 & hepatology and the gastroenterology specialist advisory committee (SAC).
- This is an important role to help advise on workforce issues within gastroenterology & hepatology in the UK, particularly concerning medical workforce. There is a four year total commitment to the role 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 30th September each year) for dissemination.
- To attend/contribute or dial-in meetings of the training committee, clinical services & standards committee, SAC, JSC in gastroenterology & hepatology to present a summary of the annual workforce report and answer questions.
- To represent the BSG at the RCP annual medical workforce & specialities meeting to highlight issues in gastroenterology & hepatology workforce planning to the RCP medical workforce unit & 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, focussing particularly on the medical workforce, for wide dissemination amongst committees of the BSG & 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 Nov).

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.

Job Description and Specification

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.

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