



# Regional Director Role Description (English Regions)

The role of the Regional Director is to lead The Royal College of Surgeons of England's (RCS England) local engagement with our fellows, members, other surgical professionals, and key stakeholder groups in the regions. The purpose of Regional Directors is to build relationships, to gather local feedback about the key issues in surgery, and to work with the College to facilitate local support for members and fellows.

## Core responsibilities

- To work closely with the RCS England Outreach Team to support local activities for members, fellows and stakeholders in their geographical region.
- To establish engagement and support for the local network of Regional Specialty Professional Advisors (RSPAs), Surgical Tutors and Heads of Schools of Surgery.
- To chair and lead the local RCS England Regional Board, which acts as a conduit for a two-way information flow with the central College.
- To gather local feedback and help identify areas for support through RCS England events/services, and to promote College support mechanisms for surgeons at all stages of their career.
- To attend the quarterly Regional Committee meetings, and provide feedback through the reporting mechanism on key local issues affecting members and fellows, surgical services, and quality of care.
- To work with the Outreach and Events Teams to host member events, meetings and visits as identified by the College, and in response to local requirements.
- To attend the RCS England annual Regional Representatives Conference and other RCS England events as appropriate.
- To engage at a strategic level where relevant with any local processes relating to surgical training and reshaping of surgical services, and provide feedback to the College.
- To ensure the College is represented on the local School of Surgery Board(s).
- To engage with the Chair of the Regional Committee and local Council Member(s) on strategic matters where necessary.
- To promote surgery as a career and the opportunities available to students and trainees as part of the College through engagement with medical school societies.



## Key activities

Regional Directors will be expected to carry out the following activities as part of the role. Achievements in the role will be discussed as part of the annual review process (see Professional Support and Review).

1. Chair meetings of the Regional Board each calendar year as required.
2. Attend at least three of the four Regional Committee meetings each calendar year (typically two held virtually, two held in person in Manchester or London), at least one of which must be in person.
3. Submit a Regional Director's Report for the Regional Committee meetings. A template will be sent to all Regional Directors by the Outreach team. All Regional Directors must complete and submit their report *two weeks in advance* of the upcoming meeting.
4. Attend the annual Regional Representatives Conference (typically held in mid-November either in Manchester or London).
5. Make contact with the Regional Board at least once between meetings (the Outreach Team will provide an updated contact list each time).
6. Contact every Surgical Tutor and RSPA at least twice per calendar year to build engagement with them and get feedback between Regional Board meetings.
7. Engage with the Surgical Tutor recruitment process in the region and attend at least 75% of appointment panels.
8. Meet with the designated local Council Member a minimum of twice per calendar year.
9. Identify at least one regional speaker per calendar year and invite them to attend Regional Board meetings.
10. Engage with at least one relevant regional stakeholder (e.g. ICB, trust leadership) each calendar year to promote the College and build a regional network.
11. Work with the Outreach team to hold a minimum of one Presidential Visit in their region during their term as Regional Director.
12. Volunteer at a minimum of one RCS England outreach event during the course of the year (e.g. Interview Skills Workshops, Surgical Skills Competition, or Cutting Edge Careers workshop).

## Reporting and Representation

Regional Directors report to the Regional Committee, which is chaired by the Vice President who reports to Council. Regional Directors may also be invited to participate in other RCS England committees or working groups.

## Professional Support and Review

Support is available through the Outreach Team, the quarterly Regional Committee meetings, and the Vice President.

Regional Directors will undertake annual reviews with the Vice President.

Once appointed the Regional Director will attend an induction day. This will either be hosted virtually or at the College.

## Appointment Process

The Regional Director appointment will be through a competitive interview, and this will be held virtually.



## Term of Office

The term is three years with a possible extension for an additional two years, subject to mutual agreement and satisfactory reviews based on performance against the core responsibilities and key activities as outlined above. Towards the end of the term, the Regional Director should be active in helping to identify potential successors.

## Person Specification

- A surgeon currently employed in the NHS with demonstrable experience of delivering high quality services.
- Demonstrable leadership within the surgical profession.
- Experience of supporting professional standards and good practice, e.g. through long-standing membership of surgical associations, RCS England committees, working parties, or NHS structures, boards and working parties.
- Knowledge of Department of Health and Social Care and NHS structures within the region.
- Knowledge of national policies and developments affecting surgical practice.
- Demonstrable ability to effectively chair boards, committees and working parties and lead groups to effective decision making.
- A flexible, resilient and motivated approach, able to think innovatively and to respond quickly to the changing agendas of health care.
- A good listener and negotiator who is respectful of others' points of view, their aspirations and commitments in life; promotes diversity, inclusivity and fairness; and reflects the College's values of collaboration, respect and excellence.
- Evidence of training in and commitment to relevant employment legislation requirements.

## Eligibility Criteria and commitment to the role

Applicants must:

- Be a Fellow of the Royal College of Surgeons of England.<sup>1</sup>
- Confirm that they are in good standing with their employer and with the General Medical Council (GMC), and that they are not under formal investigation into their professional practice or conduct.
- Be absolutely clear on the time commitment involved to undertake this role, and the travel required across the region to attend meetings and the quarterly Regional Committee (where meetings are held in person).
- Consider the impact of taking on the Regional Director role against any other educational or management roles held currently.
- Provide written confirmation from their CEO or Medical Director that their employing Trust supports their application and that there is adequate time in the job plan to support Regional Director work. The College recommends a minimum of one PA for the role.

*This role is suitable for job sharing, and joint applications are welcome.*

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<sup>1</sup> Fellows of any of the surgical Royal Colleges of Great Britain and Ireland are eligible to apply. However, successful applicants who are not Fellows of the Royal College of Surgeons of England will be expected to take up the Fellowship *via transfer* at the time of taking up the post.



## The Royal College of Surgeons of England Strategy 2021-26

We have a particular focus on promoting diversity, inclusion and fairness in our College and right across the surgical and dental professions. We believe that embracing difference is not just the right thing to do, it can inspire all of us to grow, and it will ensure that our profession and our College remain at the forefront of patient care for generations to come.

Together, we are changing the face of surgery.

<b>Our Vision</b>	We want to see excellent surgical care for everyone.
<b>Our Mission</b>	We will achieve our vision by supporting all our members, in all their diversity, to deliver excellence in everything we do.
<b>Our Values</b>	<p>We will deliver our values through our behaviours and attitudes which impact directly on the care delivered to patients and how we work together.</p> <p><b>Collaboration</b> We embrace our collective responsibilities, working collaboratively and as one College.</p> <p><b>Respect</b> We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.</p> <p><b>Excellence</b> We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.</p>

Read more about [our strategy for 2021-26](#).

### Code of Conduct

In July 2024, the College launched a new comprehensive [Code of Conduct](#) (PDF) for all members, specified non-members in appointed or elected roles, and RCS England staff. This Code ensures adherence to the highest standards of professional and ethical behaviour in alignment with Good Surgical Practice. This includes tackling sexual misconduct, as one of the actions we are taking to eradicate [sexual misconduct in surgery](#).

#### What you need to know:

- Anyone not in good standing with the College, as defined in the Code of Conduct, will have their membership of the College or appointed/elected role withdrawn.
- Sexual misconduct, harassment and bullying are breaches of this Code.
- Any allegations of behaviour not adhering to this Code will be treated with the utmost seriousness, and all appropriate actions will be taken.
- All members and specified non-members are expected to follow [Good Surgical Practice](#).

This Code is a crucial step in our journey to eradicate sexual misconduct in surgery. It is an important disciplinary tool, but it also sends a clear signal of intent about the culture we aspire to in our profession.