

ROLE DESCRIPTION & PERSON SPECIFICATION FOR FACULTY CHAIR

April 2024

Purpose

The Faculties of the College provide a professional forum for members of the College in specific Registrant groups. Four Faculty Boards are appointed by the College Council to advise on the College's engagement of practitioners in its mission, , and to undertake tasks and functions as delegated by the President on behalf of the Council.

Chairs of the Faculty Boards are appointed to provide leadership of their respective Faculty Board, to ensure constructive engagement and support of the Faculty Board with Council, and to support the President in representing the College's mission to Faculty constituents and the wider professional community.

1. Role description

- 1) Lead the Faculty Board in developing and representing advice to the College Council on professional matters that are relevant to the interests of the relevant members of the dental team, and coordinated with College policies and priorities.
- 2) Promote good governance at Faculty level, consistent with established principles relating to service in public life, and in accordance with the Regulations of the College.
- 3) Cultivate relations with relevant stakeholder organisations and public bodies, as agreed with the President, representing the College accordingly.
- 4) Foster effective working relations between the Faculty Board and the College's executive leadership and staff team.
- 5) Deputise for the President in representing the College on public interest and professional matters, through print and online media, and in person.
- 6) As agreed with the President, develop relations with leaders and external bodies relevant to the interests of the College.
- 7) Ensure that College policies are respected and reflected in discharging the role and in managing the affairs of the Faculty Board.

2. Person specification

Faculty Chairs should command respect within and beyond the College and should have the expertise to be able to speak for the College on matters of public interest and on the current concerns of the relevant constituents of the dental team. They should be an active member of the College who has already shown commitment to its work. They should be willing and able to commit appropriate time to fulfil the role with no potential conflicts of interest.

Ideal skills, experience & abilities

1. Able to demonstrate a wider passion for advancing primary care dentistry and oral health, beyond day to day professional practice
2. Capability to chair meetings with a broad agenda and in obtaining consensus.
3. Able to work as part of a team and to lead that team and/or intervene constructively as appropriate.
4. An ability to think and engage strategically, and exercise independent, reasoned judgement.
5. Ability to act as an organisation champion with a variety of stakeholders.

6. Effective, engaging and approachable with people at all levels, both internally and externally.
7. Possession of a network of relevant contacts with the capacity to make relevant new links for the College.
8. Experience in building, protecting and enhancing the reputation of an organisation with external bodies.
9. Sensitivity to good governance and in particular an appreciation of the responsibilities of a public benefit organisation with charitable status.

3. Expectations

1. The Faculty Chair is expected to contribute actively to formal meetings of Council, currently three full day meetings each year.
2. It is anticipated that Faculty Boards will also meet three times a year, coordinated with Council meetings to ensure effective coordination.
3. The Faculty Chair is expected to liaise regularly with the President and Chief Executive to ensure effective leadership, management and coordination of the College's interests as they relate to Faculty constituents.
4. The extent of commitment with respect to other activities of the College is adaptable to the circumstances of the individual, and to be agreed with the President.