

ASSISTANT ACADEMIC DEAN JOB DESCRIPTION

JOB DESCRIPTION

The Faculty of Forensic and Legal Medicine (FFLM) is a Faculty of the Royal College of Physicians (RCP). It is a registered charity set up in 2006 to develop and maintain the highest possible standards of competence and professional integrity in the field of forensic and legal medicine. Its purpose is to advance education and knowledge, and develop and maintain good practice, in the field.



Job title:	FFLM Assistant Academic Dean
Contract:	Voluntary - this post is not salaried Appropriate expenses may be claimed – see FFLM expenses policy/details
Location:	Remote working; attendance at meetings whether at a specific venue, may be in person, by tele- or video-conference, as appropriate
Responsible to:	The Academic Dean
Key relationships:	Senior officers, officers, and Academic Committee members FFLM members and prospective members FFLM and IFAS staff
Tenure and Working Hours:	<p>The appointment is for three years in the first instance but may be extended for a further two years, by agreement.</p> <p>The hours will vary. The Academic Committee meets every four months. Attending other meetings, particularly where the post-holder will represent the FFLM will vary. Similarly, the amount of work in terms of responding to questions or developing policy will be unpredictable but is estimated to be four hours a week.</p>

Responsibilities

With the Academic Dean, (AD) and other Senior Officers of the FFLM, contribute to the work of the Academic Committee, (AC) and other FFLM work, as necessary.

To support the AD: in reviewing and updating the AC's publications in a timely way and to proactively contact the original authors, in the first instance, to undertake the review/update.

Activities

Represent the FFLM at relevant meetings which may include working with relevant Royal Colleges/Faculties and/or other Professional Organisations and Societies, the criminal justice system, including the police, other statutory and voluntary organisations.

The post-holder will receive an annual review covering this aspect of their work, which will then contribute to their annual appraisal.

Organisational Structure

Board



Academic Committee



Academic Dean



Assistant Academic Dean

Key job-specific responsibilities are to:

- 1 To support the AD and other Senior Officers in identifying new guidance which may be needed.
- 2 To co-ordinate the review or update with the timetable of AC meetings.
- 3 To liaise with the AD and the Learning and Development Manager if there is a delay in review or no reviewer can be identified.
- 4 To work with other organisations, as appropriate to develop joint guidance and/or co-badging and promote the Faculty and its role.
- 5 To support the AD in their role, the Asst AD may be asked to:
 - attend meetings if the AD is unavailable;
 - support the AD in the oversight of exams;
 - engage with other Royal Colleges in creating joint guidelines.
- 6 To ensure when the post-holder demits office, there is a verbal and written handover to the new post-holder.

Person Specification

	Essential	Desirable
Relevant Qualifications and Experience	<p>On the GMC register with a licence to practise</p> <p>In current clinical practice in Forensic and Legal Medicine</p> <p>Holds Membership or Fellowship of the FFLM</p> <p>Is currently working within the disciplines of FFLM membership e.g. GFM, SOM, Secure and Detained Settings, (SDS), as a Coronial/Procurator Fiscal or has done so within the last year</p>	<p>Holds/or has held a Leadership role, or a Clinical Lead/Director role</p> <p>Holds Membership or Fellowship of a relevant Royal College or Faculty, as appropriate</p>
Communication skills	<p>Excellent written and verbal communication skills</p> <p>Demonstrable leadership and/or team working skills</p>	
Previous Experience	In Clinical Forensic & Legal Medicine, (e.g. GFM, SOM), or in SDS, or in the Coronial/Procurator Fiscal settings	
Professional or Specialist Knowledge	As described above	Experience of working at a national level
Other attributes required	Proficient IT skills, including experience of using Microsoft Office 365 (Word, Excel, Outlook, PowerPoint and Teams)	
Other	<p>In good standing with the GMC, the FFLM and any other relevant medical Royal College or Faculty</p> <p>Be up-to-date with training in, and provide evidence of this:</p>	

	<ul style="list-style-type: none">• Level 3 safeguarding, for adults and children, (every 3 years)• Equality and diversity, (every 3 years)• Information Governance/Data security/protection training, (annually)	
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Confidentiality

FFLM confidentiality policies & procedures

Not sharing information outside the FFLM without permission.

Use of passwords when required e.g. in the course of the post-holder's duties, they may have access to confidential material about the role or work of the Faculty, its examinations, discussions, correspondence, examinations or other business. On no account must confidential information be divulged to anyone other than authorised persons. If in doubt, the post holder should seek advice from a senior officer of the Faculty

Breaches of confidentiality may result in disciplinary action.

Health and Safety, Security, Equal Opportunity and Improving Working Lives

Health & Safety/Security

It is the duty of every post-holder to adhere to the Health & Safety Policy and work in such a way that risks are identified and accidents are avoided, this applies to the individual as well as colleagues. Any concerns must be brought to the attention of the faculty office and the Registrar as soon as is practicable.

It is the individual's responsibility to ensure the Faculty's work is undertaken in a secure environment and bring any breach of security or confidentiality to the attention of the Faculty office and the Registrar.

Equal Opportunities, Respect and Dignity at Work, and Improving Life at Work

The FFLM is committed to:

- equality of opportunity and diversity in the workplace; all Faculty post-holders, as well as salaried staff are responsible for ensuring that this is delivered in practice
- respect for others: all Faculty post-holders, and salaried staff must know what is expected of them and ensuring that demonstrate consideration and respect for all with whom they have contact.

The FFLM will not tolerate any form of bullying or harassment and will investigate any reports of such behaviour and institute disciplinary action where appropriate.