

Lay Advisory Group Chair

Job Description

Responsible to

Royal College Council and Board of Trustees

Key working relationships

The President, Chief Executive, Trustees and Council Members, Committee Secretariat Lead Officer, Committee Chairs, Lay Group Advisory Group Members, Senior College Staff and External Stakeholders as required.

Contract

3 years

Job Purpose

The Chair of the Lay Advisory Group provides leadership to the College's principal forum for patient, public and lay engagement. The role ensures that the patient, carer and wider public perspective is considered appropriately in the development of College policy, strategy, standards, education and advocacy activity.

The Chair acts as an ambassador for meaningful public involvement in Emergency Medicine and provides independent challenge, advice and assurance to the College's governing bodies. As Chair of the Lay Advisory Group, the postholder serves as a Trustee of the College and contributes fully to the governance and strategic leadership of the organisation. The Chair sits on the Board of Trustees and Council.

Commitment

The postholder should expect to commit approximately 24–28 days per year, including Lay Advisory Group meetings, Trustee Board and Council meetings, committee meetings arising from ex-officio responsibilities, and preparation and representation activities.

Key Responsibilities

- Provide effective leadership to the Lay Advisory Group and ensure its work supports the charitable objectives and strategic priorities of the College.
- Promote the importance of patient, public and carer perspectives throughout the College's activities.
- Ensure that the views of patients and the public are appropriately reflected in College decision-making.
- Contribute to the development of College strategy, policy and governance as a Trustee and Council member.
- Chair meetings of the Lay Advisory Group in a fair, inclusive and effective manner.
- Support the development of an engaged, informed and diverse Lay Advisory Group membership.
- Work with the Committee Secretary to set agendas, oversee workplans and ensure actions are progressed.
- Foster a collegiate environment that encourages constructive challenge and respectful debate.
- Fulfil the legal duties of a Charity Trustee.
- Participate fully in meetings of the Board of Trustees and Council.
- At the Board, contribute to oversight of risk, performance, strategy, finance and organisational effectiveness.
- Ensure that decisions are taken in the best interests of the College and its beneficiaries.
- Act as an independent voice, bringing an external perspective to governance discussions.
- Represent the Lay Advisory Group within the College and, where appropriate, externally.
- Encourage meaningful engagement with patients, carers and communities.
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- Support recruitment, induction and development of Lay Advisory Group members.
- Promote equality, diversity and inclusion throughout College activities.

Values

Respect each other's experience.

We celebrate the rich diversity of the RCEM ecosystem - employees, members and stakeholders. We respect each other's experience, meeting each other with dignity and humanity at all times.



This comes to life when we:

- Each contribute actively to strengthening a culture where different perspectives are expressed, encouraged and heard.
- Treat colleagues, members and stakeholders as valued equals.
- Do our best to be present for each other, interacting in an open and transparent manner.
- Acknowledge & challenge inappropriate behaviours and practices, offering support and seeking solutions.

Act with integrity, always.

We hold ourselves to the highest ethical standards, fostering trust and transparency within our College and with our members.



This comes to life when we:

- Do what we say we will do, communicating clearly and openly.
- Take responsibility and accountability for our actions, celebrating when things go well and staying curious about how we can learn from mistakes.
- Demonstrate patience and flexibility, even when things don't quite go to plan.
- Commit to a strong work ethic, striving to produce high quality work that is consistently delivered on time.

Collaborate for growth.

We know that teamwork and initiative are the key to achieving our strategic aims, and we actively seek opportunities to work together and leverage our diverse perspectives.



This comes to life when we:

- 'Collaborate by default', continually looking for ways in which we can join forces with colleagues, members and stakeholders to meet the College's objectives.
- Pay attention to the quality of our relationships, cultivating connection and fostering a positive working environment grounded in respect and integrity.
- Ask for feedback, reflect on it and learn from our personal and collective experiences.

Innovate relentlessly.

We create the conditions for a culture of continuous improvement, nurturing creativity and the pursuit of new ideas to drive positive change within our organisation.



This comes to life when we:

- Identify creative ways to optimise our resources by planning ahead and anticipating organisational, operational and customer needs and demands.
- Anticipate and welcome change as an inherent part of a growing, evolving organisation, and meet this change with hope and optimism.
- Acknowledge the importance of psychological safety as a prerequisite for innovation, actively encouraging risk-taking and creating a 'no-blame' culture.
- Have the courage to step outside our comfort zones, learning new skills and trying new approaches.
- Prioritise sustainable solutions, with choices that are in the long term interest of the College and our organisational objectives.
- Embrace the value of automation, by refining and automating processes - personally and operationally - wherever possible, to improve efficiency and effectiveness.

Person Specification

Essential

Desirable

Commitment and Values

- Commitment to improving patient care and the quality of Emergency Medicine services.
- Understanding the importance of patient and public involvement in healthcare.
- Alignment with the values and objectives of the Royal College of Emergency Medicine.

- Previous experience as a charity trustee.
- Experience of patient advocacy, public involvement or community engagement.
- Familiarity with healthcare, professional regulation, medical education or membership organisations.

Leadership and Governance

- Experience of serving on boards, committees, councils or advisory groups.
- Ability to contribute strategically rather than operationally.
- Demonstrable understanding of good governance and accountability.
- Ability to exercise independent judgement.

- Previous experience chairing boards, committees or advisory groups.
- Experience of risk management, audit, governance, communications, finance, legal affairs or organisational development.
- Understanding of the NHS or wider health and care system.

Communication and Influence

- Excellent interpersonal and communication skills.
- Ability to engage constructively with clinicians, volunteers, trustees and staff.
- Confidence in providing challenge in a supportive and diplomatic manner.
- Strong chairing and facilitation skills.

Personal Qualities

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| <ul style="list-style-type: none">• Integrity and sound judgement.• Ability to analyse complex information.• Collaborative and collegiate approach.• Commitment to equality, diversity and inclusion.• Ability to maintain confidentiality where required. | <ul style="list-style-type: none">• Knowledge of the work that Royal Colleges do• An awareness of the political environment and legislative process |
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Eligibility

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| <ul style="list-style-type: none">• Be eligible to serve as a charity trustee.• Not be disqualified from acting as a charity trustee under relevant legislation.• Be willing to comply with the College's governance policies, including declarations of interests. | |
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