

RCGP Faculty Provost role description

RCGP Faculty vision

A forward-thinking, inclusive and collaborative local GP network that nurtures grassroots engagement, creating a welcoming environment where everyone's voice is valued.

Purpose

Provide ceremonial and ambassadorial support to the Faculty, its Members and Fellows and represent the Faculty on local formal and ceremonial occasions.

Work with the local RCGP team to lead the Faculty Fellowship & Awards Committee to oversee all local Fellowship activity and processes and champion the achievements of members, and the profession more broadly.

Term

3-year term, renewable once pending outcome of open election.

Eligibility and experience

Essential

- Fellow of RCGP (GP Registrars or Associate members are not eligible to stand for Faculty Provost).
- Evidence of commitment to RCGP charitable objectives and strategic priorities.
- Practising or residing within the boundaries of the Faculty Board.
- Must have actively participated on a Faculty Board for at least 12 months prior to election, including attending 2 out of previous 4 meetings at point of nomination.

Desirable

- Demonstrable previous experience of a senior leadership role.
- Working collaboratively and developing connections.

How this role supports RCGP

As lead for the Faculty Fellowship & Awards committee, the Faculty Provost works with peers and the local RCGP team to encourage, support and evaluate local nominations for Fellowship before making formal recommendations to RCGP Council. As the ceremonial head for the local Faculty, this role is visible in celebrating the achievements of members and the wider profession, through the local Awards programme and other opportunities, both locally and nationally.

What you'll gain

This role offers a significant opportunity to build and demonstrate strong leadership and management capabilities, while further developing advanced communication and interpersonal skills. The Faculty Provost will help shape the support and opportunities available to local Fellows and encourage a more connected professional community.

Main duties

- To act as an advocate and ambassador for the Faculty, its Members and Fellows, the RCGP.
- To represent the Faculty on local formal and ceremonial occasions.
- To lead the Faculty Fellowship & Awards Committee, overseeing all local Fellowship activity and processes.
- To oversee the Faculty awards process, working with the Faculty Fellowship and Awards committee and local RCGP team to ensure awards are managed fairly, transparently and in accordance with RCGP guidance.
- Proactively engage with LCARM rep to understand member and Fellow needs and reflect these in the Faculty activity plan.
- Maintain regular contact with the Faculty Administrator/Faculty Support Officer between Faculty Fellowship Committee meetings to progress actions.
- Working with the Regional/National manager and in collaboration with the Faculty Chair and wider Board members agree an annual activity plan for the Faculty, reflecting the national College priorities as well as local needs of Fellows.
- Support a welcoming and inclusive environment for all members and participants at Faculty Board meetings.
- Seek to align Faculty work with RCGP strategy and charitable objectives.
- Act as a spokesperson and advocate for the College in local forums.

- Support the local Faculty team to champion and encourage involvement from members in communicating Faculty activity to members and the local professional community.
- With reference to the Faculty governance handbook, champion policies and ensure behaviour standards.
- Communicate and embody the member code of conduct at all meetings.
- Feedback local concerns and achievements through national forums, or via the regional/national manager where appropriate.
- Input into, and champion national Fellow initiatives, through the Faculty, as required.
- In the absence of the Chair or either of the Vice Chairs, the Provost will chair Faculty Board meetings.
- Be an active member of the Faculty Leadership decision making group.

Time commitment

Flexible; estimated to be 1-2 days per month on average to include:

- regular email correspondence
- quarterly Faculty meeting attendance; non-attendance of >2 Faculty Board meetings each calendar year should trigger a Faculty review on capacity of the person to fulfil their Faculty Leadership role.
- quarterly Faculty Fellowship Committee attendance
- ad hoc local and national meetings as required

Election

Ballot of all local members within the Faculty boundary.

Self-nomination including a candidate statement of no more than 500 words.

Induction and support

- Online induction resources relevant to all RCGP Advocates.
- Bespoke induction meeting with their National/Regional manager to clarify expectations, as well as discuss personal aspirations.
- A buddy scheme with existing / former Faculty Chair, available on request.
- Ad hoc national briefing as required.
- Regular contact with local Faculty management support team.