

## Registrar - Academy Medical Sciences

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### The role:

The Registrar oversees the Fellowship election process ensuring it reflects our ambitions to be a modern, diverse and agile Academy. They are at the forefront of our work to develop and implement strategies to increase the diversity of our Fellowship and play a critical leadership role in advancing programmes and activities that support the development of young researchers.

The Registrar is a member of the [Honorary Officers group](#) which meets approximately six times a year. As part of this group the Registrar plays a key role in developing Academy policy, including issues relating to academic careers and training. Additionally, Honorary Officers are Trustees of the Academy and form part of the Academy Council. The Registrar will be expected to attend the five Council meetings held each year as well as the Annual Fellows Meeting in December.

From time to time individual Officers are called upon to host Academy events, participate in working groups or attend committee meetings. His/her brief will depend on the particular research experience or expertise the individual brings to the Officers' group.

The formal time commitment of the role is a minimum of one day per week. It includes participation in meetings at our London offices when open, and at events held across the UK through our regional programme; ready accessibility for virtual contact with other Academy Officers and staff is important.

The Registrar role is supported by an experienced and effective Fellowship Manager and wider staff secretariat.

### Key attributes:

The Academy's Regulations governing the election of Honorary Officers of the Academy set out that suitable candidates should demonstrate *'high academic standing and a significant track record of achievement; have the ability to represent the different constituencies within the Academy and the ability to commit sufficient time and energy to the role and will have regard to the Academy's commitment to equality and diversity and inclusion'*.

In addition to distinction in the medical sciences, the role of Registrar requires:

- Integrity, strategic vision and sound judgement.
- A proven commitment to equality, diversity and inclusivity that befits a modern and progressive Academy.
- A demonstrable commitment to supporting and developing young researchers
- Excellent communications skills and a demonstrable ability to engage both clinical and non-clinical constituencies within the Academy
- A collaborative working style including commitment to the Academy's values and culture.

### **Main responsibilities of the Registrar:**

- The Registrar's chief responsibility is the oversight of the election to the Academy's Fellowship and to liaise with the Executive Director to oversee and support the Academy's Fellowship election. This includes:
  - Chairing the Fellowship Committee and the meetings of Sectional Committee Chairs
  - Attending and overseeing all 8 of the March Sectional Committee meetings
  - Defining the process for the conduct of the elections including the development of E-Lect, the online system that supports Fellowship election
  - Monitoring the number, quality and diversity of nominations, and providing quality assurance for the process
  - Championing wider efforts to continue improvement of gender balance (and other diversity, including regional representation) within the Fellowship
  - Making recommendations to Council about the appointments to the Sectional Committees (see below)
  - Officiating at the annual admissions ceremony for new Fellows in June/July.
- The Registrar will be expected to promote and advance the Academy's portfolio of programmes to support young researchers, including advising on the development of new schemes.
- They will be an active participant in the Academy's growing regional programme, raising awareness of the Fellowship election process and stimulating wider diversity in nominations
- Reporting to Council on Fellowship related business.
- When necessary, acting as an alternate to the President in representing the Academy at key meetings and as a spokesperson on external communications.

There are currently eight sectional committees:

- SC1: Physics, chemistry, biochemistry, structural biology, mathematical sciences including statistics, informatics, imaging and engineering applied to biomedicine
- SC2: Cellular and developmental biology, immunology and infection, genetics
- SC3: Neuroscience (including neurology and neurosurgery), physiology, pharmacological sciences
- SC4: Medical and veterinary specialties (excluding oncology, neurology) and paediatrics
- SC5: Surgery, anaesthesia, oncology, clinical pathologies, radiology, oral health, ophthalmology, reproductive health
- SC6: Psychiatry, psychology and mental health, behavioural science, genomics, epidemiology, clinical trials, population health sciences and global health
- SC7: Primary care, health services research, health informatics, health improvement, social sciences, humanities, law, policy, communication or leadership as applied to health or biomedical science
- SC8: Individuals primarily based in the commercial sector including, but not limited to, pharmaceuticals, biotechnology, devices, diagnostics and digital technology industries

**Term of office:**

The new Registrar will take up his/her position with effect from the New Fellows Admission Day on 1 July 2021 in order to oversee the full Fellowship election cycle for 2022.

Honorary Officers of the Academy normally serve for four years.

**Eligibility and process:**

- A nomination form is available on the Academy [website](#).
- The post is open to all Ordinary Fellows of the Academy.
- Nominations may be made by any Academy Fellow for any other Academy Fellow, providing that they have agreed to be nominated.
- The nomination must be signed by three supporting Fellows.
- Candidates are asked to countersign the nomination form to indicate their willingness to be nominated and to include a 300 word statement outlining their background and how they would contribute to the Academy and its future. These statements will be circulated to Council, along with a copy of the candidate's CV.
- A copy of the candidate's CV must be submitted with the nomination form.
- Nominations must be submitted to the Academy office c/o Simon Denegri, Executive Director, **by 30 April 2021**.
- Interviews for the role will take place with the Nominations Committee on **20 May 2021**
- Members of Council will elect the next Registrar from amongst those nominated.

In accordance with the Academy's Regulations, the Nominations Committee oversees the process of identifying the next Registrar. The Committee draws on expertise from current serving Officers and Council members (excluding the current Registrar).

Suggestions and expressions of interest are welcome from any area of the Fellowship and should be sent in confidence to the Chair of the Nominations Committee, Professor Dame Anne Johnson PMedSci at ([president@acmedsci.ac.uk](mailto:president@acmedsci.ac.uk)). Any Fellow who wishes to discuss the role further should contact Dame Anne at the earliest opportunity.

The deadline for receipt of completed nominations is **30 April 2021**. Council will elect the next Registrar at its meeting in **June 2021** informed by the deliberations and recommendations of the Nominations Committee.