

Registrar - Academy Medical Sciences

The role:

The Registrar is responsible for the Academy's Fellowship process, developing strategies to ensure our Fellowship is '*diverse, relevant and energetic in meeting the needs of the biomedical and health profession and the society*' in keeping with the ambitions in our 10-year vision and strategy '*Making medical science work for everyone.*'

As part of their role in ensuring a Fellowship process which is equitable and inclusive, the Registrar works closely with our Regional Champions, Fellowship Manager and staff team to champion the Fellowship with the wider research community and encourage nominations from across the UK. They also play an important role in advancing programmes and activities that support the development of early career researchers who we hope will be the Academy's Fellows in the future.

The Registrar is a member of the [Honorary Officers group](#) which meets six times a year. As part of this group the Registrar helps develop Academy policy, including issues relating to academic careers, training and equity, diversity, and inclusion. Honorary Officers are Trustees of the Academy and members 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, and, from time-to-time, host Academy events, participate in working groups or attend committee meetings.

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:

- Energy, commitment, and a willingness to bring fresh thinking
- Integrity, strategic vision, and sound judgement.
- A proven commitment to equity, diversity and inclusivity that befits a modern and progressive Academy.
- A passion for supporting the next generation of researchers to reach their potential
- Excellent communications skills and a demonstrable ability to engage with the many different constituencies that make up the Academy
- A collaborative and inclusive working style including commitment to the Academy's values and culture.

Main responsibilities of the Registrar:

- The Registrar is responsible for the effective running of the Academy's Fellowship election process, working closely with the Executive Director, Fellowship Manager and Sectional Committee Chairs. This includes:
 - Chairing the Fellowship Committee and the meetings of Sectional Committee Chairs
 - Attending and overseeing all 8 of the March Sectional Committee meetings to ensure these are run in a way which upholds the integrity of the election process
 - Determining the process for the conduct of the elections to ensure it is equitable and inclusive
 - Monitoring the number, quality and diversity of nominations, and providing quality assurance for the process
 - Championing wider efforts to continue improving the representation of minoritised groups within the fellowship. This will include improving gender balance, racial diversity, LGBTQ+ diversity, accessibility for disabled nominees and regional representation
 - 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 early career 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 and inclusion 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 **Academy Council Meeting of 13 April 2023**.

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 15 December 2022**.
- Interviews for the role will take place with the Nominations Committee in early February 2023
- 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). 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 **15 December 2022**. Council will elect the next Registrar at its meeting on **16 February 2023** informed by the deliberations and recommendations of the Nominations Committee.