

CHAIR OF THE FORENSIC SCIENCE SUBCOMMITTEE JOB DESCRIPTION

JOB DESCRIPTION

The Faculty of Forensic & Legal Medicine (FFLM) is a Faculty of the Royal College of Physicians (RCP). It is a registered charity founded in 2005 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:	Chair of the Forensic Science Subcommittee (FSSC)
Agreement:	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 videoconference, as appropriate
Responsible to:	Academic Dean
Key relationships:	Senior Officers Board members Academic Committee members FSSC members FFLM and IFAS staff External collaborators and authors of documents under the FSSC remit
Working Hours:	Variable, depending on meeting schedules and document review cycles. Estimated average: 2–4 hours per week, increasing in the months before each meeting and document publication. The FSSC meets virtually every 6 months, typically in June and November, with dates chosen to avoid the annual conference month and December, enabling publication of updated documents in January and July. Meetings have traditionally been held on Monday mornings, 10:00–13:00, but this is flexible.
Tenure:	The post will be held for 3 years, subject to a review at one year and with an option to extend for a further 2 years.

Job Purpose

The Chair of the FSSC provides strategic leadership to the committee, overseeing the review, update, and publication of FFLM forensic science guidance, recommendations, and associated documents. The Chair ensures that committee business is conducted efficiently, that outputs meet the highest professional standards, and that recommendations are supported by evidence and good practice.

The role also involves responding to technical and professional queries referred to the committee, producing the FSSC Newsletter, and representing the FSSC at the Academic Committee.

Responsibilities

- Lead the work of the FSSC: Chair biannual meetings, set agendas, review and approve minutes, ensure timely completion of actions, oversee six-monthly updates to Recommendations and Evidence documents, and publicise upcoming meetings in the FFLM weekly Bulletin.
- Document oversight and publication: Ensure all FSSC documents are reviewed according to schedule, liaise with authors and collaborators, offer original author first opportunity to review, approve final versions for Academic Committee sign-off, and work with staff/designers (obtaining quotes where required).
- Respond to professional queries: Provide authoritative responses to FFLM forensic science queries, consult committee members as needed, and maintain a record for review and Newsletter inclusion.
- Produce the FSSC Newsletter: Compile and edit the biannual Newsletter for publication in January and July.
- Maintain relevant FFLM website content: Review and update the FSSC membership list, National Kits information, and recent Q&A listings on the website.
- Promote good practice and consistency: Contribute to standard-setting, participate in external initiatives (e.g., RT kit standardisation group), and highlight relevant research and developments.
- Represent the FSSC within FFLM governance: Prepare quarterly reports for the Academic Committee and attend relevant internal meetings.
- Other duties: Ensure smooth handover to successor upon demitting office and undertake occasional time-limited projects within the remit of the FSSC.

Organisational Structure

Board

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Academic Committee

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Academic Dean

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FSSC Chair

Person Specification

	Essential	Desirable
Relevant Qualifications and Experience	On the GMC/GDC/HPCPC/NMC register with a licence to practise In current clinical practice in Forensic and Legal Medicine Holds Membership or Fellowship of the FFLM Is currently working within the Sexual Offence Medicine (SOM) / General Forensic Medicine (GFM) disciplines of FFLM membership	History of research and publications in forensic and legal medicine Experience of the FSSC committee, either as a current or past member
Communication skills	Excellent written communication skills, including editing and producing professional publications Demonstrated experience of committee leadership or equivalent role Ability to work collaboratively with a range of professionals	Experience liaising with external stakeholders such as police, forensic scientists, or government bodies Familiarity with professional guidance production processes
Previous Experience	Experience working within SOM and GFM	
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	In good standing with the GMC/GDC/HPCPC/NMC, the FFLM and any other relevant	

	medical Royal College or Faculty Be up to date with training in, and provide evidence of this: • 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

Individuals will not share information outside the FFLM without permission.

Use passwords when required e.g., during 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 postholders, as well as salaried staff, are responsible for ensuring that this is delivered in practice.
- respect for others: all Faculty postholders, and salaried staff must know what is expected of them and ensure that they 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.