DEPUTY LEAD FOR SEXUAL OFFENCE MEDICINE

ROLE DESCRIPTION

The Faculty of Forensic & Legal Medicine (FFLM) is a Faculty of the Royal College of Physicians (RCP). It is a registered charity set up in 2006 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:	FFLM Deputy Lead for Sexual Offence Medicine (SOM)
Contract:	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, e.g. the RCP, or elsewhere, may be in person, by tele- or video-conference, as appropriate
Responsible to:	SOM Lead
Key relationships:	Academic Dean Senior Officers / Vice-Presidents (SO/VPs) Board members FFLM members and prospective members FFLM and IFAS staff
Working Hours:	The hours will vary. The Academic Committee meets every four months. Attending other meetings, particularly where the post-holder will represent the FFLM will vary. Similarly, the amount of work in terms of responding to questions or developing policy will be unpredictable but is estimated to be four to six hours a week.
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.
Communications:	A dedicated FFLM email account will be provided to support continuity and consistency in communications.

Responsibilities

Working under the direction of, and in close collaboration with, the FFLM Lead for SOM, support the review and development of policy and contribute advice on aspects of the FFLM's work relating to SOM, including child sexual abuse, relevant legislation and linked offences across the UK.

- Support the SOM Lead in keeping abreast of developments in SOM, identifying implications for the FFLM and helping to ensure that the FFLM remains up to date;
- Assist the SOM Lead in developing and maintaining links with relevant bodies and organisations within the field of SOM, including Royal Colleges, Faculties, professional organisations, voluntary-sector organisations, commissioners, regulators, police and judicial bodies;
- Contribute to the FFLM SARC Clinical Directors' Forum and liaise with colleagues delivering sexual assault and abuse services nationally and internationally, as agreed with the SOM Lead;
- Promote the FFLM and its role, including encouraging membership where appropriate.

Activities

Support the SOM Lead and, when requested or when the Lead is unavailable, deputise in representing the FFLM at relevant meetings with Royal Colleges, Faculties, professional organisations, the criminal justice system, statutory bodies and voluntary organisations.

Contribute to reports for the Academic Committee and attend meetings when requested by the SOM Lead.

Assist with reviewing the FFLM standards and guidance where they relate to, or have an impact on SOM.

Support the planning and delivery of SOM training days and other educational activity, including liaison with external organisations as appropriate.

Contribute to relevant FFLM committees and working groups as agreed with the SOM Lead e.g. Forensic Science Subcommittee (FSSC).

Maintain effective communication with the SOM Lead, provide timely updates on delegated work and escalate significant issues where appropriate.

Organisational Structure

Board
↓
Academic Committee
↓
Lead for Sexual Offence Medicine (SOM)
↓
Deputy Lead for SOM

Key job-specific responsibilities are to:

1 To support the SOM Lead in providing advice on aspects of SOM which may or do relate to forensic clinical practice and the forensic investigation of sexual offences.

2 To assist the SOM Lead in ensuring that quality standards and guidance produced by the FFLM take into account the impact of SOM on those who require care from forensic physicians or other HCPs.

3 To support the SOM Lead in representing the FFLM, and to deputise when requested or when the Lead is unavailable, in relevant fora where clinical forensic medicine, particularly SOM, has an impact.

4 To ensure, when the post-holder demits office, that they provide a comprehensive written and verbal handover to the incoming Deputy Lead and, where appropriate, the SOM Lead.

Person Specification

	Essential	Desirable
Relevant Qualifications and Experience	On the GMC 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 a senior role within SOM	Holds/or has held a Clinical Lead/Director role Holds Membership or Fellowship of a relevant Royal College or Faculty, as appropriate Has contributed to research in SOM
Communication skills	Excellent written and verbal communication skills Demonstrable leadership and/or team working skills	
Previous Experience	In clinical forensic medicine, sexual offence medicine, adult or paediatric	
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, 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)	

Confidentiality

FFLM confidentiality policies & procedures

Not sharing information outside the FFLM without permission.

Use of passwords when required e.g. in the course of 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 in 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 post-holders, as well as salaried staff are responsible for ensuring that this is delivered in practice

- respect for others: all Faculty post-holders, and salaried staff must know what is expected of them and ensuring that 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.