



## JOB DESCRIPTION & PERSON SPECIFICATION

### Chair of the National Institute of Academic Anaesthesia (NIAA) Board

**Post Title:** Chair of the National Institute of Academic Anaesthesia (NIAA) Board  
**Responsible to:** Professionally responsible to the Council of the Royal College of Anaesthetists (RCoA)

#### Main function

The NIAA Board Chair will oversee the strategic direction of the NIAA and provide leadership for all aspects of NIAA work.

#### Specific duties and responsibilities

This will involve (but not be limited to):

- Planning and chairing meetings of the NIAA Board (meets 4 times per year).
- Reporting on the outcomes of the NIAA Board to the Council of the RCoA.
- Ensuring there is a coordinated approach to research funding, which will be administered through the NIAA Research Council, whilst maintaining the identities of the funding partners.
- Working with funding partners to strategically support research in national priority areas.
- Working with major funders such as MRC, NIHR and the Wellcome Trust to explore funding opportunities.
- Providing leadership to the delivery of the Research Priority Exercise.
- Working with the Director of the Health Services Research Centre (HSRC) and attending meetings of the HSRC's Executive Management Board.
- Working with the Director of the UK Perioperative Medicine Clinical Trials Network (POMCTN)
- Working with military anaesthesia to define areas of mutual priority and collaboration.
- Representing the NIAA at national and international research forums.
- Working with the NIAA Academic Training Coordinator to support academic and non-academic trainees through a regular programme of CPD.
- Overseeing the NIAA communications strategy.
- Monitoring and evaluating the NIAA's strategic and operational plan.

#### Term of appointment

The role of Chair is a 3 year fixed term contract which is reviewed annually by the RCoA Council and is renewable for a further 3 year period on the agreement of the NIAA Board.

#### Governance

The NIAA is governed by the NIAA Board, which is accountable to the RCoA trustees, but the Chair is responsible for ensuring the Board formally reports to the Councils/Boards of all four of the NIAA founding partners: the Association of Anaesthetists of Great Britain and Ireland (AAGBI), the *British Journal of Anaesthesia* (BJA) and the journal *Anaesthesia*.

The RCoA provides estate, managerial and administrative support for the work of the NIAA Board and its meetings, and is responsible for the governance and finances of the NIAA.

#### Line management

The successful candidate will work with the founding and funding partners to fulfil the strategic objectives of the NIAA. The Chair of the NIAA Board will report to the Council of the Royal College of Anaesthetists.

### Key relationships

The successful candidate will work closely with the Chair of the NIAA Research Council, the NIAA Grants Officer, the NIAA Academic Training Coordinator, the Director of the Health Services Research Centre (HSRC), the Director of the UK Perioperative Medicine Clinical Trials Network (POMCTN), the RCoA Director of Clinical Quality & Research, the RCoA Head of Research and the NIAA Coordinator.

### Administrative support

The NIAA administrative team are based at the Royal College of Anaesthetists. The Chair of the NIAA Board will be expected to keep in regular contact with the administrative team, including attending meetings with the team at the RCoA.

### Remuneration

There is no direct remuneration for this role, however all reasonable expenses will be covered by the RCoA.

PERSON SPECIFICATION	
Chair of the National Institute of Academic Anaesthesia (NIAA) Board	
<b>EDUCATIONAL REQUIREMENTS</b>	
<b>Essential</b> <ul style="list-style-type: none"><li>• Medical Degree or PhD</li></ul>	
<b>Desirable</b> <ul style="list-style-type: none"><li>• Higher Research Degree (MD)</li><li>• FRCA or equivalent</li><li>• CCT or equivalent</li></ul>	
<b>PROFESSIONAL/TECHNICAL AND OCCUPATIONAL TRAINING</b>	
<b>Essential</b> <ul style="list-style-type: none"><li>• Experience of academic anaesthesia</li><li>• Experience of chairing a Board</li></ul>	
<b>SKILLS AND KNOWLEDGE</b>	
<b>Essential</b> <ul style="list-style-type: none"><li>• Strong leadership, interpersonal and organisational skills</li><li>• Excellent oral and written communication skills</li><li>• Practical strategic planning ability</li><li>• Direct experience of managing a research programme</li><li>• Proven track record in identifying and securing sources of funding</li><li>• Have the necessary communication skills to chair meetings and effectively coordinate the NIAA workstreams</li><li>• Commitment to development of the NIAA in a manner consistent with the aims of the NIAA and within the confines of the RCoA governance and financial structure</li><li>• IT skills (word processing, spreadsheet, database and presentation packages)</li><li>• Excellent presentation skills to enable high quality dissemination of the NIAA's work</li></ul>	
<b>PERSONAL ATTRIBUTES</b>	
<b>Essential</b> <ul style="list-style-type: none"><li>• Be able to commit the necessary time to complete the roles listed in the job description to a high level</li><li>• Self-motivated, enthusiastic and driven</li><li>• A team worker who is able to plan and achieve aims</li></ul>	