

Role and Responsibilities

SECTION 1 Description

Job Title: Chair of Equality, Diversity and Inclusivity Committee

Location: Royal College of Physician of Edinburgh

Reports to: College Council

Date: April 2026

Further information: The term of office for the post of Chair of Equality, Diversity and Inclusivity Committee is 3 years subject to satisfactory annual appraisal. The post is honorary and reasonable expenses for travel and subsistence will be payable, in line with College policies.

Established by Royal Charter in 1681, The Royal College of Physicians of Edinburgh's ("the College") mission is to promote and improve the quality of health and patient care worldwide.

As an independent charity, the College brings together a global community of physicians and their teams to advance education and standards in the practice of medicine. We are a forward-thinking organisation, setting professional standards, shaping and influencing health policy.

With approximately 14,500 Fellows and Members in over 100 countries, we foster an international community of physicians committed to delivering the highest standards of care. By offering lifelong education and training, we empower physicians to achieve clinical excellence and provide the best possible patient care, while nurturing the next generation of healthcare leaders.

To support our core mission and our ambition to be the College of choice for physicians and related specialties internationally, our four strategic aims are:

- Maintaining and improving standards in education and training, and healthcare
- Shaping and influencing healthcare policy
- Growing and nurturing our College community
- Promoting and safeguarding our heritage

Our Values are what we stand for:

- To be inclusive and accessible
- To act with integrity and professionalism
- To be committed to sustainability

The College values equality, diversity and inclusion of gender, ethnicity, culture, sexual orientation and identity, age, language, disability, and religion. We are dedicated to creating a culture of participation in all College activities, leadership, and governance.

We are, therefore, committed to championing and advancing equality, diversity and inclusion within the College and its membership by endorsing the core principles of:

- Creating an inclusive culture
- Promoting equity in medicine
- Addressing and eliminating inequalities in healthcare and provision
- Addressing and eliminating discrimination
- A commitment to eliminating racism

SECTION 2 Role purpose

The Equality, Diversity and Inclusivity (EDI) Committee

In line with our strategic aim to be an inclusive global community, the College is committed to championing equality, diversity and inclusivity within its membership, activities and workforce. Through the EDI Committee the College will be responsive to the needs of its fellows, members and staff through raising awareness of equality, diversity and inclusivity issues, addressing challenges, and ensuring quality and parity of access, involvement and a voice for all. The current Terms of Reference for the Committee are available on the vacancy webpage.

Council has instructed that applications should now be sought from Fellows of the College for a Chair to provide leadership, drive activity and motivate others to be involved in the EDI Committee's initiatives.

The Chair must take an interest in and have some working knowledge of structural determinants of inequalities, how they relate to the NHS and medical specialties, ideally nationally and internationally and how they manifest on individual and societal levels.

SECTION 3 Key responsibilities

Strategic Leadership

1. To Chair the EDI Committee and lead the successful delivery of the Committee's activities.
2. To advise and make recommendations to Council
3. To lead the development of an EDI outcome action plan annually to embed the principles of equality, diversity and inclusivity across all College activities and structures.
4. To lead the development of a refreshed Terms of Reference for the EDI Committee
5. To promote the College as a champion of EDI rights both as an employer and as a professional membership body.
6. To contribute to the wider strategic development of the College as an active member of Council.

Partnerships & Development

7. To represent the College's EDI agenda and policies with external organisations, and to work with Office Bearers to represent RCPE at events via the Scottish and UK Academies where appropriate.
8. To proactively manage existing relationships with other Medical Royal Colleges, healthcare professions and academic institutions regarding the College's EDI agenda and policies

Accessibility & Standards

9. To work with College Committees and Committees to ensure that all activities, events and programmes are aligned with the College's Equality, Diversity & Inclusivity policy, and are designed to be accessible for all protected characteristics.

The role of Chair of Equality, Diversity and Inclusivity Committee requires regular attendance at the following committees and meetings:

- The EDI Committee will meet as required to fulfil its remit and normally at least quarterly
- Member of RCPE Council (4 meetings a year)
- Ad hoc attendance at internal or external meetings (variable)

Note: The College has excellent virtual and hybrid meeting facilities. The College building itself is wheelchair accessible by an external lift, and an internal lift provides access to all levels of our conference centre and our historic rooms and meeting rooms on the first floor.

SECTION 4 Selection criteria

Person Specification

| Essential | Desirable |
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| An excellent understanding and experience of equality, diversity and inclusivity issues across the four nations of the UK. Good working knowledge of relevant legislation in this area. | An awareness of equality, diversity and inclusivity issues outside the UK, particularly in regions where RCPE has strong interests |
| Motivation to address inequalities in the NHS, the healthcare professions and wider society | Awareness of own limitations of knowledge and blind spots and a willingness to further learn about different forms of discrimination |
| Excellent leadership skills and interpersonal skills with the ability to chair meetings and influence key stakeholders. Effective and skilled negotiator. | |

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| Capacity to communicate effectively and sensitively with others, with excellent written communication skills | |
| Ability to inspire, support and communicate with a diverse range of people including peer-to-peer engagement, public speaking and listening skills. | |
| Capacity to think beyond the obvious | |
| Have an interest in health and health services with some understanding of hospital medicine in any of the four UK nations | |
| Excellent analytical skills and be capable of reading and absorbing large amounts of complex information quickly | |

SECTION 5 Application process

Informal enquiries can be directed to Dr MaryAnn Ferreux (Chair, Equality, Diversity & Inclusivity Committee) via s.hough@rcpe.ac.uk should you wish to discuss the role in more detail.

All applicants are required to submit a completed application form. A CV may be included with your application. Please note an application form and CV are the only two documents to be considered. Completed applications should be emailed to l.paterson@rcpe.ac.uk