

Job Description

- Job Title:** Chair, Scotland Country Board
- Job Location:** Scotland based member of the British Dietetic Association (BDA)
- Accountable to:** BDA Chair and the BDA Board of Directors

Purpose of Role

The overarching purpose of the role is:

- To represent the dietetic profession and the BDA in one of the four nations of the United Kingdom;
- To oversee the work programme of the country boards; and,
- To liaise with the BDA Board of Directors on behalf of members within the country

Essential Criteria

The Country Board Chair will be a Full Member of the British Dietetic Association and will be registered with the Health and Care Professions Council (HCPC).

Key Tasks

The Chair of the Scotland Country Board is expected to:

Provide Strategic Leadership

- Provide leadership for the Country Board and the dietetic profession in the country, making decisions in line with BDA strategy
- Promote membership of the BDA in the country
- Lead the BDA Country Board in promoting work of the BDA and the roles and work of Dietitians and Dietetic Support Worker
- Identify potential future candidates for BDA leadership roles and nurture them

Represent the BDA

- Establish and maintain a high profile with stakeholders and represent the BDA, promoting the dietetic profession in the country at stakeholder events and meetings

Develop and Influence Scotland Policy

- Assist in consultations with BDA members in partnership with the relevant BDA Officers and volunteers
- Keep up to date with policy and political matters relating to central government and devolved administrations and other relevant health and social care related policy
- Identify and create opportunities to influence
- Work with the BDA staff team to determine policy priorities and engage in work to respond to policy matters and consultations as they arise

Manage the Country Board:

- Chair the meetings of the Country Board (a minimum of three per year) and manage effective relationships with the Country Board members
- Develop a Country Board work plan in conjunction with the Country Board that aligns to the BDA Strategy and coordinate the work needed to achieve the objectives of the work plan

Work closely with the BDA Board, Staff and Volunteers:

- Establish and maintain a close and positive working relationship with the BDA CEO and staff team to ensure that the Country Board work plan is carried out and stakeholders are engaged
- Establish and maintain a close working relationship through the respective BDA Director country board member to ensure an effective two-way flow of information between the two Boards
- Provide a flow of information between the Country Board and the BDA Board of Directors about relevant activities, concerns, government policy and the political environment in the country
- Ensure effective communication between the Chair, Board members and BDA members in that country

There is also an expectation that the post holder will meet regularly with the Chairs of the other three country Boards to share information and experience so as to ensure a consistency and prevent duplication.

Skills and Competencies required for the role:

The postholder will be a full member of the BDA and also be registered with the Health and Care Professions Council (HCPC).

Additional criteria required is as follows:

Knowledge and Qualification	Essential	Desirable
Works in the country for the relevant Board they shall chair	✓	
Knowledge of and commitment to equality, diversity and inclusion	✓	
Knowledge of good governance and best practice in leadership roles	✓	
Knowledge of membership bodies and Trade Unions	✓	
Understanding of health policy in the relevant country	✓	
Demonstrable Experience		
Working at a strategic level	✓	
Working within a governance board or committee environment	✓	
Partnership working across different staff, volunteer and governance teams, or across functions within a business		✓

An understanding of education, professional practice or research in dietetics		✓
Acting as nominated spokesperson, working alongside communications or PR functions, especially in relation to a dietetic or human nutrition environment		✓
Person Specification - the ideal post holder will demonstrate:		
Behaving in a way that is consistent with the seven Nolan Principles of public working	✓	
A collaborative approach	✓	
Intellectual flexibility and the ability to think analytically and creatively	✓	
The ability to persuade and influence stakeholders at the highest level	✓	
The ability to constructively challenge thinking and decision making	✓	

Time Commitment:

There are normally 3-6 meetings per year, some face to face and some virtual. The Country Board Chair will also need to spend some time on ad hoc matters such as emails, working groups and reading papers.

Term of Office:

The Country Board Chair is recruited for a period of 3 years with the opportunity to serve a maximum of two terms of office (upon application and re-appointment by the Board of Directors).

Remuneration:

An annual fee, of £5,000 will be paid. This will cover the time taken such as in reading papers and attending meetings, along with any ad hoc working groups. All reasonable expenses incurred will be reimbursed in line with BDA Policy.

Induction:

Induction, training and mentoring will be provided by the BDA.