**The British Society of Interventional Radiology**

**Liaison Officer**

**ROLE REQUIREMENTS AND PERSON SPECIFICATION**

**Job Title: BSIR Liaison Officer**

**Responsible to: BSIR Secretary, President and Senior Administrator**

**ROLE CONTEXT**

Interventional Radiology is a sub-specialty of Clinical Radiology in which X-ray guided techniques are used to deliver minimally invasive treatments to patients with a diverse range of diseases. The British Society of Interventional Radiology (BSIR) is a charitable foundation founded in 1988 to promote and develop the practice of Interventional Radiology. Its members include Consultants, Doctors in training, Nurses and Radiographers who are all involved in the clinical field of Interventional Radiology. Current membership of BSIR stands at approximately 600 members.

The core aims of the Society are:

* To support education and training in Interventional Radiology
* To support audit and research in Interventional Radiology
* To support and develop access to high quality information on Interventional Radiology for patients and all healthcare professionals.
* To represent the opinions and interests of members in dealings with national bodies.

The Society is a registered charity and regulated by a constitution (<http://www.bsir.org/society/bsir-constitution>). The BSIR Council is the elected Executive Committee of the Society responsible for developing the strategic direction for the Society in line with the aims expressed in the constitution, ensuring financial viability, liaising with external societies and bodies e.g. NICE, and oversight of the work of each of the committees which undertake the core functions of the Society. The day-to-day administration of the Society is provided by the BSIR Council Officers (the President, Vice President, Secretary and Treasurer) with the assistance of the BSIR Administrators. The Officers all have full time Consultant posts within the NHS and undertake their BSIR officers in addition to their NHS commitments. The BSIR Officers have recently set up a virtual office within The Royal College of Radiologists’ premises at 63 Lincoln’s Inn Fields, London, WC2A 3JW. The BSIR Administrators are currently based in Glasgow and North Yorkshire.

The key functions of the Society are supported by the Standing Committees which vary in number depending on the needs of the Society.  There are currently six Standing Committees covering Education, Membership & Rules, Registries & Audit, Scientific Programme, Communications and Safety & Quality.

BSIR Council and Committee members are practicing Interventional Radiologists who are elected by the BSIR membership to serve for a fixed term of office.

There are also two sub-sections within BSIR, the BSIRT and SIRNR, who represent the interests of Trainees and Nurses/Radiographers respectively.

Further information about Interventional Radiology and the activities of BSIR can be found at [www.bsir.org](http://www.bsir.org).

**PURPOSE OF Liaison Officer**

This is a relatively new contracted role, which has been established to help manage the increasing scope and complexity of the Society’s activities. The contract holder will integrate into the current BSIR administration team and complement the existing infrastructure.

The main duties to be fulfilled by Liaison Officer will be:

1. To co-ordinate BSIR’s interactions with various national bodies, primarily the Royal College of Radiologists (RCR), National Institute for Health and Care Excellence (NICE), Medicines and Healthcare Products Regulatory Agency (MHRA), Royal College of Surgeons (RCS), Vascular Society of Great Britain and Ireland (VSGBI) and other similar bodies. This would require timely commissioning and coordination of BSIR’s response to clinical consultations and to deliver executive support for monitoring and completing projects of relevance to BSIR.
2. To co-ordinate the processes for the development and review of content of clinical standards, advice and guidance published by or on behalf of BSIR; liaising with authors, ensuring appropriate processing through to approval and liaison with the BSIR Officers and Council regarding publication.
3. To support BSIR Council and administrative team to providing cross cover to support the administrative functions of the Society and to contribute to an efficient and effective running of the Society through the timely delivery of services to the public, BSIR members and relevant internal and external BSIR stakeholders.
4. Maintain a risk register and disaster recovery plan for the Society, in line with recommendations from the Charity Commission.
5. To promote and represent the Society at internally and externally organised meetings and conferences.
6. To provide PA support, where required, to the President of the BSIR.
7. In conjunction with BSIR Council, assist in the development of a strategic plan for the Society.

***Scope and limits of authority***

The BSIR Liaison Officer will have day-to-day responsibility and autonomy for planning, co-ordinating and conducting his/her work and exercising his/her judgement in taking decisions and actions for, and on behalf of, the BSIR Council and Officers. The post holder will consult with the BSIR Senior administrator , and or President & Secretary on matters, which require senior input or where matters of policy or procedure are involved.

The Liaison Officer for BSIR will also be responsible for:

* Ensuring effective and timely communication by BSIR Council with external bodies.
* Monitoring timelines and ensuring progress of BSIR response to external consultations and guideline development;
* Overseeing the development and production of publications and for any related website developments, in consultation with the BSIR Officers and Chair of the Communications Committee;
* Reviewing existing BSIR or RCR/BSIR documents and guidelines to facilitate a rolling renewal programme, ensuring all documents remain relevant and up-to-date;
* Co-ordinating the development of the BSIR strategic plan and the independent management of projects and other activities;
* Assist with the maintenance of electronic and paper files relating to the work and business of the BSIR Council and managing and maintaining data and information resources (including highly confidential material) on BSIR systems, databases and web sites;
* Working within the administrative team to ensure liaison on, and progress of, all activities, and ensuring the dissemination of information to BSIR Officers and Council.

**CONTRACTED LIAISON OFFICER TASKS**

***Executive support***

1. To attend regular face-to-face or virtual meetings with Officers and Council as necessary.
2. Conduct background research, information gathering and draft papers and other material as necessary in the production of the Society’s publications.
3. Draft briefing papers for the Officers and Council as required and guide and advise the Officers and Council members about issues that require their attention and/or input.
4. Co-ordinate, develop and implement new projects and initiatives, ensuring that the BSIR Officers are appropriately consulted and kept informed.
5. Liaise closely with internal and external committee members and administrative team to ensure key action points arising from the minutes of related activities are actioned through the Council and its committees as appropriate.
6. Respond to queries, providing support and advice to BSIR members, members of the public and other health professionals/organisations on Interventional Radiology related issues.
7. Ensure data is stored in an appropriate format and managed according to UK and EU regulations.
8. Provide cross cover support to the BSIR Administrators, as advised by the senior administrator, when required.

***Development and review of BSIR standards and professional advice***

1. Support the Council on standards projects, preparing reports and attending meetings as required.
2. Co-ordinate the development of standards (in conjunction with the appropriate external body) by supporting authors, working parties and Officers to establish terms of reference for projects, by managing working parties responsible for developing and reviewing standards, and by assisting in the drafting and editing of documents for approval by the Officers.
3. Manage the storage and retrieval of documentation for standards work, published advice and guidance.

***Liaison with national standards bodies***

1. Act as the main point of contact between the BSIR and national standards bodies – primarily, but not exclusively, RCR, NICE, VSGBI, RCS, MHRA – for consultations on clinical guidelines, technology appraisals, medical technologies, interventional procedures and quality standards relevant to Interventional Radiology.
2. Commission and coordinate BSIR’s input into NICE consultations relevant to Interventional Radiology, and ensure that consultation responses are submitted to the appropriate body (NICE and/or the RCR) by the deadline and in an appropriate format.
3. Keep under review the agreed routes for identifying individuals who will provide comments on consultations and develop new procedures for handling consultations when needed, in consultation with the Secretary.
4. With the Secretary, maintain summaries of BSIR responses to NICE consultations.
5. Brief the President on issues arising in relation to NICE consultations as needed.

***BSIR/RCR standards and guidance development and review***

1. Co-ordinate and assist with the development of content of published joint BSIR/RCR advice and guidance, liaising with authors, ensuring appropriate processing through to approval and liaison with the appropriate personnel regarding publication.
2. Ensure all published material, including standards, are reviewed by BSIR Officers on a regular basis and maintain up-to-date BSIR publications and review history lists.

***BSIR Liaison Officer activities***

1. Develop and maintain comprehensive desk notes for the duties of the post to include an up to date calendar / spreadsheet of activities and desk notes on the duties conducted under this post.

***BSIR Administrator activities***

1. Provide support to the BSIR officers as required.
2. Provide support to the BSIR Administrators as required.

**KEY WORKING RELATIONSHIPS**

* Liaise with BSIR Officers, Council and Administrators to develop a sound, broad and detailed understanding of the work of the Society, the responsibilities of others and how this relates to the Standing Committees and appropriate outside bodies, ensuring the co-ordination of work across these groups.
* Provide support, advice and guidance to other staff in the BSIR, including attending and/or assisting at BSIR meetings, conferences or similar events.
* Assist the Officers and Council at appropriate meetings, produce and circulate notes about discussions and advise Officers and Council members about issues that require their attention and/or input.
* Liaise and work collaboratively with key external bodies, including the RCR, NICE, VSGBI, MHRA, RCS and others as required.
* Work closely with and provide advice and support to BSIR Officers.
* Work collaboratively with BSIR Administrators.
* Where appropriate, provide information and guidance to members of the public.

**PERSON SPECIFICATION**

***Knowledge and qualifications***

* A high standard of formal education, with excellent literacy and numeracy skills;
* An understanding of administration management information systems and procedures;
* An understanding of budgets and financial monitoring;
* An appreciation of policy and standards development;
* No prior clinical or medical knowledge is required although some experience of working with doctors or other similar professionals would be advantageous, as would an understanding of the NHS and the provision of healthcare services;
* High level of IT literacy, including Microsoft Office (Word, Excel and PowerPoint), and effective use of the internet for research purposes; ability to pick up and use bespoke packages effectively and ensure their application to appropriate systems and processes.

***Experience***

* Committee management and administration, including minute-taking, coordination of committee business and administrative support to the Chair and members;
* Provision of executive support and advice to senior professionals (often on a confidential basis), including provision of briefing notes and advice, and preparation of correspondence and reports;
* Co-ordinating projects and working parties;
* Working autonomously and as part of a team;
* Use of information technology to support the production of standards and guidelines through background research.

***Skills and abilities***

* Clear and analytical thinker with the ability to exercise sound initiative, judgement and discretion and think through issues to offer practical solutions;
* Strong organisation and prioritisation skills with the ability to plan complex activities, manage projects and capable of working under pressure and to meet deadlines;
* Excellent interpersonal skills, including skills in initiating, developing and building relationships, and ability to explain complex issues concisely to both a professional and a lay audience and to deal tactfully and professionally with members and the public;
* Excellent writing and presentation skills with a high level and accurate use of English, including drafting communications, minutes and reports with minimum guidance;
* Ability to deliver high-quality administrative and executive support in a professional manner;
* Ability to keep information clearly and comprehensively, with a commitment to maintaining consistency and accuracy;
* Able to work flexibly and effectively both within a team and independently, using judgement and discretion.

***Personal qualities***

* Good interpersonal and communication skills with the ability to work closely with a diverse group of medical and non- medical personnel.
* Interest in owning and developing new areas of work;
* Work with initiative and discretion;
* Committed, hard-working with a conscientious, thorough and flexible approach, paying close attention to detail;
* Enthusiasm to provide a professional and friendly service and for dealing with enquiries from a range of sources with tact and patience;
* Interest in working with professional standards development;
* Commitment to equality and valuing diversity, and an understanding of how this applies to delivery of own area of work;
* Commitment to the aims and charitable objectives of the BSIR.

**EMPLOYMENT STATUS**

* The contract holder will be contracted on a self employed basis and take responsibility for their own tax affairs, superannuation and national insurance.
* Continuity of office cover will be provided between BSIR administrators.
* The contract will be reviewed annually from the perspective of both parties.
* Either party may terminate the agreement with 3 months’ notice.

**EXPECTED TIME COMMITMENT AND REIMBURSEMENT**

* It is expected that approximately 12-15 hours per week will be needed initially to fulfil the requirements of the role.
* Reimbursement will be on an hourly basis and remunerated at £20.00 per hour, following submission of appropriate time sheets and invoices to the BSIR Treasurer.
* The time commitment for the role will be reviewed after the first three months and adjusted, as appropriate.