

Job Description

AHCS Registrar

June 2018
Doc ref #038



The Academy Board, with the consent of the Council, shall appoint a Registrar. The Registrar shall establish and maintain registers of the healthcare science workforce.

The Council may delegate additional responsibilities to the Registrar as it sees fit and in accordance with the Council's terms of reference, the authority delegated to it by the Academy Board, the Academy Standing Financial Instructions and the Academy Corporate Governance Framework.

The Academy Board shall ensure that appropriate mechanisms for the remuneration and management of the performance of the Registrar are established and maintained, and shall nominate a member of the Academy's staff who can deputise for the Registrar as and when required.

Responsibilities

The Registrar has wide-ranging responsibilities, reflecting the size and nature of the AHCS Registration Council. These include but are not limited to:

- management and co-ordination of the core functions of the Council
- advising the Council on all aspects of its strategy, regulatory policy, and its role and duties
- disseminating knowledge and information among members of the Council
- liaising with concerned organisations and advising the Council on developments in healthcare and regulation
- ensuring probity and regularity in all the Council's business
- acting as the Council's Accounting Officer.

Internal Management

- Managing the efficient provision of all aspects of the services which the Council needs to function effectively, whether by staff or on a contracted basis.
- Managing the Council's budget.

Dealings with external stakeholders

- Being an active principal point of contact between the Council and external stakeholders
- Acting as a principal spokesperson for the Council in its relations with the media and other organisations.
- Developing partnerships with relevant organisations.

Disciplinary issues

- Directing the proportionate and efficient investigation of all complaints received.

Policy development and implementation

- Ensuring that the work of the Council is informed by the latest thinking in relation to regulation and by all relevant legislation, guidance and best practice.

Delegation

- The Registrar will be supported by a member of the Academy's staff who will act as Deputy as and when required, under the direction of the Registrar.
- The Registrar may be required to undertake other duties from time to time as the Academy Board may reasonably require.