

Role Description - Lead for FCI Consultancy service

Accountable to:	FCI Executive and Council
Term of office:	One year initially, with possible opportunity to renew, following review
Appointment Criteria:	FCI member or non-member
Overall Purpose:	To lead the development of and provide professional oversight of the FCI Consultancy service
Financial aspects:	The role will be remunerated. Terms to be agreed with successful applicant
Workload dimensions:	To be agreed with successful applicant

Main responsibilities

1. To develop the FCI consultancy service, supported by the FCI project manager and business manager.
2. To Chair a Consultancy Steering Group (CSG) comprising Faculty members with experience in providing consultancy services and an interest in developing those of the Faculty.
3. To explore and evaluate all opportunities for consultancy.
4. To develop detailed plans for provision of consultancy services, including a business model, governance arrangements (for example if and when to set up a separate trading arm) and communications plan.
5. To recruit a multi-professional panel of subject matter experts (SMEs) with consultancy experience from the FCI Membership who are willing and able to act as consultants on behalf of the Faculty.
6. To ensure the delivery of high-quality consultancy to clients to build the reputation of the Faculty as the go-to organisation in the field of clinical informatics.
7. Developing and maintaining relationships with commissioners of consultancy services and identifying and proposing opportunities for consultancy support.
8. Writing proposals and responding to invitations to tender (ITTs) to develop new business opportunities to win work for the consultancy team.
9. To ensure the service is self-funding and contributes income to the Faculty after one year, to contribute to the financial sustainability of the FCI.
10. To maintain a professional approach at all times and to operate in line with the FCI values and charitable objects.
11. To provide quarterly progress reports to FCI Council and Trustee Board. To escalate any issues to FCI officers, where necessary.

12. To liaise with FCI Standing Committees as necessary.
13. To identify the FCI's niche, monitor competition and provide suggestions for improvement.
14. Willingness to proactively feedback ideas to the Faculty.
15. To adhere to the FCI Equality & Diversity policy and recognize findings in the 2020 Diversity Review report.

Person Specification

The following attributes will need to be demonstrated through the application for the role:

Attributes	Essential	Desirable
Leadership and motivation of multi-professional team members	X	
Experience of managing risk and providing appropriate solutions to arising issues	X	
Currently working in clinical informatics, with in-depth knowledge in specific areas	X	
Current or recent experience of working as a health or social care professional	X	
Previous experience in developing business models	X	
Strong networking capabilities that can be utilised to the benefit of the Faculty	X	
Strong inter-personal and relationship building abilities	X	
Good independent judgement	X	
Ability to commit time to conduct the role well, including potential travel	X	
Ability to work effectively as a member of a team	X	
Previous experience in leading a consultancy service		X
Responding to invitations to tender for consultancy projects		X
Experience in proposal writing		X
Experience in developing a pricing strategy for consultancy services		X
Training and/or experience in sales and marketing		X