New Graduate Representative Role Description and Person Specification

Main Responsibilities

- To act as an appointed representative of the British and Irish Orthoptic Society on BIOS Council, and to represent the views of new graduates within the first 2 years of qualification and pre-registration students/learners
- Following nomination by BIOS to take part in the organising committee for relevant conferences,
- Develop an effective network of fellow new graduates
- Facilitate a group Forum for discussion of new graduate issues.
- Support and promote orthoptics within this group, facilitating the new preceptorship document.
- To work with the EPDC New Graduate Representative to organise and chair bi-annual meetings with final year Orthoptics students from across the HEIs offering Orthoptics courses to share views on BIOS's work, for feeding back to Council
- Promote Orthoptics on electronic forums such as Facebook, Instagram, Twitter, Linked In and Tiktok etc
- Write a report for BIOS board of trustees with key actions for BIOS and present a full report to BIOS council meeting.
- Write at least two Parallel Vision articles per year tailoring content to New graduate and student audience.
- Contribute pieces to the quarterly student e-zine
- Visit HEIs to promote the benefits of BIOS membership and the importance of preceptorship
- Support and promote activities around World Orthoptic Day.
- Reply to members queries regarding new graduate concerns
- To attend two BIOS Council meetings per year and provide reports as requested by the Chair / Vice Chair. All Council members must attend a minimum of these two face to face meetings per year.
- To represent BIOS
- To act as an ambassador for the profession
- To build a constructive relationship with and between other Board members

Term of office: 2 years

Appointment of Council members are approved by the board. Trustees reserve the right to remove a Council member during their term of office if the Board is no longer confident that the individual is able to fulfil the remit of the role.

Election process

- candidates must be paid-up BIOS members and proposed by 2 full BIOS members;
- they should submit a CV with evidence to support the requirements of the role;
- they should have the support of their manager;
- prospective Representatives should be prepared to be interviewed by the honorary officers face to face or by phone/ electronic communication;
- Where more than one candidate applies there will be an election by balloting Board members following normal BIOS election procedures.

Person Specification

Post Title: New graduate representative

Requirements:	Essential:	Desirable:
Qualifications/Training:	Orthoptic qualification recognised for Registration Member of BIOS HCPC registered	
Previous Experience:	Experience of engaging with colleagues	Evidence of ability to contribute effectively on committees both in preparation, contributions at meetings and feeding back effectively.
Skills and Attributes:	Well developed organisational skills. Able to use electronic systems to communicate. Highly developed communication skills.	
Knowledge:	Understanding of the role of an Orthoptist	The structure of the BIOS
Requirements:	To travel to meetings and/or take part in teleconferences or video links as required. To use social media to connect to, inform and receive information from newly qualified orthoptists	