



ROLE DESCRIPTION

Equality, Diversity and Inclusion Forum (EDI)

Background

The Faculty of Pharmaceutical Medicine (FPM) is a charity and membership body for doctors who work on all aspects of medicines research and development. Our small team works closely with the Board of Trustees and our 1,600 members to deliver on our mission and strategic objectives, which are to improve the health of the public around the world.

The Forum

The Equality, Diversity and Inclusion (EDI) Forum ensures that FPM is diverse and inclusive at every level of the organisation. The Forum partners across our membership to create an inclusive environment that enables everyone, irrespective of ethnicity, race, ability status, age, politics, sexual orientation, gender or religion, to reach their full potential. We want to enable all people to contribute as effectively as possible to delivering pharmaceutical medicine for the more significant benefit of society. The EDI Forum is working to establish a culture of change and an environment that is respectful and welcomes open debate, learning, and genuine acceptance of people as their authentic selves.

The Forums's principal activities are:

- Review and advise on priorities which advocate the importance of EDI to FPM members and to the pharmaceutical medicine specialty
- Increase participation of under-represented groups in FPM activities
- Sponsor initiatives to showcase the diversity of FPM members
- Promote the pharmaceutical medicine specialty as a career choice that is open to all physicians
- Encourage and promote EDI within the industry and share learnings across Pharma.

The role

The Chair of the Equality, Diversity and Inclusion Forum (EDI) is expected to play a vital role in helping to drive cultural change within FPM, ensuring that EDI principles are embedded across all levels of the organisation.

The Chair works closely with the Deputy Chief Executive, Policy Manager and members of the FPM staff team.

Key responsibilities include:

- Provide strategic leadership and direction for EDI initiatives.
- Set the agenda and lead Forum meetings.

- Collaborate with FPM members and external stakeholders to promote EDI.
- Advocate for the importance of EDI within the pharmaceutical medicine specialty.
- Increase participation of under-represented groups in FPM activities.
- Oversee EDI initiatives and monitor their progress.
- Promote pharmaceutical medicine as an inclusive career path.
- Sponsor and lead initiatives showcasing diversity in FPM.
- Facilitate open, respectful discussions within the Forum.
- Share best practices and learnings across the pharmaceutical industry.
- Report on the Forum's progress and impact on FPM leadership.
- Foster a culture of change, respect, and acceptance within the organisation.
- Build relationships with crucial EDI advocates and industry leaders.
- Mentor and support Forum members.
- Ensure alignment of Forum activities with FPM's strategic EDI goals.
- Participate in communications by email/telephone in between meetings as required.

As needed, the role holder may be required to participate in virtual or other meetings with staff, volunteers or others between Committee meetings.

Other responsibilities

- To act in compliance with the FPM's Governing Documents and Procedures
- To follow the guidance set out in the FPM's Committee Guidance Document
- To act in compliance with FPM's Policies, including its [Equal Opportunities Policy](#)
- To act in compliance with [FPM's values](#)

Commitment

The Equality, Diversity and Inclusion Forum Chair serves a three-year term of office. The post holder will be expected to plan for the following minimum time commitment:

- Equality, Diversity and Inclusion Forum (EDI) – Three meetings per year (as Chair), one in-person and two by video conferencing.
- Supporting the Forum's work between meetings will involve additional time commitments, but it is difficult to be prescriptive about the extent of this.

Appointment

The method of appointment is an open advertisement from the membership of FPM. A person specification is provided below. Shortlisted applicants will be invited to meet an appointment panel.

PERSON SPECIFICATION

Equality, Diversity and Inclusion Forum (EDI)

Professional

Essential:

- In good standing with the relevant medical registration body (e.g. GMC)
- Current Fellow, Member, Associate or Affiliate of the Faculty of Pharmaceutical Medicine in good standing

Desirable:

- Evidence of continuing professional development
- Evidence of achievement and contributions to the specialty of Pharmaceutical Medicine
- Currently undergoing revalidation

Attitude

Essential:

- Passionate about furthering equality, diversity and inclusion in Pharmaceutical Medicine and beyond
- Ability to work effectively within a team
- Evidence of commitment to the specialty of Pharmaceutical Medicine
- Evidence of the use of initiative
- Willingness to devote the necessary time and effort to fulfil the requirements of the role

Specific expertise

Essential:

- Experience working on issues of equality, diversity and inclusion
- A willingness to support the development of the EDI-related activities of FPM

Desirable:

- Evidence of achievement in activities supporting EDI development
- Lived experience relating to equality, diversity and inclusion