

JOB DESCRIPTION: CHAIR OF THE PSYCHIATRIC TRAINEES' COMMITTEE (PTC)

Remit:

The Chair of the PTC leads and represents trainees both within the College and in a national context and is a role that can be very demanding of time and energy on top of existing responsibilities. The PTC advises Council on all matters affecting training and trainees in psychiatry. It is not possible to take on the responsibility of this post unless the post-holder's employing Hospital/University/Trust is prepared to be flexible in the commitments entailed. It would be sensible for anyone considering standing for election to take this into account.

The Chair is also often invited to be part of working groups or selection panels relating to RCPsych Awards, Pathfinder Awards, competitions and bursary awards. These activities can be delegated by the Chair to other appropriate PTC reps.

Key Responsibilities:

1. To chair all PTC meetings, currently three per year (including 2 day induction meeting).
2. To lead the work of the PTC, delegating to individuals or working groups as appropriate and to ensure proactive work between PTC meetings.
3. To develop a responsive working relationship with the Vice Chair and Secretary.
4. To maintain effective liaison with the College President, Registrar and Dean.
5. To attend and provide a summary report to the PTC on key issues discussed at Council (3pa), the Education & Training Committee (ETC; 3pa), the European Federation of Psychiatric Training (EFPT) and the Academy of Medical Royal College's Trainee Doctors' Group (ATDG) and other meetings as required.
6. To attend and present at the New Members' Ceremonies (3-4 pa).
7. To attend and present at the College's International Congress.
8. To ensure effective liaison through representation on other College committees and appropriate outside organisations.
9. To develop a positive working relationship with the Editor of the Registrar and other appointed and co-opted trainee representatives across the College, reviewing representation periodically with the Head of Training and Workforce.
10. To oversee the production of 4 issues of The Registrar per year in conjunction with the Editor of The Registrar.
11. To liaise with the Head of Training & Workforce on operational matters relating to the PTC including all matters relating to the PTC budget.
12. To maintain regular communication with the Training & Workforce Unit at the College who will support the PTC operationally.

Person Specification

1. Ability to build and lead an effective team of officers.
2. Understanding and experience of managing simultaneous multi-faceted projects to meet tight deadlines.
3. Ability to meet high standards of excellence in content and presentation.
4. Experience and knowledge of College activities, objectives and regulations.
5. Excellent organisation and communication skills (written and verbal).
6. Sensitive political judgement and people management skills.
7. A good working knowledge of the PTC and contextual infrastructure of the College is desirable.