# ROYAL COLLEGE OF PSYCHIATRISTS

# JOB DESCRIPTION

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| **JOB TITLE:** | Division Lead for Recruitment (Choose Psychiatry) |
| **TERM OF OFFICE:** | 4 years, extendable |
| **RESPONSIBLE TO:** | Division Chairs, Associate Dean for Recruitment, Dean. |
| **WORKING WITH:** | Associate Dean for Choose Psychiatry; Division Executive Committee and staff; members of the Training & Workforce Unit, Professional Standards; Division PTC reps and various other contributors. |
| **Management** | Division Chair |
| **APPOINTment:** | Appointed - Divisions are responsible for deciding the applicant(s) most suitable for the post.  The Division is expected to make the process known and to provide an opportunity for candidates to apply. |
| **TIME COMMITMENT:** | 2 PA per month |
| **SALARY** | Voluntary |

## **JOB PURPOSE**

To facilitate the College’s recruitment strategy in promoting activities aimed at improving recruitment to the CT1 & ST4 grades in psychiatry. These activities should reflect the overall strategy outlined in the current RCPsych [Recruitment Strategy](https://www.rcpsych.ac.uk/become-a-psychiatrist/help-us-promote-psychiatry/rcpsych-recruitment-strategy-2022-2027). The College strategy is overseen by the Associate Dean for Choose Psychiatry, under the auspices of the Dean.

**KEY RESPONSIBILITIES**

1. Supervise and co-ordinate divisional activities designed to promote recruitment to psychiatry, specifically to the CT1 & ST4 grades in keeping with the College’s recruitment strategy (see above).
2. Chair a local recruitment group which should include representation from core & higher psychiatry trainees, foundation trainees and medical students as well as senior doctors. This group should meet on a regular basis.
3. Be a member of the RCPsych Choose Psychiatry Committee, which meets three times a year.
4. Facilitate feedback between the Division and the Choose Psychiatry Committee and Associate Dean for Choose Psychiatry
5. Produce regular reports on the Division’s recruitment related activities, to be provided to the Associate Dean for Choose Psychiatry
6. Ensure that [University Psychiatry Societies (PsychSocs)](https://www.rcpsych.ac.uk/become-a-psychiatrist/med-students/psychsocs/make-the-most-of-your-psychsoc) in their region have adequate support from local psychiatrists and should endeavor to provide a mentor for each society. Should a University within the Lead’s geographical area not have a psychiatry society, the lead should identify interested medical students and facilitate the creation of such a society.
7. The College runs a [various medical student and Foundation fellowships and bursaries.](https://www.rcpsych.ac.uk/become-a-psychiatrist/med-students/awards-prizes-and-bursaries/the-aggrey-burke-fellowship-for-black-medical-students) The Recruitment Lead should ensure that the Division supports any Bursary holders and Fellows appointed within their region. Consideration should also be given to supporting unsuccessful applicants e.g. by inviting them to a local scientific meetings or events. The Training & Workforce Team will undertake to provide the Leads and Managers with the names of these applicants.
8. Attend the Division executive committee as an ex-officio member.
9. Attend other Division meetings or events as required and in line with local need.

June 2023

**PERSON SPECIFICATION**

Division Lead for Recruitment:

* Have knowledge of and an interest in promoting psychiatry as a career in innovative ways to improve recruitment to Core Training level 1 (CT1) and Specialty Training level 4 (ST4).
* Will be a full, current Member, Fellow or Specialist Associate or Affiliate of the College
* Will be able to fulfill the requirements of the post
* Will have discussed the role with their employer and the employer is content to allow the time needed to carry out the role

**THE COLLEGE VALUES**

**Courage**

* Champion the specialty of psychiatry and its benefits to patients
* Take every opportunity to promote and influence the mental health agenda
* Take pride in our organisation and demonstrate self‐belief
* Promote parity of esteem
* Uphold the dignity of those affected by mental illness, intellectual disabilities and developmental disorders.

**Innovation**

* Embrace innovation and improve ways to deliver services
* Challenge ourselves and be open to new ideas
* Seek out and lead on new, evidence‐based, ways of working
* Have the confidence to take considered risks
* Embrace the methodology of Quality Improvement to improve mental health services and the work of the College.

**Respect**

* Promote diversity and challenge inequalities
* Behave respectfully – and with courtesy – towards everyone
* Challenge bullying and inappropriate behaviour
* Value everyone’s input and ideas equally
* Consider how own behaviour might affect others
* Respect the environment and promote sustainability.

**Collaboration**

* Work together as One College – incorporating all members, employees, patients and carers
* Work professionally and constructively with partner organisations
* Consult all relevant audiences to achieve effective outcomes for the College
* Work together with patients and carers as equal partners
* Be transparent, wherever possible and appropriate.

**Learning**

* Learn from all experiences
* Share our learning and empower others to do the same
* Value and encourage personal feedback
* Use feedback to make continuous improvements
* Create an enabling environment where everyone is listened to, regardless of seniority
* Positively embrace new ways of working.

**Excellence**

* Deliver outstanding service to members, patients, carers and other stakeholders
* Promote excellent membership and employee experience
* Always seek to improve on own performance
* Promote professionalism by acting with integrity and behaving responsibly
* Demonstrate accountability in all that we do
* Uphold the College’s ‘Core Values for Psychiatrists’.

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| **INTERNAL COLLEGE CONTACTS:** | |
| * Department: * Section/Project: * Name of Contact: | Professional Standards    Training and Workforce and Corresponding Division  Clare Wynn-Mackenzie, Careers Manager |