

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

**Remit:**

The Vice-Chair of the PTC assists the Chair in conducting the business of the committee, including regularly communicating with PTC Officers and representatives to ensure completion of follow-up work between meetings. The Vice-Chair should be prepared to represent or act as alternate to the Chair if required. 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.

**Key Responsibilities:**

1. To attend all PTC meetings, currently three per year, (including 2 day induction meeting).
2. To prepare and report on items as agreed with the Chair as Vice-chair's business.
3. To ensure speedy follow-up of action points after committee meetings.
4. To represent the PTC on specific College committees and if necessary to deputize or act as an alternate for the Chair at meetings as directed.
5. To support the Chair's lead and also to provide a lead in representing the PTC within the College and in a national context.
6. To prepare and/or coordinate responses to consultation documents or policy documents of related disciplines as agreed by the Chair.
7. To support the Chair in the development and management of strategic targets.
8. To liaise with the Head of Training & Workforce on operational matters relating to the PTC including all matters relating to the PTC budget.
9. To maintain regular communication with the Training & Workforce Unit at the College who will support the PTC operationally.

**Person Specification**

1. Ability to work in a team and to support the effective working of a small team.
2. Ability to accomplish detailed work and to coordinate such work by others to a tight time scale and to a high standard.
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. Networking and management skills.
7. A good working knowledge of the PTC and contextual infrastructure of the College is desirable.

The Officers are expected to communicate regularly with the Chair, the Working Group Leads and the Training & Workforce Unit at the College to ensure the smooth running of the PTC. The Chair may delegate any of their responsibilities to the Vice-Chair with their agreement.