

## Royal College of Psychiatrists



### Job description

<b>Job title:</b>	Dean
<b>Term of office:</b>	5 Years
<b>Responsible to:</b>	President
<b>Working with:</b>	President, Honorary Officers, Chief Executive, Board of Trustees and Associate Deans
<b>Management</b>	Chief Executive
<b>Responsible for:</b>	Education and Training
<b>Elected/appointed:</b>	Elected
<b>Scope:</b>	Worldwide
<b>Time commitment:</b>	4PAs per week
<b>Salary:</b>	Voluntary

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### Job purpose

The Dean is one of the Honorary Officers of the College and is principally responsible for education and training. The role provides strategic leadership to ensure that psychiatric training is of the highest standard and supports the development of a well supported, valued and sustainable workforce that meets the needs of the population across the UK. In addition, the Dean provides professional leadership for the College's international educational activity, ensuring that activities relating to education and training align with the College's standards and values.

The Dean is responsible for all matters relating to examinations held, prizes and other awards given by the College, and plays a key role in supporting recruitment and retention initiatives. The Dean also manages any matters of an academic, educational or research nature that may be entrusted to the role.

## Key responsibilities

1. With other members of the Board of Trustees, ensure the good governance of the College in accordance with all applicable Laws and Regulations including the Charter, Bye-Laws and Regulations.
2. Uphold and promote the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.
3. Work with the Officer team and the Chief Executive to deliver the College Strategy.
4. Liaise with relevant statutory educational bodies to lobby for appropriate funding of training places in Psychiatry.
5. Liaise with relevant stakeholders nationally and regionally to support the development of the right numbers and skill-mix of the psychiatric workforce needed to deliver high quality patient care.
6. Liaise with Heads of Schools to support the implementation of College curricula.
7. Support the Chief Examiner to ensure that MRCPsych examination remains a highly respected psychiatric assessment nationally and internationally.
8. Attend and produce quarterly reports for meetings of the Board of Trustees and Council.
9. Chair or be a member of any other committees of the College as prescribed by the Bye-Laws and Regulations.
10. Attend Officer Management Meetings and President's Quarterly Meetings.
11. Appoint and support Associate Deans, Specialist Advisors and the other College roles in the Dean's key areas of interest in accordance with the Bye-Laws and Regulations.
12. Manage the Associate Deans, Specialist Advisers, PRDC Chair and other College roles to ensure agreed work streams are progressing.
13. Support the Chair of the Psychiatric Residents Doctors Committee in their role in relation to all matters relating to training
14. Liaise with the SAS committee Chair as appropriate in relation to training and workforce matters.
15. Represent College at relevant education and trainee meetings and conferences.
16. Lead on increasing links with sixth-form, undergraduate medical students and foundation trainees interested in a career in psychiatry, particularly supporting recruitment and retention campaigns.

17. Act as one of the primary spokespeople for the College, representing the College's position across print, digital and broadcast, live and pre-recorded. Act as a representative for the specialty and the wider organisation.
18. Lead on developing the curricula for postgraduate training in psychiatry.
19. Ensure the running of the CCT, Portfolio Pathway, CESR-CP and CESR processes and ensure that any appeals against non-inclusion on the Specialist Register are managed in accordance with procedures.
20. Ensure that the College is represented as the voice of the Profession in matters relating to the approval of external psychiatric training programmes or in the approval of individuals to join the Specialist Register.

## **Scope**

Some member roles have a global or UK-wide remit, whereas others are nation or region specific. If your role has a UK-wide remit, please be aware that health and social care, education and training, local government, some taxation, justice and policing are all devolved powers for Scotland, Wales and Northern Ireland. To reflect this, the RCPsych has Devolved Councils and structures in each nation which lead the College's engagement on these matters, and devolved policy can often vary to meet national requirements.

If you have any questions or need any guidance about the situation in any of the four nations, please speak to your College staff contact.

## **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’.

<b>Internal college contacts (during elections):</b>
<ul style="list-style-type: none"> <li>• Department: Finance and Operations</li> <li>• Section/Project: Membership Services</li> <li>• Name of Contact: Devan Turner</li> <li>• Job Title: Membership Services Coordinator</li> </ul>
<b>Internal college contacts (once elected):</b>
<ul style="list-style-type: none"> <li>• Department: Chief Executive’s Office</li> <li>• Name of Contact: Rosalind Steele</li> <li>• Job Title: PA to the Dean, Registrar and Treasurer</li> </ul>