

ROYAL COLLEGE OF PSYCHIATRISTS

OFFICER JOB DESCRIPTION

JOB TITLE:	Financial Officer, International Division
TERM OF OFFICE:	4 years
RESPONSIBLE TO:	President
WORKING WITH:	President, other International Division Officers, Presidential Lead for International Affairs, International Liaison Manager
RESPONSIBLE FOR:	The corresponding International Division
ELECTED/APPOINTED:	Elected
TIME COMMITMENT:	½ day per month

JOB PURPOSE

To represent the members of the International Division within the College and externally. To articulate the views of the International Division to the International Advisory Committee (IAC). To work with the Chair and Vice Chair of the International Division to deliver regional projects, communicate with members and promote College initiatives.

KEY RESPONSIBILITIES

1. Develop a strong working relationship with the Chair and Vice Chair of the International Division.
2. Establish and maintain a mechanism for welcoming new members to the International Division and to maintain regular contact with all members of the Division.
3. Maintain regular communication with the International Liaison Manager about all RCPsych activity in the International Division.
4. Work with the Chair and Vice Chair to provide an annual report to the International Advisory Committee of key developments and activities in the International Division.
5. To work with the Chair and Vice Chair to submit to submit a plan of activities and a budget to IAC and Council for the International Division for the forthcoming year.

6. Promote College Initiatives within the International Division including, but not limited to, the Volunteer Scheme, the establishment of MoUs and the MTI scheme.
7. Undertake any other work related to the job purpose, as required.
8. Promote and the RCPsych values in all Division endeavors.

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'.

December 2021