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**Royal College of Psychiatrists**

Candidate Information Pack

for Workers Recruitment

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| **Job Title** | **Patient Representatives**  **[x2 in total]**  **Carer Representatives**  **[x2 in total]** |

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| **Job Reference No** | **Policy and Public Affairs Committee (PPAC)** |

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| **Date:** | **03/04/2024** |

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| **INFORMATION PACK**  **Patient Representatives [x2 in total]**  **Carer Representatives [x2 in total****]**  **Policy and Public Affairs Committee (PPAC)**  **£140 per day**  **3-Year Fixed Term Contract** |

## APPLICATION PROCEDURES

In order to apply, please submit the following to the Human Resources Department, Royal College of Psychiatrists, by email to [HRrecruitment@rcpsych.ac.uk](mailto:HRrecruitment@rcpsych.ac.uk)

1. **Application form** (only one is necessary if you apply for multiple roles but put down the names of all the roles that you are applying for on the form).
2. **Diversity Monitoring form** (it will not be used at any stage of the selection process).

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| **The closing date for applications:**  **Wednesday 24 April 2024, 10 am**  **Please note that applications received after this date and time will not be considered.** |

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| **Interview date: Wednesday 8 May 2024** |

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| Information Pack |

At the College, we ensure that our recruitment process is objective and focussed on your ability to do the job. We want high quality, talented individuals to join our organisation and we assess this through your Application Form and This is also carried out through the testing and the interview process.

The main purpose of your application is to move you to the testing and interview stage of the process where we get to meet you face to face. This **Information Pack** is designed to help give you the best opportunity to submit a successful application.

### Role Profile and Person Specification

The **Role Profile** describes the key responsibilities, duties and scope of the position. The **Person Specification** outlines the key skills, experience and qualifications that is required to carry out this role. The Application Form should demonstrate how your ability and experience will enable you to deliver what is required to do the job.

**College Values**

We have strong values, and we promote a consistent culture that is positive, empowering and enabling, in a way that promotes excellent member and staff experience, patient and carer experience, and excellence in psychiatry and wider mental health services, for the benefit of patients. Our culture is under-pinned by our C.I.R.C.L.E. values. All individuals must demonstrate how they meet our values through the selection process.

**Your Application**

We believe that past performance is the best indicator of future success and our recruitment process is designed to provide you with the opportunity to tell us about your achievements, the things of which you are most proud and to show us how these experiences make you the best person for the job.

You will need to apply using our standard Application Form.

If you require the application form in an easy read format, or require any other reasonable adjustments to complete your application form, please contact hrrecruitment@rcpsych.ac.uk

These are a few important points that you should remember:

* **Read** the role profile and person specification carefully – be clear about what the role is and about what we are looking for
* Keep your Application Form **relevant** to the job that you are applying for
* Be **clear** and **concise**
* **Sell** your skills
* Highlight your **achievements** – tell us what you have done

**How to Apply**

You can only apply to the College for one of these positions via the **Application Form.**

**Submitting an Application Form**

Our Application Form is designed to help you provide all the information that we need to help us to shortlist applicants for interview.

You must ensure that all the sections of the Application Form are completed. Make sure your Application Form is relevant to the role that you are applying for.

Read the role profile and specification carefully and demonstrate to us that you are able to meet the needs of the role. If you need to, provide additional information on a separate sheet.

For further support on how to complete the application form, please visit the application forms and interview support section of this document.

**Disability Confident Employer Scheme**

The College is proud to be a part of the Disability Confident Employer Scheme, a scheme which allows us to demonstrate our commitment to being an inclusive employer as well as recruit, retain and develop those with disabilities. To ensure we are giving candidates with disabilities as fair of an opportunity as possible, we propose that as long as you meet the minimum requirements for the role being applied for, we will offer you an interview. It must be disclosed within your application form that you have a disability for this to apply. For more details, please go to [Disability Confident](https://www.gov.uk/government/collections/disability-confident-campaign).

The minimum requirement that will guarantee an interview for a role under this scheme, will be to meet all the essential requirements listed in the person specification of the job description.

**Reasonable Adjustment**

As a values-based organisation, that puts our values at the front of everything that we do, we pride ourselves on ensuring reasonable adjustments are made, where possible for candidates who may have a disability. Our recruitment team are happy to work alongside candidates who this applies to.

**What happens next?**

#### Short listing

After the closing date we will shortlist all Application Forms. The short-listing process will assess your Application Form against the contents of the **Person Specification**. We aim to complete this exercise and inform successful candidates as soon as possible after the closing date.

If successful, use your time effectively to prepare for the next part of the process:

* Learn as much as you can about College; visit our website ([www.rcpsych.ac.uk](http://www.rcpsych.ac.uk)).
* Research the position, and list the skills and experience sought matching these to your own experiences.
* Consider questions we are likely to ask and prepare your responses – think of examples to demonstrate your experience and ability.
* Prepare a list of questions you would like to ask.

**After the shortlisting process has been completed, we aim to provide feedback in writing to candidates whose application have not been successful.**

* **The Interview**

The interview process is an opportunity for you to highlight your skills and experiences and to demonstrate how you meet the requirements of the job.

Interview panels will usually consist of two or three people that have a direct interest in the role, for example the line manager of the position, another senior member and a member of the HR department.

All candidates are asked the same core questions designed to test whether you have the experience, skills and attitude to deliver the requirements of the job and be an asset to College. Often supplementary questions will be asked to ensure that we get all the information we need to make the right decision.

We want you to give the best interview you can so if you require special facilities (e.g. a signer) you should inform us prior to the interview.

For further interview tips, please visit the application forms and interview support section of this document.

* **Contact and Feedback**

We aim to let all candidates know the result of their interview as quickly as reasonably possible.

Remember that your Application Form IS the only things that we will use to short list applicants for interview so **take your time** in preparing, **proof-read** your Application Form before you submit it and **sell yourself** to us.

**Application form and Interview support**

**Application form support**

We know completing an application form and interviewing for a role can be extremely daunting for many.

The College hopes the new shortlisting criteria which was introduced in 2022 will encourage those who may struggle with completing application forms, to not be put off by applying for our roles. The new criteria mean candidates who declare they have a disability and meet the essential criteria for the job they are applying for are automatically entitled to an interview.

See below tips taken from the National Careers Service website, on how to complete an application form.

* Gathering all information required and producing a plan of what you’re going to include (personal details, education history, work history information etc)
* Prepare to show how your experience and skills match the job
* Gather the information needed for your references

Further information can be found through [Application forms | National Careers Service](https://nationalcareers.service.gov.uk/careers-advice/application-forms)

The College already offers a number of adjustments to candidates to try and make the interview process not as daunting. These adjustments include:

1. sending candidates interview topics ahead of their interviews
2. asking each candidate if they have accessibility requirement for the interview, and provide relevant support, depending on their needs

See below our advice on how to prepare for an interview.

**Interview preparation**

It might appear obvious, but it is important that you prepare for the day.

* Make sure you are familiar with the job description and person specification.
* Remind yourself of how you met the requirements for the role and be sure to talk about your lived experience.
* Make sure you are familiar with the requirements of the role you have applied for.
* Learn about the College and what is does.
* Think about what type of questions will be asked about yourself and write down some thoughts on how you might answer them.
* Prepare some questions to ask the panel.

**First impressions**

There are a couple of simple steps to take to create a good first impression:

* Whether your interview is face to face or via teams, ensure you arrive on time. If you do get delayed, make sure you notify the appropriate person within the organisation as soon as possible.

**During the interview**

* + Be clear in your responses.
  + Structure your answers with 1 or 2 examples from your own experience.
  + You should still talk about your experience and skills even if it was submitted within your application form.
  + Make sure you understand the organisation's values and can talk about why and how they resonate with you.

We look forward to receiving your application.

**THE ROYAL COLLEGE OF PSYCHIATRISTS**

# Role Profile

**JOB TITLE:**  Patient Representatives x2

Carer Representatives x 2

# DEPARTMENT: Strategic Communications

**SECTION:**  Policy and Public Affairs Committee (PPAC)

**RESPONSIBLE TO:**  Head of Membership Services/Faculty Managers

**PAY:** £140 per day

## JOB PURPOSE

To bring a patient/carer perspective to the committee

**KEY RESPONSIBILITIES**

1. Attend 3 committee meetings per year, one of which is in person in London and the other 2 on Teams.
2. Be involved in the delivery of the core functions of the Committee, including reviewing of policy documents from a patient and carer perspective prior to sign off and publication.
3. Ensure that patient/carer views and perspectives are included in all relevant Committee activities and discussions.
4. With the agreement of the College Registrar and Committee manager support ad-hoc work where the Committee is the mechanism for delivery rather than just providing policy direction and oversight.

**COLLEGE VALUES**

1. Living out, and being a role model for, the College values and behaviours.
2. Seeking out ways of working collaboratively, where possible
3. Upholding a positive, empowering and enabling environment for all staff.

**GENERAL**

1. Undertake any other duties related to the job purpose and which may be necessary in the College’s work.
2. To carry out all duties in a safe and proper manner in accordance with the College’s Health and Safety Policy.
3. To undertake all duties in line with the College’s values, policies, procedures and regulations ensuring that the work undertaken in accordance with equality and diversity principles.

This role profile is not exhaustive and is subject to change in accordance with the business needs of the College.

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| **CRITERIA** | **APPLICATION FORM** | **INTERVIEW** |
| **ESSENTIAL** |  |  |
| Experience of using mental health services or caring for someone with mental illness | ü | ü |
| Knowledge of mental health services | ü | ü |
| Excellent communication and interpersonal skills | ü | ü |
| Ability to travel to meetings | ü |  |
| Willingness to undertake own administration with necessary keyboard skills | ü | ü |
| **DESIRABLE** |  |  |
| Ability to signpost to wider constituency of patient/carer groups and individuals | ü |  |
| Willingness to engage with the media when the opportunity arises | ü |  |
| Some experience of working on committees | ü |  |
| Excellent administrative and organisational skills | ü |  |
| Proven ability to assimilate complex information | ü |  |
| Excellent time management skills | ü |  |
| Proven experience of working on own and ability to manage own workload | ü |  |

Candidates are reminded that the shortlisting process is based on the evidence provided on the application form.

**CURRENT PROVISIONS**

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| **Contract** | 3-Year Fixed Term Contract |
| **Salary** | £140 per day |
| **Days** | Variable |
| **Holiday** | Pro rota depending on number of days worked |
| **Notice period** | Variable |
| **References** | All College appointments are subject to receipt of satisfactory references |
| **DBS Checks** | All Patient and Carer roles are subject to receipt of satisfactory DBS checks |
| **Location** | Homebased |

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THE ROYAL COLLEGE OF PSYCHIATRISTS

BENEFIT STATEMENT FOR WORKERS

**BENEFITS PER ANNUM**

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| **Employee**  **Assistance Programme**  ***BeWell*** | Free confidential telephone helpline  available 24 hours/7 days per week |

# Royal College of Psychiatrists

**About the College**

**What we do:**

The Royal College of Psychiatrists is the professional and educational body for psychiatrists in the United Kingdom and the Republic of Ireland. We aim to:

**Set standards and promote excellence in psychiatry and mental healthcare**

The Royal College of Psychiatrists is committed to improving the understanding of psychiatry and mental health. We want there to be a greater understanding of the interaction between mental and physical health and the social and cultural context in which people live. We are at the forefront in setting and achieving the highest standards through education, training and research. We lead the way in developing excellence and promoting best practice in mental health services. We promote research and publish the results in our world-class psychiatric journals.

**Lead, represent and support psychiatrists**

The College actively promotes psychiatry as a career. College structures are robust and provide dedicated support to our members and associates. Nationally and internationally, the College has a vital role in representing the expertise of the psychiatric profession to governments and other agencies. This is key to promoting best practice in mental health.

**Work with patients, carers and their organisations**

We collaborate with key players in the mental health field and are champions for improvements in the quality of mental healthcare throughout all sectors of society. Public education is at the heart of our activities and is an essential component of our website.

As well as running its membership examination (MRCPsych), and visiting and approving hospitals for training purposes, the College organises scientific and clinical conferences and lectures and continuing professional development activities. The College publishes books, reports and educational material for professionals and the general public. It also publishes the [British Journal of Psychiatry](http://bjp.rcpsych.org/), [BJPsych Bulletin](http://pb.rcpsych.org/), BJPsych [Advances,](http://apt.rcpsych.org/)  BJPsych [International](http://www.rcpsych.ac.uk/publications/journals/ipinfo1.aspx) and BJPsych Open, all of which are now available on-line.

The Royal College of Psychiatrists has been in existence in some form since 1841. First as the "Association of Medical Officers of Asylums and Hospitals for the Insane" (later changed to the Medico Psychological Association) then, in 1926 receiving its Royal Charter to become the "Royal Medico Psychological Association, and finally, in 1971 receiving a Supplemental Charter to become the "Royal College of Psychiatrists" we know today.