



Appointment of Chief Executive Candidate Information Pack

December 2023

Reference: AAFRF



An Introduction

The Royal College of Psychiatrists is the professional and educational body for psychiatrists in the United Kingdom. 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, BJPsych Bulletin, BJPsych Advances, BJPsych International 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.

Our mission

We work to secure the best outcomes for people with mental illness, learning difficulties and developmental disorders by promoting excellent mental health services, training outstanding psychiatrists, promoting quality and research, setting standards and being the voice of psychiatry.

Our vision

A strong and progressive College that opposes all forms of discrimination and helps its members deliver high-quality person-centred care, for people of all ages, around the world.

With a membership of over 21,000, with over 3,800 members being located around the world., we are at the forefront of setting the standards and promoting excellence in psychiatry and mental healthcare; leading, representing and supporting psychiatrists; and working with patients, carers and their organisations which underpins our mission. Mental health is at the core of the current discourse around the challenges facing healthcare in both the UK and beyond; and so our strategic goals and objectives resonates even more in the context of the challenges faced today with mental healthcare.

We are committed to improving the understanding of psychiatry and mental health, through advocating a greater understanding of the interaction between mental and physical health and the social and cultural context in which people live. Alongside this we have a core function to actively promote psychiatry as a career, ensuring structures are robust and provides the dedicated support to members and associates. Collaborating with key partners in the mental health field and championing improvements in the quality of mental healthcare throughout all sectors of society is fundamental to the core mission of the College.



Our Values and Behaviours

Our values underpin everything we do. Below are each value and the behaviours which we expect from our staff and members involved in College work.

Courage

- Champion the speciality 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, 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 and, where possible, 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.

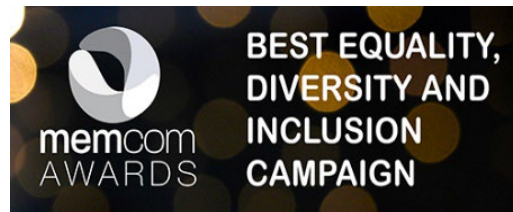
Excellence

- 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.

Diversity and Inclusion

We are opposed to all forms of prejudice and believes that everyone should be treated fairly regardless of age, disability, gender reassignment, marriage, civil partnership status, race, religion or belief, sex, or sexual orientation. We're committed to promoting equality, diversity and inclusion for our existing and future members, associates, affiliates, staff and visitors in all our practices and arrangements. We actively advocate for, and support, equality of access, experience and outcomes for our staff, our members and for all mental health patients and carers.

To promote equality, we have implemented a process and a system that puts these goals centre-stage at every turn, with clear actions that help us achieve traction and momentum. An organisation that celebrates diversity, and delivers equality, ensures fairness and allows everyone to give of their best. By taking a pro-equality stance, we can promote the best and fairest outcomes for College members; College staff; psychiatrists, and other workers in mental health services; as well as for patients and carers. As a College, we are clear, at all times, that there can be no quality without equality. Through our Equality Action Plan - [equality-action-plan---january-2021.pdf \(rcpsych.ac.uk\)](https://www.rcpsych.ac.uk/equality-action-plan---january-2021.pdf) - we have put measures in place that keep the issue of Equality centre stage, and ensure the College becomes a proactive anti-discrimination organisation in perpetuity.



The Role

Following the departure of our previous Chief Executive, Paul Rees MBE, we are now looking for an exceptional individual to succeed him in providing leadership to the RCPSYCH.

The purpose of the role is:

- To ensure that the College carries out its objectives and purposes as defined in the Supplemental Charter, Bye Laws and Regulations and the College's Strategic Plans.
- The day-to-day managerial control of such of the operations and affairs of the College as described in the Regulations.
- To provide strategic direction for the RCPSYCH, working in collaboration with the Board of Trustees (the Board) and senior management team, leveraging their knowledge and expertise, while bringing new insight and vision.
- To take a service-driven leadership approach, working with and for RCPSYCH members.
- To act as a credible ambassador and represent the profession at a national and international level, building and maintaining partnerships, and act as a spokesperson by participating in external and internal events, conferences, and publicity opportunities.
- To actively champion equality, diversity, and inclusion both within the RCPSYCH itself and the profession as a whole.
- Living out, and being a role model for, the College values and behaviours.
- Leading understanding of how all the College departments contributes to the College's mission and vision.
- Leading cross-College collaboration, e.g., through active contribution in the weekly SMT meetings.
- Acting as a communication 'bridge' between the College's officers and Directors.
- Creating a positive, empowering and enabling environment for all staff.



Main responsibilities

- Communicate openly and collaboratively with the Board of Trustees, continuing to foster a close working relationship, actively seeking their input, and ensuring they receive sufficient level of information to exercise an appropriate level of scrutiny of activities and operations and to fulfil their other responsibilities.
- Ensure a Strategic Plan is produced and reviewed by the Council, which is adopted by the Board of Trustees and translated into sustainable plans with measurable impacts whilst maintaining a focus on fulfilling the College's vision, objectives, and mission.
- Ensure that the Board of Trustees are updated on the views of the Council and Senior Management Team relating to key matters of the College.
- Promote a strong values-led culture with our staff, members and other stakeholders that puts patients and carers at the forefront.
- Provide visible and inspirational leadership and management of the College, its resources, plans and activities to ensure the highest standards of quality and governance are met.
- Report to the Board of Trustees or to the Council if requested upon the exercise of their power of delegation.
- Lead and develop a high-performing and committed Senior Management Team and staff, working in partnership with them to deliver on the College's strategic objectives.
- Ensure the Senior Management Team and College are strategically aligned with the direction of the College, employing their skills and experiences to operationalise the strategy and meet set targets.
- Maintain a strong, productive working relationship with the Board of Trustees, Council, Senior Management Team, staff, and other key stakeholders.
- Attendance at Officers Management meetings and appropriate meetings both internal and external.
- Ensure the College is financially sound and operates effectively with the support of clear, communicated policies and robust business processes that yield desired objectives and meet set key performance indicators.
- Ensure that rigorous risk assessment is undertaken by the College which is overseen by the Board of Trustees.
- Ensure that the College has the appropriate governance, processes and controls in place and adhered to, which are modern, flexible fit for purpose and proportionate, and it fulfils its obligations to the Charity Commission and with respect to its Royal Charter status.
- Ensure that the College's legal responsibilities (e.g., charitable, health and safety, employment, finance, and data protection) are properly undertaken, liaising with the College's professional advisers.
- Ensure that equity, equality, diversity, and inclusion principles are embedded across the College. Provide leadership around diversity issues, ensuring that the policies and services of the College reflect the changing needs of all communities and workforce and that equity of opportunity is ensured and diversity celebrated.
- Ensure that the College is appropriately staffed to carry out its activities and appropriate learning and development is put into place.
- Communicate effectively about all relevant matters.
- Support the President to ensure that appropriate governance standards are communicated through the College.
- Lead on legal matters with the support of the Director of Finance and Operations and Director of HR.
- Attend the meetings of the Board of Trustees, Council and any other major policy-making/education committees and advise on constitutional, technical, and practical issues.
- Undertake any duties related to the job purpose and which may be necessary in the College's work.
- Carry out all duties in a safe and proper manner in accordance with the College's Health and Safety Policy.
- Undertake all duties in line with the College's values, policies, procedures, bye-laws and regulations ensuring that the work undertaken actively promotes equality and diversity.

This job description is not exhaustive and is subject to change in accordance with the business need of the College.

Person Specification

CRITERIA	APPLICATION FORM, CV & COVER LETTER	INTERVIEW
ESSENTIAL		
Experience		
Graduate calibre or equivalent qualifications	✓	
A proven track record of leadership within the medical, education, health, or social care sector	✓	
A proven track record of instigating and managing multi-partner projects that may operate over several years, have complex funding and reporting requirements with a large budget	✓	
Experience of leading a multi-disciplinary team	✓	✓
Experience of managing budgets	✓	✓
Skills, Knowledge, and Abilities		
Knowledge of leadership and management principles as they relate to the non-profit/charity/health sector	✓	✓
Knowledge of legislation relating to charities	✓	
A strong understanding of the current issues relating to mental health	✓	
Personal Attributes		
Lead: Positively influence others to achieve results that are in the best interest of the College.	✓	✓
Make Decisions: Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interest of the College.	✓	✓
Organise: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.	✓	✓
Plan: Determine strategies to move the College forward, set goals, create, and implement action plans, and evaluate the process and results.	✓	
Solve Problems: Assess problem situations to identify causes, gather and process relevant information, general possible solutions, and make recommendations and/or resolve the problem.	✓	✓
Focus on members' needs: Anticipate, understand, and respond to the needs of members to meet or exceed their expectations within the College's parameters.	✓	✓
Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.	✓	✓
Build relationships: Establish and maintain positive relationships with others, both internally and externally including patients and carers, to achieve the goals of the College.	✓	✓

Communicate effectively to different audiences in an effective manner.	✓	✓
Creativity/Innovation: Develop new and unique ways to improve operations of the organisation and to create new opportunities.	✓	
Focus on members' needs: Anticipate, understand, and respond to the needs of members to meet or exceed their expectations within the College's parameters.	✓	✓
Other		
A willingness to travel routinely across the UK and occasionally abroad.	✓	
DESIRABLE		
Experience of working within the mental health sector	✓	
Experience of working within a Royal Medical College or other membership bodies	✓	



Terms of Appointment

Contract	Permanent
Salary	The salary will be competitive, reflecting the seniority of the role and depending on the skills and experience of the preferred candidate
Hours	35 hours per week
Probationary period	6 months probationary period
Holiday	28 days annual leave (includes 8 Public & Bank Holidays). In addition to this the College has a few College closure days.
Working Pattern	Hybrid We operate a hybrid model of working on site (minimum 2 days a week) and remote (from home).
Disclosure Barring Service (DBS)	Basic
Notice period	26 weeks
Pension	Auto-enrolment
References	All College appointments are subject to receipt of satisfactory references
Location	21 Prescot Street, London E1 8BB



How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the Royal College of Psychiatrists on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **AAFRF**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on **Monday 8th January 2024**.

** The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.