

Royal College of Psychiatrists

Candidate Information Pack

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| **Job Title** | **RCPsych in Northern Ireland Manager** |

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| **Job Reference No** | **Professional Standards**  |

**January 2022**

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# About Royal College of Psychiatrists

## Background

The Royal College of Psychiatrists (the College) are the professional medical body responsible for supporting psychiatrists throughout their careers from training through to retirement, and in setting and raising standards of psychiatry in the United Kingdom.

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

**Our Mission**

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

**What we do**

The Royal College of Psychiatrists is the professional medical body responsible for supporting psychiatrists throughout their careers from training through to retirement, and in setting and raising standards of psychiatry in the United Kingdom.

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

We:

* set standards and promote excellence in psychiatry and mental healthcare
* lead, represent and support psychiatrists
* work with patients, carers, and their organisations.

**Our Members**

We deliver impact and value for our members.

Our members are psychiatrists, who deliver outstanding services to patients and carers across the UK, and all over the world, and hundreds of mental health services are signed up to our quality networks.

We value patients and carers and involve them in our work – on the basis of co-production.

**Our Governance**

The **College Council** discuss the affairs of the organisation and make recommendations to the **Board of Trustees** on many of the biggest decisions the College has to make.

It has overall responsibility for education and psychiatric training, policy, professional practice, professional standards, public engagement, quality improvement and research. Led by an elected President, (who leads the College on behalf of its members and associates), Full details of the College’s Council can be found at: <https://www.rcpsych.ac.uk/about-us/our-people-and-how-we-make-decisions/council>

### Our Values and Behaviours

The College has a clear set of values which drive everything we do. They support our leaders and staff to make values-based decisions and they enable the creation and reinforcement of our positive, empowering and enabling culture.

We have worked in collaboration with our members and staff to define six core values that underpin our behaviours and how we operate at every level of the College.

These **C.I.R.C.L.E**. values are:

* **C**ourage
* **I**nnovation
* **R**espect
* **C**ollaboration
* **L**earning
* **E**xcellence

**Equality, Diversity, and Inclusion**

The College is opposed to all forms of prejudice and believes that everyone should be treated fairly, regardless of age, disability, gender reassignment, marriage and civil partnership status, race, religion or belief, sex, or sexual orientation (the protected characteristics).

We are 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 all College staff, all members and for all mental health patients and carers.

The College is committed to building and maintaining an inclusive and supportive culture, a place where we can all be ourselves and succeed on merit. We aim to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity - which includes LGBTQ+ and other equality matters.

**Strategic Vision and Values**

On 14 January 2021 we published our new [Equality Action Plan](https://www.rcpsych.ac.uk/docs/default-source/about-us/equality-diversity-and-inclusivity/equality-action-plan---january-2021.pdf?sfvrsn=af74a81a_4), which contains 29 key actions and is central to our [College strategy for 2021-23](https://www.rcpsych.ac.uk/docs/default-source/about-us/corporate-publications/strategic-plan-2021-to-2023.pdf?sfvrsn=dd02f429_2).

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| **INFORMATION PACK****RCPsych in Northern Ireland Manager(Professional Standards)****£45,743 - £50,290 per annum 35 hours per week****Permanent 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.

1. **Covering letter**, briefly stating how your skills and experience are relevant to each of the role that you apply for.
2. **Full curriculum vitae** (only one is necessary if you apply for multiple roles);
3. **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).
4. **Diversity Monitoring form** (it will not be used at any stage of the selection process).

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| **The closing date for applications is: Monday 7 February 2022 @10am****Please note that applications received after this date and time will not be considered.** |

**Acknowledgement of receipt of applications will not be sent out.**

**Please be advised that due to large volume of applications received, only shortlisted candidates will be contacted in writing.**

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| **Interview date: Monday 21 February 2022** |

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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, CV and your covering letter. 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.

###  Job Description and Person Specification

The **Job Description** 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 and your covering letter 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, CV and attaching a covering letter.

These are a few important points that you should remember:

* **Read** the job description and person specification carefully – be clear about what the role is and about what we are looking for
* Keep your Application Form and covering letter **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 this position via the **Application Form attaching your CV with a covering letter.**

**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 alongside your attached CV and covering letter.

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

Read the job description 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.

**Reasonable Adjustment**

We will consider putting into place appropriate reasonable adjustments for candidates who may have a disability.

**What happens next?**

#### Short listing

After the closing date we will shortlist all Application Forms, CVs and covering letters. The short-listing process will assess your Application Form, CV and covering letter 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.

#### Assessments

To assist in the selection process, candidates short listed for interview will also be required to undergo an assessment as part of the interview process. This will usually take place on the same day as the interview but in some cases a separate assessment day may be necessary.

The type of assessment depends on the role and the skills that we want to test. We use a variety of methods including case scenarios, presentations, numerical and verbal reasoning etc.

* **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.

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

We look forward to receiving your application.

**THE ROYAL COLLEGE OF PSYCHIATRISTS**

# JOB DESCRIPTION

**JOB TITLE:** RCPsych in Northern Ireland Manager

# DEPARTMENT: Professional Standards

**PAY BAND:** 5

**RESPONSIBLE TO:** Head of International, Devolved Nations and Divisions

Matrix managed by Director Strategic Communications

**Responsible for:** RCPsych in Northern Ireland Policy Officer

 RCPsych in Northern Ireland Coordinator

## JOB PURPOSE

1. To manage the relationship between the Royal College of Psychiatrists in Northern Ireland (RCPsychiNI), the Northern Ireland Assembly /Executive and NI Government bodies.
2. To manage the Devolved Council of the RCPsych in Northern Ireland, including ensuring adherence to the Regulations and Bye Laws of the RCPsych
3. To ensure the Terms of Reference for the Devolved Council of the RCPsych in Northern Ireland are adhered to and, in consultation with the Head of International, Devolved Nations and Divisions, are updated as necessary
4. To drive and guide the policy and public affairs agenda in the nation to positively influence mental health services and the profile of psychiatry in Northern Ireland.

1. Act as key point of contact for cross-department interests and activities in Northern Ireland, ensuring Devolved Nation engagement and alignment with UK strategies and communications
2. Maintain and share as required knowledge of the health and social care sector and political landscape in Northern Ireland
3. To develop and maintain strategic alliances with stakeholders in Northern Ireland for the purposes of realising the objectives of the RCPsych in Northern Ireland
4. To oversee a calendar of events for members in Northern Ireland
5. To line manage the RCPsych in Northern Ireland Staff and patient and carer workers ensuring adherence to College values and objectives
6. To manage the office of the Royal College of Psychiatrists in NI (RCPsych in NI) in liaison with the Vice President, Honorary Officers, the Chief Executive, Officers of the RCPsych in NI, the Director of Professional Standards and the Head of International, Devolved Nations and Divisions.
7. To ensure the smooth running of the RCPsych in NI office and maintain the profile of the College with the membership.
8. To ensure the activities of the RCPsych in NI are aligned to the College’s corporate strategy and espouse the College’s values and behaviours.

# KEY RESPONSIBILITIES

1. Support the RCPsych in NI Chair and Executive Committee of the Royal College of Psychiatrists in NI in carrying out the objectives of the College’s Strategic Plan as it relates to NI.

1. To work with the Chair, Executive Committee and Director of Strategic Communications and Heads of Devolved Nations and Divisions and Policy and Campaigns to oversee the creation and delivery of the RCPsychiNI Strategy to ensure that people with mental illness, learning difficulties and developmental disorders are treated equally by the NHS, public services and within society.
2. Together with the Policy Officer lead on RCPsych NI public affairs, policy and communication activities to raise its profile with the Department of Health in NI, the NI Assembly/Executive, Government, relevant Assembly Committees, interested voluntary bodies, service users and carers and key policy makers in line with the RCPsych NI Strategic Plan.
3. Market the College to the local membership so that from point of entry into membership through to retirement, their academic and professional interests are supported e.g. establishing new members’ dinner, welcome packs, prizes, supporting the process of local fellowship nominations, job description approvals, inductions of local officers and providing a welcoming space for members to meet. Market the College locally at career fairs for Medical students, and at Trainee Inductions in conjunction with the NI Medical Dental Training Agency.
4. Support the Financial Officer with the annual business plan and budgets for conferences, provide quarterly accounts and year-end accounts for Finance Officer to present to Devolved Council. Review Monthly Management Accounts in line with College policy and liaise with Finance Department on anomalies and bad debt.
5. In conjunction with College officers and staff to develop and manage public education initiatives.
6. Maintain local knowledge of mental health and user and carer organisations, in liaison with the Strategic Communications team.
7. Working with the Devolved Nations Press Officer to ensure that media queries are responded to appropriately and to assist where necessary.
8. To have monthly management meetings with the director of strategic communications to progress influencing and campaigning strategies which are reflected in annual KPIs
9. Together with the Co-ordinator manage the secretariat functions of RCPsych in NI, e.g. Strategy Day, and keeping the Devolved Council and NI Faculties appraised of elected and co-opted positions, manage vacancies, and liaise with College centrally on administration, thereof, when appropriate.
10. Together with the Co-ordinator manage support for the Faculties/SIGs and Committees in NI.
11. Together with Co-ordinator organise academic meetings and conferences for membership and non-membership groups as and when determined by Devolved Council and Faculty Chairs. These include masterclasses, spring, autumn, New Year meetings, annual faculty meetings etc.
12. Liaise with external groups~~,~~ to organise, manage, and facilitate joint academic programmes and ensure financial viability and successful conference management.
13. The direct line management and appraisal of the Policy Officer and Coordinator Ensure that all staff are trained appropriately and overall responsibility for staff development.
14. Organise, support and manage the RCPsych in NI Continuing Professional Development activities using the College’s CRM database.
15. Deal with queries from the press, members of the public and patients in consultation with the College’s Strategic Communications & Policy Department.
16. Together with the Co-ordinator ensure the College website is well maintained and kept up to date.
17. Attend relevant meetings in order to update members and officers on policy, parliamentary matters, and College business.
18. Project Management of initiatives led by members of the College in Northern Ireland.
19. Identify, where appropriate, opportunities for partnership and/or commissioned work in line with delivering College strategy
20. Support the Officers of the RCPsychiNI providing guidance and information.

**VALUES**

1. Living out, and being a role model for, the College values and behaviours.
2. Promoting understanding of how the devolved councils contributes to the College’s mission and vision.
3. Promoting cross-College collaboration, e.g., through active contribution in the cross-College Managers’ meeting.
4. Acting as a communication ‘bridge’ between the College’s Heads and staff in the department.
5. Creating a positive, empowering and enabling environment for all staff.

**General**

1. Undertake 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 & Safety Policy.
3. To undertake all duties in line with the College’s values, policies procedures and regulations ensuring that the work is undertaken in accordance with equality and diversity.

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

October 2021

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| **PERSON SPECIFICATION**  |
| **CRITERIA**  | **APPLICATION FORM, CV & COVER LETTER** | **TEST**  | **INTERVIEW**  |
| **ESSENTIAL** |  |  |  |
| Experience of working in a membership organisation and supporting an executive or committee at a national level.  | ü |  | ü |
| The ability to develop strategy and operationalise at both a local and national level to achieve goals.  | ü |  | ü |
| Proven experience and knowledge of the health and social care sector in Northern Ireland. | ü |  | ü |
| Evidence of understanding of the government structures and the policy environment in Northern Ireland and demonstrable experience of delivering measurable change through influencing government policy.  | ü |  | ü |
| Effective leadership and team-working skills and the ability to work effectively across multiple teams in a professional environment.  | ü |  | ü |
| Evidence of the ability to develop, managing and report on budgets and strong financial management skills.  | ü |  | ü |
| Proven ability to communicate clearly and persuasively to a range of stakeholders both verbally and in writing.  |  |  | ü |
| Outstanding interpersonal skills with evidence of the ability effectively collaborate with key internal and external senior stakeholders to deliver on outcomes.  | ü |  | ü |
| Evidence of developing effective partnerships and joint working initiatives with a wide range of sectors.  | ü |  | ü |
| Experience of developing and delivering an events / CPD programme both online and in-person in a professional environment.  | ü |  | ü |
| Excellent organisation and time management skills. | ü | ü | ü |
| Experience of using a range of technology including CRM, CMS, social media, electronic newsletters and Office.  | ü |  | ü |
| The ability to work without close supervision and to prioritise work effectively. | ü |  | ü |
| Willingness to travel and stay away overnight. |  |  | ü |
| **DESIRABLE** |  |  |  |
| Graduate calibre or equivalent qualifications. | ü |  |  |
| Experience of co-production and/or patient and carer engagement. | ü |  |  |
| Knowledge of mental health policy in Northern Ireland. | ü |  |  |
| Experience of working with the media in Northern Ireland. | ü |  |  |

Candidates are reminded that the shortlisting process is based on the evidence provided on the application form, cover letter and CV.

**CURRENT PROVISIONS**

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| **Contract** | Permanent  |
| **Salary**  | £45,743 - £50,290 per annum |
| **Hours**  | 35 hours per week  |
| **Probationary period** | 6 months |
| **Holiday** | 28 days annual leave (includes 8 Public & Bank Holidays). In addition to this the College has a few College closure days. |
| **Notice period** | 12 weeks  |
| **Pension** | Auto-enrolment |
| **DBS**  | This appointment is subject to the receipt of a satisfactory DBS   |
| **References**  | All College appointments are subject to receipt of satisfactory references |
| **Location** | Innovation Factory, Forthriver Business Park, 385 Springfield Rd, Belfast BT12 7DGCurrently home based due to Covid 19.We will be operating a hybrid model of on site and working from March 2022.The College is a non-smoking environment.  |

THE Royal College of Psychiatrists

TOTAL REWARD STATEMENT

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| **EMPLOYEE BENEFITS PER ANNUM**

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| 1 | **BASED ON AN EXAMPLE ANNUAL INCOME OF:**  | **£15,000**  | **£20,000** | **£25,000** |
|  | Auto enrolment into Pension (10%/5% employer**Contribution if a member)** | £1,500/ £750  | £2,000/ £1,000 | £2,500/ £1,250 |
| 2 | Interest free**Season ticket loan** **(If borrowed £1,200** **at commercial rates)** | Interest free is only applicable up to £9999£230 £230 £230 |
| 3 | Life Assurance (if member**of pension scheme)** | 4/2 times annual salary on death in service. Underwriting and restrictions may be applicable. |
| 4 | **Group Income Protection****(if on a permanent contract)** | % of salary due to sickness absence. Approval based on decision of insurance company. |
| 5 | **Retirement Support Service** | Punter Southall Aspire support staff in planning their retirement.  |
| 6 | **Medicash benefits scheme** | Offers staff an extensive package of health benefits including dental treatments, optical, various therapies, and prescriptions. |
| 7 | **Enhanced Employee** **Assistance Programme**  | Free confidential telephone helpline available 24 hours, 365 days per year and up to 8 free face-to-face counselling sessions and mental health support. |
| 8 | **Medical, Dental, Hospital****Appointments** | Staff are given two hours credit towards these types of appointments, if appointments are made early or late in day |
| 9 | **Glasses for Computer use** | Annual eye tests will be paid forvouchers and where applicable a contribution (vouchers) towards the cost of glasses. |
| 10 | **Holidays** | 20, 22.5 or 25 days paid per annum, dependent on service (pro rata).  |
| 11 | **Bank Holidays** | 10 days paid per annum (includes 8 public holidays plus 2 discretionary College days) (pro rata). |
| 12 | **Christmas Closure** | Variable number of days usually paid in addition to above. |
| 13 | **Flexi Scheme** | Staff members have access to the College’s flexi scheme. This scheme allows staff members to take up to 5 days of flexi within any one month. |
| 14 | **TOIL Scheme** | Staff who are eligible for the flexi scheme or who works at the weekends have access to the College’s TOIL scheme. This scheme allows staff members to take up to 5 days of TOIL within any one month. |
| 15 | **Sick Pay** | Ranging from 1 month’s full pay/2 months’ half pay to 6 months’ full pay/6 months’ half pay dependent on years of service (pro rata). |
| 16 | **Paternity Leave** | 10 days paid. |
| 17 | **Maternity Leave/Pay** | Enhanced maternity leave and pay  |
| 18 | **Compassionate Leave** | 5 days paid leave and in certainCircumstances additional days canbe approved |
| 19 | **Cycle to work scheme** | Staff are eligible to apply for the cycle to work scheme. |
| 21 | **TOTTEM Totum** | Staff are eligible to purchase a TOTUM PRO card (previously called NUS Extra), which provides discounts for various online stores and shops/restaurants. |
| 23 | **Non-financial rewards** | Staff are given the opportunity to apply or be nominated for Recognition awards.  |
| 24 | **Coffee, tea, filtered water** | Free |
| 25 | **Staff Forums**  | Staff can join the following staff forums of their choice.* Sexuality and Gender Equality and Inclusion Forum (SGEI)
* African Caribbean Forum (ACF)
* Wellbeing at Work forum
* Peer Network
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| 26 | **Staff Support** | Staff Representative Council (SRC) |

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# 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.