

**ROYAL COLLEGE OF PSYCHIATRISTS
JOB DESCRIPTION**

REGIONAL SPECIALTY REPRESENTATIVE

JOB TITLE:	Regional Specialty Representative
TERM OF OFFICE:	5 years, extendable only in exceptional circumstances
RESPONSIBLE TO:	Registrar
WORKING WITH:	Regional Advisor, Deputy Regional Advisor, Division Executive Committee Members / Devolved National Council Members, other Regional Specialty Representatives, JD Coordinator
MANAGEMENT	Revalidation and Workforce Manager, Registrar
ELECTED/APPOINTED:	<p>Divisions and Faculties are jointly responsible for deciding the applicant(s) most suitable for the post. The Chair of the Division is responsible for recommending the appointment of Regional and Deputy Specialty Representatives; final approval is given by the Education and Training Committee. The Chair is expected to make the process known and to provide an opportunity for candidates to apply.</p> <p>If a selection interview is required, this should be conducted by the Division Chair</p>
TIME COMMITMENT:	0.5 PA per week
SALARY	Voluntary

JOB PURPOSE

1. To work closely with other Regional Specialty Representatives, Regional Advisors, Deputy Regional Advisors in providing relevant specialist advice to employers in relation to the development, assessment and approval of job descriptions for Consultants and Specialty Doctors through the JD Coordinator;
2. To offer specialist advice at an early stage with a view to enabling the job description

to be assessed and approved in a timely manner

3. To hold other offices where appropriate i.e. membership of a Division or Faculty, specialty tutors, college assessors or members of sub committees of Schools of Psychiatry

KEY RESPONSIBILITIES

- Provide relevant specialist advice to employers in relation to the development, assessment and approval of job descriptions for Consultants and Specialty Doctors;
- To attend Division and Faculty Executive Committee meetings;
- To communicate Faculty developments and issues to the Division, and Division developments and issues to the Faculty;
- To provide advice on workforce planning and local service delivery;
- To act as a College Assessor on Advisory Appointment Committees for psychiatrists.

Additional responsibilities:

Regional Specialty Representatives may be invited to become CESR (Certificate of Eligibility for Specialist Registration) Evaluators;

PERSON SPECIFICATION

Regional Specialty Representatives:

- Will have held a substantive Consultant or Specialty Doctor post for at least a year;
- Will have a keen interest in maintaining standards of consultant and other career grade psychiatrists
- Will be a full, current Member, Fellow or Specialist Associate of the college
- Will be in good standing with the College for CPD or provide evidence of equivalent CPD activity
- Will be able to fulfill the requirements of the post
- Will have discussed the role with their employer and the employer is content to allow the time needed to carry out the role

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'.

INTERNAL COLLEGE CONTACTS:

- Department: Professional Standards
- Section/Project: Training and Workforce and Corresponding Division
- Name of Contact: James Compagnone, Workforce and Revalidation Manager