

# ROYAL COLLEGE OF PSYCHIATRISTS

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Division or Faculty Representative for the Leadership and Management Committee
<b>TERM OF OFFICE:</b>	Coterminous with term on Division or Faculty
<b>RESPONSIBLE TO:</b>	Committee Chair
<b>WORKING WITH:</b>	Committee members and other committees as necessary
<b>ELECTED/APPOINTED:</b>	Nominated by relevant Division or Faculty
<b>TIME COMMITMENT:</b>	1 PA per month
<b>SALARY:</b>	Voluntary

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## JOB PURPOSE

To attend meetings regularly and contribute actively to the working of the Leadership and Management Committee between meetings.

To uphold and promote the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.

## KEY RESPONSIBILITIES

To contribute to College work in supporting and developing leadership and management in psychiatry and promoting the centrality of good clinical leadership and medical management to effective mental health services, by

- advising on curriculum development and expected competencies for formal medical management roles and mechanisms for embedding these in clinical and managerial practice
- advising on training approaches to support leadership and management in psychiatry with reference to appraisal and revalidation
- promoting medical management and leadership as a valuable career choice
- supporting networks for medical leaders and managers, both current and potential.

To attend meetings regularly and contribute to the working of the committee between meetings. (There are normally three meetings per year, two virtual and one face to face in London.)

To represent the perspective of the Division or Faculty in all relevant Committee activities.

To feedback about the work of the Committee to the Division or Faculty.

To contribute to the development and implementation of the vision, role, and strategy of the Committee

To contribute to the planning and delivery of any Committee events or related activities.

## **PERSON SPECIFICATION**

The post holder:

- Must be a full current Member, Fellow, Specialist Associate or Affiliate (Essential)
- Have experience and/or a keen interest in leadership and management in psychiatry and or/ medical management
- Be a good written and verbal communicator.
- Have capacity to attend meetings regularly

## **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'.

<b>INTERNAL COLLEGE CONTACTS:</b>
<ul style="list-style-type: none"> <li>• Department: Finance and Operations</li> <li>• Section/Project: Membership Services and Faculties</li> <li>• Name of Contact: Stephanie Whitehead</li> <li>• Job Title: Faculty and Committee Manager</li> </ul>



January 2025