

## **JOB DESCRIPTION**

### **FACULTY CHAIR –RCPsych In NI**

**TERM OF OFFICE:** 2 years + further 2 successive years

**JOB PURPOSE:** To lead represent and support the Faculty within NI

#### **KEY RESPONSIBILITIES:**

1. To represent the views of College members, at all grades, and work to engage members in the life of the College both locally and centrally.
2. To act as a conduit between the local Faculty members and the RCPsych in NI Executive Committee and between the local and central Faculty committees.
3. To chair Faculty Committee meetings in NI and associated business meetings and progress related work.
4. To develop a strong working relationship with the Vice-Chair, the central College Faculty Chair, other officers and members of RCPsych in NI staff.
5. To ensure effective liaison through Faculty representation on other committees and appropriate external organisations.
6. To provide a summary report to each NI Executive Committee and each College Faculty Executive meeting of key issues from the Faculty in NI.
7. To monitor the Faculty's finances with the RCPsych in NI Financial Officer.
8. To oversee the development of strategic Faculty goals.
9. To assist RCPsych in NI with nominations from the Faculty for Awards.
10. In the absence of the Vice Chair to progress the responsibilities of the Regional/Specialty Representative.

#### **PERSON SPECIFICATION:**

Be a full, current member of the College  
Be in good standing with the College  
Have discussed the role with their employer  
Be in a substantive post within NHS

#### **TENURE ARRANGEMENTS**

Please refer to the RCPsych in NI Process Document.  
September 2011