

JOB DESCRIPTION

FACULTY VICE CHAIR – NORTHERN IRELAND (INCLUDES REGIONAL/SPECIALITY REPRESENTATIVE ROLE)

TERM OF OFFICE: 2 years + further 2 successive years

JOB PURPOSE: To assist the Faculty Chair in conducting the business of the Faculty in Northern Ireland

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 represent, deputise and support the Faculty Chair at College meetings e.g. central Faculty Meetings, NI Executive Meetings, NI Faculty Meetings and external meetings, if necessary.
3. To assist the Chair in preparing and/or co-ordinating responses to consultation documents.
4. To support the chair in the development of strategic goals.
5. To work closely and in a timely manner with the NI Regional Advisor to provide relevant specialist advice to employers in NI in relation to the development, assessment and approval of job descriptions for Consultants, Specialty Doctors and Associate Specialist Grades.
6. To assist in collating information regarding workforce issues, including acting as Returning Officer for the College's Annual Census of Psychiatric Staffing
7. To maintain regular contact with the staff of RCPsych in NI.

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.

September 2011/NMcN