

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

JOB TITLE:	South Eastern Division College Trust Representative
TERM OF OFFICE:	4 years
RESPONSIBLE TO:	South Eastern Division Executive Chair
WORKING WITH:	South Eastern Division Manager, Executive Committee Chair and Members,
ELECTED/APPOINTED:	Appointed
TIME COMMITMENT:	0.5 days per month (flexible)
SALARY:	Voluntary

JOB PURPOSE

In support of the establishment of strong links with its members, this role will provide a communication link from the South Eastern Division Executive Committee to members in their respective organisation; be a source of feedback from that organisation to the Executive Committee; and facilitate local networks and the strengthening of regional working.

KEY RESPONSIBILITIES

1. Promote and uphold the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.
2. Attend Executive Committee meetings as the College Representative for their trust and liaise as appropriate.
3. Respond to administrative requests for agenda items for Executive Committee meetings.
4. Take a lead in Executive discussions and bring back promptly to the Executive any work undertaken on behalf of the Division.
5. Undertake scrutinisation of papers and involvement with sub projects. Respond to new policy or other documentation on behalf of the Division, sometimes at short notice.
6. Help to disseminate guidance and information developed by the College on relevant areas.
7. Represent the Division at outside organisations and act as the point of contact. In particular, report developments to:
 - Their respective organisation.
 - Local peer groups.

- Medical Staff Committees, where issues concerning standards and quality are discussed. These issues are key to the successful running of an organisation and areas in which the College should have an important role.
 - Local stakeholders.
8. Support local networks already in place and facilitate the creation of new networks.
 9. Ensure that there is a clear network to provider organisations to facilitate the implementation of local quality initiatives, policy and standards.
 10. At a time of significant financial pressure, provide a route for College members to raise concerns with regard to professional standards.

METHOD OF APPOINTMENT

Medical Directors from each mental health trust in the South Eastern Division, with endorsement from their respective Head of Medical Staffing Committee, will be asked to nominate a Member, Specialist Associate, or Fellow of the College to act as their representative.

The Chair of the South Eastern Division will have final sign off of the appointment of representatives.

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:
<ul style="list-style-type: none">• Department: Professional Standards• Section/Project: International, Devolved Nations and Divisions• Name of Contact: Karen Morgan• Job Title: Division Committee Manager for South Eastern Division and London Division

PERSON SPECIFICATION

Essential

- Have a strong interest and experience in improving engagement with local members and mental health organisations.
- Have management, leadership and decision-making capabilities.
- Be consultants or SAS doctors who are Members, Specialist Associates, or Fellows of the College.
- Be able to fulfil the requirements of the position.
- Be aware of and committed to the College values.
- Have discussed the position with their trust medical director and ensure their employer can allow the time needed to carry out the role.

December 2023