

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

JOB TITLE:	South West Division Training Director
TERM OF OFFICE:	Four years
RESPONSIBLE TO:	South West Division Executive Committee Chair
WORKING WITH:	South West Division Manager, Administrator, Executive Committee Chair, Finance Officer, Strategic Communications department, members, event leads and various contributors
STATUS:	Appointed
TIME COMMITMENT:	Half a day per month (flexible)
SALARY:	Voluntary

JOB PURPOSE

To lead and represent the South West Division Training (SWDT) both within the College and externally. To facilitate the Division's Event Strategy through the provision of high-quality training courses, academic meetings and events for the personal development and continuing professional development of psychiatrists in the region.

KEY RESPONSIBILITIES

1. Promote and uphold the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.
2. Provide strategic leadership and co-ordinate the annual SWDT programme of meetings, courses and events designed to represent and support members in the Division, in keeping with the Division's strategy, and ensure a balance of topics and styles that reflect modern theory and practice in adult learning.
3. Attend four Division Executive Committee meetings and one strategy meeting per year. Update the Executive Committee on developments and changes in SWDT, and provide a summary report of key issues discussed at the SWDT Management Committee.
4. Chair the SWDT Management Committee, which meets virtually three times per year.
5. Work closely with the Division Manager and Administrator to ensure effective design, organisation, delivery and monitoring of divisional meetings, courses and events.
6. Delegate and provide support to clinical leads and organisational committees of individual meetings, courses and events, as appropriate.

7. Represent the Division on other College committees, as appropriate, and maintain effective liaison with divisional Academic Secretaries and CPD Leads, the College Training and Workforce department, and the Centre of Advanced Learning and Conferences.
8. Represent the Division and maintain effective liaison with outside organisations, including trusts (both NHS and private and independent) and deaneries/schools of psychiatry. Ensure that the Severn, Peninsula and Wessex Schools have a deep awareness of SWDT and access to guidance and support in project development, where needed.
9. Liaise regarding exhibition space and monitor the SWDT finances with the South West Finance Officer and Division Manager, ensuring as necessary, the presentation of budgets to the Executive Committee.
10. Ensure that good feedback systems and regular reviews of training/educational need are in place to continually review the relevance and quality of educational content, event delivery and the SWDT strategy overall.
11. Have an awareness of potential media interest in certain topics and liaise with the Strategic Communication department, as necessary.
12. Ensure adherence to College policies and guidelines, particularly in relation to sustainability; equality, diversity and inclusion; conflicts of interest, marketing and publicity; registration fees; sponsorship; payments for speakers; and other financial arrangements.

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: Abigail Watts• Job Title: South West Division Manager

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