The Royal College of Psychiatrists

Job Description

JOB TITLE: Continued Professional Development (CPD) Lead
TERM OF OFFICE: 4 years
RESPONSIBLE TO: Divisional Chairs
WORKING WITH: Academic Secretary and Division staff
TIME: 0.5 Session per month

JOB PURPOSE
To lead and represent the Trent Division on training both within the College and externally.

KEY RESPONSIBILITIES:
1. To uphold and promote the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.
2. To assist in the organisation of the Trent Division’s annual conference.
3. Work closely with the Academic Secretary and the Division Office that organises and administers the annual conference and ensure that deadlines are met.
4. Attend the Trent Division Executive Committee meetings (four times per year) and update Division on key developments and changes in the region.
5. Maintain effective liaison with the College Training and Workforce Department and the Centre of Advanced Learning and Conferences, as appropriate.
6. Liaise with outside organisations, notably the Trusts, Deaneries and the Schools of Psychiatry.

SUPPORT:
1. Working closely with the Trent Division Manager and Administrator.

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’. 