

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

JOB TITLE:	CPD Lead
TERM OF OFFICE:	4 years
RESPONSIBLE TO:	Division Chair
WORKING WITH:	
Governance	Division Executive Committee, Deputy Head of Divisions, Division Event and Committee Managers
Management	Division Chair
RESPONSIBLE FOR:	Division Academic Programme
ELECTED/APPOINTED:	Appointed
TIME COMMITMENT:	Minimum 1 PA per month (including meetings)
SALARY:	Voluntary

JOB PURPOSE

To assist the Divisions with organisation and delivery of their annual academic program including conferences, webinars and other events.

KEY RESPONSIBILITIES

- Lead the design, organisation, promotion and monitoring of all Division Events
- Work closely with Division Office that organises and administers these events and ensure that deadlines are met.
- Liaise with appropriate committee members to ensure a balance of topics and styles, including awareness of local and national priorities, as well as speaker diversity.
- Liaise with the Division Events Managers/ Division Manager and Division's Finance Officer to ensure the financial viability of events. Ensure that speakers deliver presentations and workshops to a high standard and that these reflect modern theory and practice in adult learning.
- Work with the Division Events Manager / Division Manager and the Strategic Communications Department to manage any potential media interests in particular topics.
- Ensure adherence to College event policies and guidelines, particularly in relation to sustainability; equity, diversity, and inclusion; conflicts of interest, marketing and publicity; registration fees; sponsorship; payments for speakers and other financial arrangements.
- Attend Division Executive meetings to provide updates along with RCPsych staff member. Attend Division wide CPD lead meetings and other event management meetings as appropriate.
- Provide event insights and suggestions to the divisions annual planning meetings.

PERSON SPECIFICATION

Essential

- Characteristics:
 - Sound leadership qualities.

- Skills:
 - Strong Communication skills .
 - Good Organisation skills
 - Diplomacy.

General

If a complaint is made against a holder of an elected or appointed office under the College's Disciplinary and Complaints Procedure and that complaint is upheld, he or she may be subject to the courses of action set out in the Procedure.

Such courses of action may include, but are not limited to, removal from College office, or offices.

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 enhance 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 their 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: Devolved Nations and Divisions• Section/Project: Divisions• Name of Contact: Emma Broadhurst• Job Title: Deputy Head of Divisions

March 2025