

# ROYAL COLLEGE OF PSYCHIATRISTS

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Associate Registrar, Comorbid Mental health and Substance use
<b>TERM OF OFFICE:</b>	Co-terminus with Registrar. To complete June 2030
<b>RESPONSIBLE TO:</b>	Registrar
<b>WORKING WITH:</b>	
<b>Governance</b>	The Registrar
<b>Management</b>	Chief Executive
<b>ELECTED/APPOINTED:</b>	Appointed
<b>TIME COMMITMENT:</b>	An average of 1 PA per week
<b>SALARY:</b>	Voluntary

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### GEOGRAPHICAL REMIT

This role will provide specialist and expert advice to College Honorary Officers and Vice Presidents. It will ensure the College maintains a leading position by working collaboratively across the UK to support influencing, sharing of expertise, learning and best practice.

### JOB PURPOSE

To lead College work in supporting, developing and evaluating the implementation of the College Report on co-occurring substance use and mental health disorders (CoSUM), substance use credentialling and other activities aimed at improving the management of comorbid substance use and mental illness.

### KEY RESPONSIBILITIES

1. Undertake a leadership role in drawing together stakeholders from across the College to focus on comorbid substance use and mental illness. This includes collaborating within and outside the College and promoting outputs of the workstream in relevant fora.
2. Work closely with the Faculty of Addictions Psychiatry and collaboratively with other Faculties, committees, Special Interest Groups (SIGs), College representatives from the Devolved Nations and Divisions, elected/appointed roles and College directorates to improve the management of comorbid substance use and mental illness.
3. Develop an action plan to implement the recommendations of the CoSUM report (CR243) on co-occurring substance use and mental health.

4. Provide specialist advice on the development and implementation of a credential in substance use.
5. Draw on expertise from across the College to provide advice to College officers and others on comorbid substance use and mental illness.
6. Provide regular updates on developments and resources available regarding comorbid substance use and mental illness to be used in member communications.
7. Meet with the Registrar monthly to discuss progress on goals using project management approaches (e.g. Project Initiation Documents and Gantt charts).

## **PERSON SPECIFICATION**

### **Essential**

- Must be a Consultant Member, Fellow, Specialist Associate or Affiliate of RCPsych
- Expert knowledge of comorbid substance use and mental illness
- Experience of developing and delivering strategy and training programmes
- Excellent written and verbal communication skills
- Track record of effective leadership at Regional or National Level
- Adhere to College value at all times

### **Desirable**

- Training in project management tools
- Existing networks outside College relating to comorbid substance use and mental illness
- Formal training in evaluation of interventions (research or quality improvement)

## **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:**

- Department: Chief Executive Office
- Section/Project: Officer Support
- Name of Contact: Rosalind Steele
- Job Title: PA to the Registrar, Dean and Treasurer

Last updated: September 2025