

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

JOB TITLE:	Associate Registrar, Digital Mental Health
TERM OF OFFICE:	Co-terminus with Registrar. To complete June 2030
RESPONSIBLE TO:	The Registrar
WORKING WITH:	
Governance	The Registrar (and regular engagement with The Dean)
Management	Chief Executive
ELECTED/APPOINTED:	Appointed
TIME COMMITMENT:	Average of 1PA per week
SALARY:	Voluntary

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 use of digital tools in mental health.

KEY RESPONSIBILITIES

1. Undertake a leadership role in drawing together stakeholders from across the College to focus on digital mental health. This includes collaborating within and outside the College and promoting outputs of the workstream in relevant fora.
2. Work collaboratively with College's committees, Special Interest Groups (SIGs), Faculties, College representatives from the Devolved Nations and Divisions, elected/appointed roles and College directorates to improve the use of digital tools in mental health.
3. Build on existing work under the auspices of The Registrar and The Dean – including RCPsych Data and Digital Literacy Framework and associated resources – to improve the digital literacy of College members, including appropriate evaluation of impact. This framework should orientate College members to emerging digital interventions for clinical

practice and the utilisation of emerging technologies to improve systems and quality of care.

4. To support the development of digital skills training programmes for psychiatrists with a focus on population health, digital innovations and technologies in healthcare.
5. Draw on expertise from across the College to provide advice to College officers and others on digital mental health.
6. Provide regular updates on the emerging digital landscape in mental health 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 digital mental health
- 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 digital mental health networks outside College
- Experience of developing digital mental health interventions
- 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