

THE ROYAL COLLEGE OF PSYCHIATRISTS
LMFS PROGRAMME DIRECTOR JOB DESCRIPTION

JOB TITLE:	RCPsych Leadership Management Fellow Scheme Programme Director
TERM OF OFFICE:	Three years
RESPONSIBLE TO:	Associate Dean for Advanced Learning
WORKING WITH:	Leadership Management Fellow Scheme Associate Directors, Module Leads, and Fellows RCPsych staff in Events Team Associate Registrar for Leadership
ELECTED/APPOINTED:	Appointed following advertisement on College website and equal opportunities interview.
TIME COMMITMENT:	0.5 PA (weekly). Including: Attendance at Events and eLearning Advisory Board and the Leadership and Management Committee. Annual attendance on LMFS Executive Board Regular meetings with Associate Programme Directors, Module Leads and RCPsych Event Team throughout the duration of the scheme. Regular attendance for 2/3 modules in person at RCPsych London and ad-hoc attendance for six virtual modules.
PAY:	Voluntary

JOB PURPOSE:

To lead on the strategic and operational development of the RCPsych Leadership and Management Fellow Scheme.

KEY RESPONSIBILITIES:

1. To uphold and promote the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.
2. To lead on the strategic and operational development of the RCPsych Leadership and Management Fellow Scheme in collaboration with the Associate Programme Directors and event staff.
3. To work collegiately with the Associate Programme Directors and Module Leads to develop and deliver high quality leadership and management training.
4. To oversee, develop and deliver the opening and closing modules in collaboration with the Associate Programme Directors.
5. To develop and harness an Alumni Network with circa 150 fellows from the previous five cohorts.
6. To develop and harness a Mentors Network with local leaders mentoring fellows in their local organisations.
7. To oversee the publicity, marketing, and recruitment for future cohorts.
8. To ensure the financial sustainability of the scheme with support from Head of Events and Events Team.
9. To quality assure and maintain programme accreditation with the Faculty of Medical Leadership and Management.

October 2024

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'

PERSON SPECIFICATION:

Essential

1. RCPsych Member, Fellow, Specialist Associate or Affiliate in good standing
2. Interest and experience in medical leadership and management
3. Interest and experience in medical education and course design
4. Understanding of existing scheme's development and format

Desirable

1. Experience of the RCPsych Leadership and Management Fellow Scheme and/or similar leadership and management development scheme(s)
2. Knowledge of the developmental requirements for psychiatric trainees, specialty doctors, associate specialists, and specialist staff grade doctors
3. Formal qualification in leadership and management
4. FMLM Membership, Associate Fellowship, Fellowship, or Senior Fellowship

INTERNAL COLLEGE CONTACTS:
<ul style="list-style-type: none">• Department: Professional Standards, Events Team• Name of Contact: Jessica Letters• Job Title: Head of Events