**ROYAL COLLEGE OF PSYCHIATRISTS**

**JOB DESCRIPTION**

**JOB TITLE:** Associate Registrar for Policy

**TERM OF OFFICE:** 5 Years

**RESPONSIBLE TO:** Registrar

**WORKING WITH:**

 **Governance** Registrar

**Management** Director of Strategic Communications, Policy & Standards Manager

**RESPONSIBLE FOR:** N/A

**ELECTED/APPOINTED:** Appointed

**TIME COMMITMENT:** 1 day per month

**SALARY:** Unpaid

**JOB PURPOSE**

To

* Chair the Policy and Public Affairs Committee (PPAC) Editorial Board that provides oversight of College reports and Position Statements as well as advising on policy influencing approaches.
* Support the Registrar on the development and implementation of College policy, including deputising at meetings.
* In discussion with the Registrar, lead on projects or pieces of work that might emerge through, for example, the chairing of Expert Reference Groups.

**KEY RESPONSIBILITIES**

1. To chair the Policy and Public Affairs Committee (PPAC) Editorial Board who have delegated responsibility from the Committee and Registrar to ensure publications are impactful, timely and aligned to the College’s strategic objectives.
2. Working with the Editorial Board, provide advice to the Registrar on areas in which the College should proactively be seeking to develop a policy and/or position.
3. Provide input into ways in which College bodies and its members can be supported in understanding how to decide on their priorities and once they do that, the potential mechanism(s) available to take them forward from a policy influencing perspective.
4. Review and sign off on College responses to consultations undertaken by NICE.
5. Chairing ad hoc working groups and expert reference groups as requested by the Registrar.
6. To attend PPAC meetings (3 times a year).
7. To deputise for the Registrar at both internal and external policy meetings.
8. To attend 4-6 weekly meetings of the Communications and Policy Steering Group (in person or remotely).
9. To uphold and promote the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.

**PERSON SPECIFICATION**

The post holder will be a Fellow, Member or Specialist Associate of the College in good standing for CPD and must be able to demonstrate expertise and interest in these areas. They will be able to devote one day a month (on average) to the work and will be supported by a member of College staff.

**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’.

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| **INTERNAL COLLEGE CONTACTS:** |
| * Department:
* Section/Project:
* Name of Contact:
* Job Title:
 | Strategic CommunicationsPolicy & CampaignsThomas DenningPolicy & Standards Manager |

**March 2022**