

**Royal College of Psychiatrists**

**Candidate Information Pack**

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| **Job Title** | **Clinical and Strategic Director of the National Collaborating Centre for Mental Health (NCCMH)** |

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| **Job Reference No** | **National Collaborating Centre for Mental Health** |

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**May 2023**

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# About the Royal College of Psychiatrists

## Background

The Royal College of Psychiatrists (the College) is the professional medical body responsible for supporting psychiatrists throughout their careers from training through to retirement, and in setting and raising standards of psychiatry in the UK.

We work to secure the best outcomes for people with mental illness, intellectual disabilities and developmental disorders by promoting excellent mental health services, supporting the prevention of mental illness, training outstanding psychiatrists, promoting quality and research, setting standards and being the voice of psychiatry.

**Our mission**

The College works to secure the best outcomes for people with mental illness, learning difficulties and developmental disorders by promoting excellent mental health services, supporting the prevention of mental illness, training outstanding psychiatrists, promoting quality and research, setting standards and being the voice of psychiatry.

**What we do**

The College:

* sets standards and promotes excellence in psychiatry and mental healthcare
* leads, represents and supports psychiatrists
* works with patients, carers, and their organisations.

**Our members**

We deliver impact and value for our members.

Our members are psychiatrists, who deliver outstanding services to patients and carers across the UK, and all over the world, and hundreds of mental health services are signed up to our quality networks.

We value patients and carers and involve them in our work on the basis of co-production.

**Our governance**

The **College’s Council** discuss the affairs of the organisation and make recommendations to the **Board of Trustees** on many of the biggest decisions the College has to make.

It has overall responsibility for education and psychiatric training, policy, professional practice, professional standards, public engagement, quality improvement and research. Led by an elected President, (who leads the College on behalf of its members and associates). Full details of the College’s Council can be found at: <https://www.rcpsych.ac.uk/about-us/our-people-and-how-we-make-decisions/council>

### Our Values and Behaviours

The College has a clear set of values which drive everything we do. They support our leaders and staff to make values-based decisions, and they enable the creation and reinforcement of our positive, empowering and enabling culture.

We have worked in collaboration with our members and staff to define six core values that underpin our behaviours and how we operate at every level of the College.

These **C.I.R.C.L.E**. values are:

* **C**ourage
* **I**nnovation
* **R**espect
* **C**ollaboration
* **L**earning
* **E**xcellence

**Equality, diversity, and inclusion**

The College is opposed to all forms of prejudice and believes that everyone should be treated fairly, regardless of age, disability, gender reassignment, marriage and civil partnership status, race, religion or belief, sex, or sexual orientation (the protected characteristics).

We are committed to promoting equality, diversity and inclusion (EDI) for our existing and future members, associates, affiliates, staff and visitors in all our practices and arrangements. We actively advocate for, and support, equality of access, experience and outcomes for all College staff, all members and all mental health patients and carers.

The College is committed to building and maintaining an inclusive and supportive culture, a place where we can all be ourselves and succeed on merit. We aim to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity – including LGBTQ+ and other equality matters.

The College has taken many steps to ensure our commitment to EDI is felt among staff through signing up to Stonewall and the Disability Confident Employer Scheme. We have reviewed, and will continue to review, our policies to ensure they are inclusive, and have created new policies that support individuals with different identities. Some new policies that we have updated or created within the last two years are:

* Equality, diversity and inclusion policy
* Transitioning at work policy
* Transgender equality and inclusion policy
* Menopause policy
* Anti-bullying and harassment policy
* Domestic abuse policy

**College forums**

**The Sexuality Gender Equality and Inclusion (SGEI) Forum** aims to make positive difference to the experience of being an employee of the College by creating a more progressive and inclusive environment, not only for College employees but also for visitors to the College. The forum is focused on embedding the College’s value of ‘respect’ and the associated behavior to ‘promote diversity and challenge inequalities’ throughout the College.

The forum seeks to raise awareness about issues related to gender and sexuality through College-wide activities and offers consultative advice to the Senior Management Team, HR and Staff Representative Committee on any matters relating to sexuality and gender equality and inclusion.

**The African Caribbean Forum (ACF)** provides an outlet for those interested in the issues of the Black African and Caribbean heritage to meet, discuss, educate and celebrate one another in relation to the College – as well as maintain a safe space for members who identify to the group, with a view to bring issues to the attention of the wider workforce.

The forum has carried out various work since it was created in 2018, from holding awareness-raising events around the African Caribbean community, to creating an internal resource on allyship and combatting systemic racism.

**The Wellbeing at Work Forum (WWF)** was set up to oversee the implementation of the College’s Mental Health at Work Action Plan. Its aim is to improve all staff’s wellbeing at work, and the group (comprising staff from across the College) puts ideas into action using quality improvement methodology.

Recently, the WWF has worked closely with the Senior Management Team and implemented a number of positive changes, to try to enhance employees’ experience of working at the College. Its aspiration is for people to look to the College as best practice for providing the best possible workplace.

Part of the remit of all the forums is to review College policies and processes in development to ensure that they promote sexuality and gender equality and inclusion.

**The Staff Representative Committee (SRC)** is a forum through which staff consult with the Senior Management Team (SMT) on matters related to employment including material changes to key policies. This takes place through informed discussion, so that all ideas and viewpoints may be considered. Representatives are ambassadors for the College’s Values and Behaviours, and work to bring attention to staff concerns and find solutions to them with SMT.

Details on how to join all forums and the SRC can be found by employees on the College intranet (COLIN).

**Strategic vision and values**

On 14 January 2021 we published our new [Equality Action Plan](https://www.rcpsych.ac.uk/docs/default-source/about-us/equality-diversity-and-inclusivity/equality-action-plan---january-2021.pdf?sfvrsn=af74a81a_4), which contains 29 key actions and is central to our [College strategy for 2021–23](https://www.rcpsych.ac.uk/docs/default-source/about-us/corporate-publications/strategic-plan-2021-to-2023.pdf?sfvrsn=dd02f429_2).

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| **INFORMATION PACK**  **Clinical and Strategic Director of the National Collaborating Centre for Mental Health (NCCMH)**  **(National Collaborating Centre for Mental Health - NCCMH)**  **1 day per week (7 hours)**  **Secondment Contract** |

## APPLICATION PROCEDURES

In order to apply, please submit the following to the Human Resources Department, Royal College of Psychiatrists, by email to [HRrecruitment@rcpsych.ac.uk](mailto:HRrecruitment@rcpsych.ac.uk).

1. **One A4-side covering letter**, briefly stating how your skills and experience are relevant to each of the role that you apply for.
2. **Brief curriculum vitae**

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| **The closing date for applications is: Monday 5 June 2023 at 9am**  **Please note that applications received after this date and time will not be considered.** |

**Please be advised that due to large volume of applications received, only shortlisted candidates will be contacted in writing.**

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| **Interview date: Friday 16 June 2023** |

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| Information Pack |

At the College, we ensure that our recruitment process is objective and focussed on your ability to do the job. We want high quality, talented individuals to join our organisation and we assess this through your Application Form, CV and your covering letter. This is also carried out through the testing and the interview process.

The main purpose of your application is to move you to the testing and interview stage of the process where we get to meet you face to face. This **Information Pack** is designed to help give you the best opportunity to submit a successful application.

### Job Description and Person Specification

The **Job Description** describes the key responsibilities, duties and scope of the position. The **Person Specification** outlines the key skills, experience and qualifications that is required to carry out this role. The Application Form and your covering letter should demonstrate how your ability and experience will enable you to deliver what is required to do the job.

**College Values**

We have strong values, and we promote a consistent culture that is positive, empowering and enabling, in a way that promotes excellent member and staff experience, patient and carer experience, and excellence in psychiatry and wider mental health services, for the benefit of patients. Our culture is under-pinned by our C.I.R.C.L.E. values. All individuals must demonstrate how they meet our values through the selection process.

**Disability Confident Employer Scheme**

The College is proud to be a part of the Disability Confident Employer Scheme, a scheme which allows us to demonstrate our commitment to being an inclusive employer as well as recruit, retain and develop those with disabilities. To ensure we are giving candidates with disabilities as fair of an opportunity as possible, we propose that as long as you meet the minimum requirements for the role being applied for, we will offer you an interview. It must be disclosed within your application form that you have a disability for this to apply. For more details, please go to [Disability Confident](https://www.gov.uk/government/collections/disability-confident-campaign).

The minimum requirement that will guarantee an interview for a role under this scheme, will be to meet all the essential requirements listed in the person specification of the job description.

**Reasonable Adjustment**

As a values-based organisation, that puts our values at the front of everything that we do, we pride ourselves on ensuring reasonable adjustments are made, where possible for candidates who may have a disability. Our recruitment team are happy to work alongside candidates who this applies to.

**THE ROYAL COLLEGE OF PSYCHIATRISTS**

# JOB DESCRIPTION

**JOB TITLE:** Clinical and Strategic Director of the National Collaborating Centre for Mental Health (NCCMH)

**DEPARTMENT:** National Collaborating Centre for Mental Health (NCCMH)

**RESPONSIBLE TO:** Director of the NCCMH and the College Chief Executive (with respect to adherence to College policies and procedures and the day-to-day management of the work of the NCCMH)

**SCALE:** Secondment – 1 day per week (7 hours) for programmed activities

**JOB PURPOSE**

The Clinical and Strategic Director of NCCMH will provide clinical and strategic leadership to the NCCMH, alongside the International Clinical and Strategic Director and the Academic and Strategic Director.

Along with the Director of the NCCMH, and the Heads of Quality Improvement and Quality and Research Development, they will lead the NCCMH’s work overall. They will also be expected to lead specific projects in the NCCMH as agreed with the Director and Heads.

# KEY RESPONSIBILITIES

1. To represent the NCCMH internally in the RCPsych and externally with senior stakeholders across health care in the UK.
2. To provide clinical leadership on specific NCCMH projects as agreed with the Director
3. To promote the NCCMH and assist the Director in growing the NCCMH and ensuring its financial health.
4. To provide overall strategic leadership to the NCCMH as part of the leadership team.
5. To developing and maintain collaborative links with other professional bodies, patient organisations and bodies within the NHS.
6. To represent the College, as requested, on external boards and committees etc.
7. Attend parliamentary events on behalf of the College when required.
8. Undertake any other duties related to the job purpose and which may be required by the Clinical and Strategic Director of the NCCMH.
9. To carry out all duties in a safe and proper manner in accordance with the College’s Health and Safety Policy.

1. To undertake all duties in line with the College’s values, policies, procedures and regulations ensuring that the work undertaken actively promotes equality, diversity and non-discrimination.

### THE Royal College of Psychiatrists

#### PERSON SPECIFICATION

**ESSENTIAL**

* Psychiatrist and an Affiliate, Member or Fellow of the Royal College of Psychiatrists.
* Experience and advanced understanding of co-production
* Experience at the level of clinical director or equivalent or medical director within the NHS in the UK, including reconfiguring services.
* Understanding and experience of evidence-based medicine.
* Experienced in mental health research and service development.
* Good understanding of equality and equity in mental health.
* Strategic thinker.
* Proven team player.

# Royal College of Psychiatrists

**About the College**

**What we do:**

The Royal College of Psychiatrists is the professional and educational body for psychiatrists in the United Kingdom and the Republic of Ireland. We aim to:

**Set standards and promote excellence in psychiatry and mental healthcare**

The Royal College of Psychiatrists is committed to improving the understanding of psychiatry and mental health. We want there to be a greater understanding of the interaction between mental and physical health and the social and cultural context in which people live. We are at the forefront in setting and achieving the highest standards through education, training and research. We lead the way in developing excellence and promoting best practice in mental health services. We promote research and publish the results in our world-class psychiatric journals.

**Lead, represent and support psychiatrists**The College actively promotes psychiatry as a career. College structures are robust and provide dedicated support to our members and associates. Nationally and internationally, the College has a vital role in representing the expertise of the psychiatric profession to governments and other agencies. This is key to promoting best practice in mental health.

**Work with patients, carers, and their organisations**We collaborate with key players in the mental health field and are champions for improvements in the quality of mental healthcare throughout all sectors of society. Public education is at the heart of our activities and is an essential component of our website.

As well as running its membership examination (MRCPsych), and visiting and approving hospitals for training purposes, the College organises scientific and clinical conferences and lectures and continuing professional development activities. The College publishes books, reports and educational material for professionals and the general public. It also publishes the [British Journal of Psychiatry](http://bjp.rcpsych.org/), [BJPsych Bulletin](http://pb.rcpsych.org/), BJPsych [Advances,](http://apt.rcpsych.org/)  BJPsych [International](http://www.rcpsych.ac.uk/publications/journals/ipinfo1.aspx) and BJPsych Open, all of which are now available on-line.

The Royal College of Psychiatrists has been in existence in some form since 1841. First as the "Association of Medical Officers of Asylums and Hospitals for the Insane" (later changed to the “Medico Psychological Association”), then, in 1926 receiving its Royal Charter to become the "Royal Medico Psychological Association, and finally, in 1971 receiving a Supplemental Charter to become the "Royal College of Psychiatrists" we know today.