ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

DIVISION LEAD FOR WORKFORCE

JOB TITLE: Division Lead for Workforce

TERM OF OFFICE: 4 years

RESPONSIBLE TO: Division Chairs/Specialist Adviser for Workforce

WORKING WITH: Division staff; Specialist Adviser for Workforce &
                           members of the Training & Workforce Unit,
                           Professional Standards.

ELECTED/APPOINTMENT:

TIME COMMITMENT: No less than 0.5 PA per month.

SALARY:

OVERVIEW

The Division Lead for Workforce should be a Member of the College who has knowledge and an interest in workforce matters relating to the recruitment and retention of psychiatrists.

JOB PURPOSE:

To support the College's workforce activity, each College Division will appoint a Workforce Lead whose principal task is to support and advise the College's Workforce Committee through the provision of local intelligence on workforce issues. The College's workforce activity is overseen by the Specialist Adviser for Workforce.

KEY RESPONSIBILITIES:

1. To be an active, attending member of the RCPsych Workforce Committee, which meets two times per year in London.

2. To monitor divisional workforce trends and activities and report to the Workforce Committee in relation to:

    *   Mental health trusts in the Division;

- LETBs/Deaneries (HEEs) in the Division; and
- Changes to models of care or service redevelopments which impact on the psychiatric workforce and care delivery.

3. If required, to support the Training & Workforce Unit in collecting census and other data.

4. To support the National Workforce Lead and the Workforce Committee in developing College strategies for workforce.

5. To represent the Division internally and externally as an authority on the workforce needs and issues in that division.

6. Attend relevant meetings and events on behalf of the Specialist Adviser for Workforce.

PERSONAL SPECIFICATION:

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: - Section/Project: - Name of Contact: