

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

JOB TITLE:	South West Retired Doctors Representative
TERM OF OFFICE:	Four years
RESPONSIBLE TO:	South West Division Executive Committee Chair
WORKING WITH:	South West Division Manager, Executive Committee Chair and Members, event leads, retired and resting psychiatrists and various contributors
STATUS:	Co-opted onto the South West Division Executive Committee following advertisement on College website and equal opportunities interview
TIME COMMITMENT:	Half a day per month (flexible), plus quarterly Executive Committee meetings
SALARY:	Voluntary

JOB PURPOSE

To represent and support retired doctors in the South West Division through the provision of a communication link from the South West Division Executive Committee to members; be a source of feedback from members to the Executive Committee; facilitate local networks and divisional activities and events that are designed to represent and support retired doctors in the region.

KEY RESPONSIBILITIES

1. To supervise and co-ordinate divisional activities and events designed to represent and support retired doctors in the Division, in keeping with the Division's annual strategy.
2. Attend four Division Executive Committee meetings and one strategy meeting per year.
3. Represent the Division on other College committees and at outside organisations, including local peer groups.
4. Respond to administrative requests for agenda items for Executive Committee meetings.
5. Take a lead in Executive discussions and bring back promptly to the Executive any work undertaken on behalf of the Division.
6. Undertake scrutinisation of papers and involvement with sub projects. Respond to new policy or other documentation on behalf of the Division, sometimes at short notice.
7. Undertake active communication with Division members and report matters of significance to the Executive.

8. Help to disseminate guidance and information developed by the Division and College more widely on relevant areas.

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: Professional Standards
- Section/Project: International, Devolved Nations and Divisions
- Name of Contact: Abigail Watts
- Job Title: South West Division Manager

December 2022