

ROYAL COLEGE OF PSYCHIATRISTS
OFFICER ROLE DESCRIPTION

JOB TITLE:	Registrar
TERM OF OFFICE:	5 years
RESPONSIBLE TO:	President
WORKING WITH:	President, Honorary Officers, Chief Executive, Board of Trustees and Associate Registrars
RESPONSIBLE FOR:	College Policy and communications, Workforce Wellbeing, Psychiatrists' Support Service, coaching and mentoring, Membership Engagement and Relations, Member conduct Complaints, Public Education, Regional Advisors, Regional Representatives, College Assessors
ELECTED/APPOINTED:	Elected by College Membership
TIME COMMITMENT:	4PAs per week (flexible, e.g. 2 fixed and 2 floating)

JOB PURPOSE

The Registrar is responsible for policy, communications and membership support. The Registrar should deputise for the President as appropriate.

KEY RESPONSIBILITIES

1. With other members of the Board of Trustees, ensure the good governance of the College in accordance with all applicable Laws and Regulations including the Charter, Bye-Laws and Regulations.
2. Uphold and promote the College values of Courage, Innovation, Respect, Collaboration, Learning and Excellence.
3. Deliver the College Strategy.
4. Attend meetings of the Board of Trustees and Council.
5. Chair or be a member of any other committees of the College as prescribed by the Bye-Laws and Regulations.
6. Chair the regional adviser's deputy regional adviser's committee.

7. Attend Officer Management Meetings and President's Quarterly Meetings.
8. Have overall responsibility for College Policy and consultations for external bodies. Lead College Officer in policy matters providing strategic direction and support for staff within policy. Chair of Policy and Public Affairs committee.
9. Support College communications in collaboration with the President
10. Deputise for the President as required.
11. Represent the College at meetings with Government Ministers, Government officials and politicians, and other stakeholder groups.
12. Lead on signing off on College Reports, Position Statements and press statements for publication in collaboration with the President and the Director of Strategic Communications.
13. Represent the College's views to the media on agreed topics.
14. Chair the College Disciplinary and Complaints Committee.
15. Be responsible for Workforce Wellbeing, the Psychiatrists' Support Service and Coaching and Mentoring.
16. Provide oversight for the Faculties, Devolved Councils, Divisions and Special Interest Groups, as required by the Bye-Laws and Regulations.
17. Appoint and support Associate Registrars, Specialist Advisors and other College roles in the Registrar's key areas of interest to the College in accordance with the Bye-Laws and Regulations. Manage the Associate Registrars, Specialist Advisors and other College roles to ensure agreed work streams are progressing.
18. Appoint and support Chairs of College committees as required by the Bye-Laws and Regulations:
 - ECT Committee
 - Psychopharmacology Committee
 - SAS Committee
 - Professional Practice and Ethics Committee
19. Support the formation and promotion of College Special Interest Groups.
20. Be responsible for giving notice of the Annual General Meeting, Special meeting and other administrative acts and duties as the Board of Trustees or the Council direct.

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 (during Elections):
<ul style="list-style-type: none"> • Department: Finance and Operations • Section/Project: Membership Services • Name of Contact: Devan Turner • Job Title: Membership Services Coordinator
INTERNAL COLLEGE CONTACTS (Once elected):
<ul style="list-style-type: none"> • Department: Chief Executive's Office • Name of Contact: Rosalind Steele • Job Title: PA to Officers