

# THE ROYAL COLLEGE OF PSYCHIATRISTS

## DIVISIONAL MENTORING JOB DESCRIPTION

<b>JOB TITLE:</b>	Divisional Lead for Mentoring
<b>TERM OF OFFICE:</b>	3 years
<b>RESPONSIBLE TO:</b>	Divisional Chairs/Specialist Advisor for Mentoring
<b>WORKING WITH:</b>	Division Managers and office staff, Specialist Advisor for Mentoring, Psychiatrists' Support and Remediation Services Manager
<b>TIME COMMITMENT:</b>	1 PA per month on average

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### OVERVIEW

The divisional lead for Mentoring should be a Member of the College who has knowledge or an interest in mentoring and or/coaching for psychiatrists at all stages and levels of their career.

### JOB PURPOSE

The divisional lead for Mentoring will take a lead role in advising on and assisting in setting up mentoring systems within the division, or supporting existing systems. They will also ensure there is a training programme for interested doctors and provide advice to other doctors who might need assistance with queries about mentoring. Support for this will be provided by the Specialist Advisor for Mentoring.

### KEY RESPONSIBILITIES

1. Develop and support a divisional network of those interested in mentoring
2. Ensure that 'best practice' on mentoring is shared across the division
3. Promote and support mentoring within their division for all grades of psychiatrists at all stages of their career

4. Contribute to the development of the College Coaching and Mentoring strategy and local implementation of this
5. The mentoring lead will also signpost colleagues to local and national support services as required
6. Attend Mentoring Network meetings (chaired by the Specialist Advisor for Coaching and Mentoring, currently meeting twice-yearly)

If a complaint is made against a holder of an elected or appointed office under the College's Disciplinary and Complaints Procedure and that complaint is upheld, he or she may be subject to the courses of action set out in the Procedure. Such courses of action may include, but are not limited to, removal from College office, or offices.

## **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'.

August 2021