

**JOB DESCRIPTION:
SECRETARY OF THE PSYCHIATRIC TRAINEES' COMMITTEE (PTC)**



Remit:

The Secretary of the PTC facilitates the work of the Chair and Vice-Chair in the running of the PTC, including regularly communicating with PTC Officers and representatives to ensure completion of follow-up work between meetings. The Secretary also liaises closely with the Training & Workforce Unit in the College regarding the facilitation of PTC work and in particular communications with trainees as well as requests made to the PTC from internal and external sources.

Key Responsibilities

1. To attend all PTC meetings, currently three per year, (including 2 day induction meeting).
2. To prepare and report on items as agreed with the Chair as Secretary's business.
3. To aid the Chair and Vice-Chair in speedy follow-up of action points after committee meetings.
4. To deputise or act as an alternate for the Chair or Vice-Chair as directed.
5. To assist the work of Chair and Vice-Chair in regard to strategy and planning.
6. To communicate with PTC members on behalf of the Officers.
7. To liaise with the Head of Training & Workforce on operational matters relating to the PTC, in particular with relation to communication with trainees, and to deal with internal and external enquiries relating to the PTC.
8. To maintain regular communication with the Training & Workforce Unit at the College who will support the PTC operationally.

Person Specification

1. Ability to work in a team and to support the effective working of a small team.
2. Excellent organisation and communication skills (written and verbal).
3. Networking and management skills.
4. Ability to prioritise work and planning.
5. Ability to meet high standards of excellence in content and presentation.
6. Experience and knowledge of College activities, objectives and regulations.
7. A good working knowledge of the PTC and contextual infrastructure of the College is desirable.

The Officers are expected to communicate regularly with the Chair, the Working Group Leads and the Training & Workforce Unit at the College to ensure the smooth running of the PTC. The Secretary particularly supports the Training & Workforce Unit in dealing with enquiries relating to the PTC and training matters and supports communication from and to the PTC representatives and Officers. The Chair may delegate any of their responsibilities to the Secretary with their agreement.