

Working pattern: Hybrid

Contract type: Permanent

Location: London

Interview date: Thursday 17 September 2026 (via MS Teams)

THE ROLE

The Royal College of Psychiatrists is seeking an experienced and proactive Psychiatric Job Descriptions Approval Manager to lead and develop our nationally recognised Job Description Approval Service.

This is an exciting opportunity for a skilled manager who enjoys improving services, working with senior stakeholders, and using data and insight to drive meaningful change. You will play a key role in supporting workforce planning, recruitment and retention across psychiatry, working closely with Regional Advisors, NHS employers, College members and workforce colleagues throughout the UK.

About the role

As the strategic lead for the College's Consultant and SAS Psychiatric Job Description Approval Service, you will ensure the delivery of a high-quality, efficient and responsive service that supports psychiatric workforce development.

You will oversee operational delivery, lead service improvement initiatives, manage key stakeholder relationships and identify opportunities to enhance processes through digital innovation and emerging technologies. You will also work closely with the College's Regional Advisor network, helping to strengthen engagement, support succession planning and contribute to wider workforce initiatives.

Reporting to the Head of Divisions, you will line manage a Job Description Administrator and help ensure the service delivers against organisational priorities and performance standards.

Key responsibilities

- Lead and continually improve the Psychiatric Job Description Approval Service.
- Develop and deliver service objectives, annual work plans and improvement initiatives.
- Monitor performance through KPIs and provide reports and insights to senior leaders and committees.

- Use data, stakeholder feedback and workforce intelligence to inform decision-making and service development.
- Build productive relationships with NHS employers, Regional Advisors, Divisions and other workforce stakeholders.
- Lead operational support for Regional Advisors, Deputy Regional Advisors and Regional Specialty Representatives.
- Manage and support the Regional Advisors' Committee and associated working groups.
- Drive business change projects, including digital solutions and process improvements.
- Line manage and develop the Job Description Administrator.
- Deputise for the Head of Divisions when required.

About you

You will be an experienced manager with a strong track record of delivering high-quality services and continuous improvement.

You will bring:

Essential

- Experience managing services, projects or operational functions.
- Experience of line management, coaching and staff development.
- Strong stakeholder management skills, including working with senior leaders and committee members.
- Experience analysing data and producing reports to support decision-making.
- Ability to translate strategic priorities into practical delivery plans.
- Experience leading change and implementing process improvements.
- Excellent organisational and project management skills.
- Experience developing policies, procedures and guidance.
- Strong influencing, negotiation and relationship-building abilities.

Desirable

- Experience within a Medical Royal College, NHS organisation, higher education institution or membership body.

- Knowledge of workforce planning, recruitment or medical staffing processes.
- Experience managing digital systems, databases or automation projects.
- Evidence of ongoing professional development and management training.

THE COLLEGE

The College values a diverse workforce and welcomes applications from all sections of the community, reflecting the population it serves.

We are committed to building and maintaining an inclusive and supportive culture, a place where we can all be ourselves and succeed on merit. We aim to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity.

We will provide appropriate reasonable adjustments for candidates who may have a disability.

We only recruit the best and in return for your commitment the College offers an attractive salary and benefits.

We operate a hybrid working model of on-site and working from home/remote, which helps to ensure a flexible work life balance.

We welcome applications from all sections of the Community.

For any queries, please e-mail: HRrecruitment@rcpsych.ac.uk

If you require assistance or any other reasonable adjustments to complete your application form, please contact HRrecruitment@rcpsych.ac.uk

STAFF BENEFITS

To help we offer a range of excellent staff benefits including:

- up to 25 days of annual leave, depending on length of service (exclusive of public and bank holidays)
- up to six College closures days (during May, August and December)
- generous flexi-time and time off in lieu (TOIL) schemes
- enhanced maternity leave (eight weeks at full pay, 18 weeks at half pay, 13 weeks lower rate SMP, 13 weeks unpaid leave)
- enhanced paternity leave (two weeks at full pay, rather than at statutory level)
- interest-free season ticket loan
- subsidised café at our London Head Office

- health and wellbeing package (including up to £160 for complementary therapies)
- money towards annual eye tests
- 24/7 health and stress-related helplines
- management support helplines
- Group Income Protection Scheme
- generous pension and life assurance schemes

The College is an Equal Opportunities Employer.
Charity registration. no. 228636.

The College is a proud member of the Disability confident employer scheme. A Disability confident employer will offer an interview to any applicant that declares they have a disability and meets the minimum criteria (essential) for the job as defined by the employer. Please see candidate information pack for more information.



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