

Professional Conduct Committee member

Role description

About the Professional Conduct Committee (PCC)

The committee oversees the UKCP Complaints and Conduct Process (CCP).

The CCP investigates clinical concerns and complaints made against its practitioners on the UKCP register. The role of the PCC is to have oversight of the decisions made by UKCP Professional Standards Managers in accordance with the CCP and ensure that due process is followed.

The PCC composes of a lay chair and a mix of professional and lay members.

Main duties and responsibilities

As a professional member who is a UKCP registered psychotherapist or psychotherapeutic counsellor, you will review case material for each complaint that falls within the scope of UKCP's CCP in advance of meetings. You will attend PCC meetings to discuss and provide your reasoned analysis of each complaint. You will also be invited to review and comment on UKCP policies and guidance as appropriate.

Applicants will be expected to attend the scheduled meetings remotely. One or a maximum of two meetings may take place in person in London.

PCC meetings 2025:

- **24 April**
- **5 June**
- **17 July**
- **28 August**
- **9 October**
- **20 November**

Time commitment and compensation

In addition to the above there are also some ad hoc meetings that may require attendance throughout the year.

This role is an unpaid volunteer position. Any reasonable expenses would be in line with the UKCP Expenses Policy.

Person specification

Essential:

- Current UKCP registered psychotherapist or psychotherapeutic counsellor
- The ability to assimilate often complex documents in advance of meetings
- The ability to participate in meetings and group decision-making during difficult case work
- Good interpersonal and communications skills
- Commitment to equalities, diversity and inclusion and the ability to put this into practice
- Ability to use online/remote technology

Desirable:

- Experience of dealing with complaints
- Experience of tribunal or committee work

UKCP behaviours

The post-holder will adhere to the following behaviours, which are based on the fundamental values on how everyone at UKCP works together:

- Recognise each other's skills, experience and passion.
- Commit to engaging others positively and constructively.
- Accountable for the integrity of UKCP and the profession we represent.
- Take responsibility for our working culture.
- Lead by example.

Kindly submit your CV and covering letter to hr@ukcp.org.uk by **5pm** on **14 March 2025**.

Interviews will be held on **26 March 2025**.