NHS England
East of England

East of England Leadership Fellowship in Local Allocation

Role Profile: Local Allocation Project Fellow

Role Profile:	Local Allocation Project Fellow	**Grade:**	GPST2 and above and all other Specialties ST3 and above working within an East of England training programme. Must hold an East of England National Training Number (NTN).
Line Manager:	Associate Dean for Trainee Engagement/Communications	**Accountable to:**	Postgraduate Dean, or nominated deputy NHSE East of England Office
Hours of work:	2 Sessions Flexible according to negotiated time out of clinical work – up to 20% - (equivalent to 1 day a week;). Note if the Fellow is already LTFT this post must not reduce their clinical hours below 50% LTFT.	**Training:**	This role may or may not extend the length of your training, depending upon specified competencies within your Specialty. You **must** obtain prior written agreement from your TPD and the Trust which will be employing you at the time of the Fellowship (the latter part is not relevant to GP trainees) that you will be allowed to take up the role **before** submitting your application.

			If you are appointed and you are currently working full time you will need to complete a Less Than Full Time (LTFT) form (available on the HEE EoE website) https://heeoe.hee.nhs.uk/faculty-educators/less-full-time-training
Type of contract:	This post is offered on a 12 month only basis and is non-renewable on completion. NHSE will fund your percentage of fellowship time/work directly to your employing trust based on your basic salary You will be paid via your employing trust for your Fellowship work at the same time as you would be paid for your clinical role and at the same percentage of full time.	**Requirement to travel:**	Whilst some work will be undertaken virtually, travel to and from NHSE EoE's offices in Victoria House will be required at times and when necessary to other sites in the Region
Role purpose and context	NHSE EoE is committed to providing outstanding support and development for Resident Doctors in Training. The role of the local allocation project Fellow is to support NHSE EoE, in conjunction with relevant schools to provide resident doctor views and feedback to ensure that medical and dental training in the East of England is delivered to the highest standard and innovate to support retaining resident doctors within the East of England.		

	The Local Allocation Project Fellow will work closely with the Associate and Deputy Postgraduate Deans and schools responsible for expansion and allocation of new training posts and existing post optimisation. They will act as a key stakeholder, whilst experiencing cross specialty working to deliver sustainable improvement to the training experience.
Role objectives	Role objectives to consider and contribute to the expansion of current programmes planning, aligning programmes to best practice, and to scoping, development and pilot delivery proposals for locality programmes. This is highly sensitive work and prepares for business and leadership management in change processes, negotiation and strategic planning.

Criteria	Essential	Desirable
Education and level of experience	MBBS or equivalent GPST2 and above and all other Specialties ST3 and above	
Experience	Previous experience in a leadership role and/or supporting the delivery of a project	Cross specialty or multi-professional teaching Resource development
Skills, Abilities & Knowledge	Committed to delivering high quality Improvement Excellent organisational abilities, including: • Ability to forward plan • Ability to keep on track to deliver sustainable outcomes • Time management and prioritisation	Social media / website skills

	• Skills Adept in using MS Office (Excel; Word; Power Point); Internet; Email Well-developed people management and leadership skills. Ability to work collaboratively across grades, specialties and professions. Ability to work both independently and as part of a team. Great interpersonal and communication skills that will enable you to: • articulate vision • communicate effectively • encourage ability • engage well with a variety of • stakeholders • inspire & motivate Personally, you should be open to challenge and have flexibility in your approach and ideally in your working hours	

One year of higher education funding

Fellows will be offered funding (up to a pre-arranged maximum) for one year of higher education:

- A PGCert
- A PGDip (if the trainee already has a PGCert)
- A Masters (if the trainee already as a PGDip)

During interview, we would be pleased if the candidate could confirm an interest in completing any of the above.

Key responsibilities:
To make a significant contribution to NHSE EoE's goal to improving management and leadership training for our trainees.
To work with the relevant Associate and Deputy Postgraduate Deans to agree a Programme of Work which is aligned to NHSE EoE's priorities
To engage on a regular basis with the relevant Associate and Deputy Postgraduate Deans, providing written updates or reports to evidence progression with the assignment and project delivery, as well as provide an annual report on the work that has been completed, progress made, and areas of difficulty/concern.
To attend drop-in sessions with the other NHSE EoE education fellows
To be a leading voice for our trainees, feeding back to NHSE EoE on key issues to support our decision-making processes
To engage with individuals and programmes within NHSE EoE across related areas to share knowledge and skills.
To encourage the sharing of good practice between Schools and between Local Education Providers.
To undertake any other duties which may be deemed appropriate for this role and which may develop over a period of time.
To comply at all times with all policies, guidelines and protocols of the NHS.
Engagement and attendance at the NHSE Leadership development training programme. Engagement/attendance at educational sessions offered by our Faculty.

Robust succession planning in order to ensure the sustainability of the post.