**East of England Leadership Fellows for Faculty Support [Tier 1]**

**Role Profile: Leadership Fellow for Faculty Support [Tier 1]**

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| **Role Profile:** | Faculty Development [Tier 1] Fellowship | **Grade:** | Must hold an East of England National Training Number (NTN).  This role is for trainees working within an East of England Training post only. We are unable to accept applications from trainees currently working in any other region. |
| **Line Manager:** | Associate Dean for Faculty Development | **Accountable to:** | Postgraduate Dean, or nominated Deputy  HEE East of England Office |
| **Hours of work:** | 4 Sessions  (Flexible according to negotiated time out of clinical work) | **Training:** | This role may or may not extend the length of your training, depending upon specified competencies within your Specialty.  Applicants **must** obtain written prior agreement from their 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.  HEE 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 HEE EoE’s offices in Victoria House will be required at times and when necessary to other sites in the Region |
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| **Role purpose and context** | HEE EoE is committed to providing outstanding training for all trainees whatever their country or origin. The role of the Faculty Support Fellow is to support HEE in the key areas identified below, to ensure information on the HEE EoE website relating to faculty development [specifically for Tier 1] remains updated and to engage and enhance our faculty of educators.  The fellow will work closely with the Associate Dean for Faculty Support and the Faculty Support Team. The Faculty Support Team assist the development of Schools, including Foundation, Primary Care, Secondary Care (including Public Health) and Dental. This includes the engagement of educators; and working with them to support the delivery of educator training to trainees and trainers.  HEE EoE have been designing, developing and starting to deliver a suite of courses aimed at developing the trainee as a medical educator; they are LEAF, LEAF-BUD and Trainees as Teachers.  **The Faculty Development Fellowship / fellow will:**  Work with current LEAF and LEAF-BUD Faculty to develop current content and delivery, including how to deliver at large scale.  Develop a network of trainee hubs to deliver a suite of Tier 1 faculty development courses throughout the region.  Work to develop the existing Trainees as Trainers course – including content, faculty recruitment, and roll out as part of Tier 1 faculty development offerings.  Coordinate with secondary care and GP fellows to organise the trainee sessions, including the fellow showcase, for the HEE EoE showcase educational conferences that run in Spring and Autumn  Coordinate and ensure ongoing development a robust Induction package for future faculty development fellows.    Be supported to design and deliver a project of their own design to compliment faculty development and/or trainee engagement. This may be for any Tier, non-medically qualified faculty or in partnership with simulation.  Provide support, guidance and feedback to HEE and their external stakeholders on changes to policy, process and new initiatives.  Provide a written report of their fellowship year as they demit their post, and aim for publication in a medical education journal and/or presentation at a national educational event    Fellows have the opportunity to build mentoring, teaching, leadership and project management skills, whilst experiencing cross specialty working to deliver sustainable improvement to the training experience  Support and deliver any other Faculty Support related work streams which are identified throughout the fellowship. | | |
| **Role objectives** | Raise the profile of Faculty Development and Tier 1 medical education development opportunities across the region.  Triangulate information between HEE East of England, educators, external stakeholders and the trainees in the region.  Enable more doctors to successfully navigate training and to reach their full potential, by ensuring they fully understand the role HEE EoE Faculty plays in their training. | | |

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| **Criteria** | **Essential** | **Desirable** |
| **Education and level of experience** | MBBS or equivalent  HEE East of England NTN number | Qualification in medical education  Success in the first parts, or completion of, specialty training qualifications [excluding exit examinations] |
| **Experience** | Previous experience of leading and/or supporting the delivery of a project | Attended a course on medical education  Been faculty on a medical education course  Cross specialty or multi-professional teaching  Able to develop resources  Be an active member of the trainee forum |
| **Skills, Abilities & Knowledge** | A commitment to delivering high quality improvement  Excellent organisational abilities:   * Ability to forward plan * Ability to set and meet deadlines * Ability to plan for and deliver sustainable outcomes * Time management and prioritisation skills   Adept in using MS Office (Excel; Word; Power Point); Internet; Email    People management and leadership skills  Ability to work collaboratively across grades, specialties and professions  Able 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 in your working hours | * Knowledge of the professional support and wellbeing service, how to refer to the service and other areas of support to trainees provided by HEE EoE * Social media / website skills   Understanding of Quality Improvement methodology |

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| **Leadership and Development Programme** |
| As part of being an EoE Leadership Fellow, we have a programme centred around leadership development that we highly encourage all fellows to attend. It builds on a successful range of separate interventions over the past few years, which have included Personal Impact Workshops, Leadership Models (self and teams) and Quality Improvement master classes. During the interview, we would be pleased if the candidate could confirm an interest in this programme. |

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| **One year of higher education funding** |
| Fellows will be offered funding 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. |

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| **Key responsibilities:** |
| To make a significant contribution to HEE East of England Office’s goal to increase engagement with Faculty Development and Tier 1 development opportunities |
| 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 report on the work that has been completed, progress made, and areas of difficulty/concern |
| To attend drop-in sessions with the other HEE EoE education fellows |
| Work with current Tier 1 Faculty to develop current content and delivery, including how to deliver at large scale |
| Develop a network of trainee hubs to deliver a suite of Tier 1 faculty development throughout the region.  Work to develop the existing Trainees as Trainers course – including content, faculty recruitment, and roll out as part of Tier 1 faculty development offerings. |
| Coordinate with secondary care and GP fellows to organise the trainee sessions, including the fellow showcase, for the HEE EoE showcase educational conferences that run in Spring and Autumn |
| Coordination and development of a robust Induction package for future faculty development fellows.  Be supported to design and deliver a project of their own design to compliment faculty development. This may be for any Tier, non-medically qualified faculty or in partnership with simulation. |
| Provide support, guidance and feedback to HEE and their external stakeholders on changes to policy, process, and new initiatives. |
| 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 and HEE. |
| Engagement and attendance at the HEE 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. |