**East of England Genomics Fellow**

**Role Profile: HEE EoE Genomics Fellow**

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| **Role Profile:**  | HEE EoE Genomics Fellow | **Grade:**  | Must hold an East of EnglandNational Training Number (NTN).This role is for trainees workingwithin an East of EnglandTraining post only. We areunable to accept applicationsfrom trainees currently working in any other region. |
| **Line Manager:**  | Associate Dean for Genomics | **Accountable to:**  | Postgraduate Dean, ornominated deputyHEE East of England Office |
| **Hours of work:**  | 2 Sessions(Flexible according to negotiated time out of clinical work)  | **Training:**  | This role may or may not extendthe length of your training,depending upon specifiedcompetencies within yourSpecialty.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 arecurrently working full time you will need to complete a Less ThanFull Time (LTFT) form (availableon 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’soffices in Victoria House will be required at times andwhen necessary to other sites inthe Region |
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| **Role purpose and context**  | HEE EoE is committed to providing outstanding training for all trainees whatever their country of origin. The role of the Genomics Fellow is to support HEE EoE in developing its strategy for delivering Genomics training for our trainees in all specialties and at all stages of their training.The Genomics Fellow will work closely with the Associate and Deputy Postgraduate Deans responsiblefor Genomics, the Faculty Development Team and senior educators from East Genomics and the East of England Clinical Genetics Training Programme. They will act as a conduit between the central team and the trainees, gathering and disseminating relevant information. 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.  |
| **Role objectives** | To contribute to the development of the HEE EoE strategy for Genomics training.To identify a suite of resources to help deliver the strategy.To promote the use of the resources in order to allow trainees to meet their relevant curriculumrequirements where relevant and to encourage trainees to develop an interest in genomics.To help in the creation of an area in the HEE EoE website for genomics training. |

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| **Criteria**  | **Essential**  | **Desirable**  |
| **Education and level of experience** | MBBS or equivalentHEE East of England ST1 or above |  |
| **Experience** | Previous experience in Genomics and/or supporting the delivery of a project | Cross specialty or multi-professional teachingResource development |
| **Skills, Abilities & Knowledge** | Committed to delivering high qualityImprovementExcellent organisational abilities, including:* Ability to forward plan
* Ability to keep on track to deliver
* sustainable outcomes
* Time management and prioritisation
* Skills

Adept in using MS Office (Excel; Word; PowerPoint); 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 partof a team.Great interpersonal and communication skillsthat will enable you to:* articulate vision
* communicate effectively
* encourage ability
* engage well with a variety of
* stakeholders
* inspire & motivate

Personally, you should be open tochallenge and have flexibility in your approachand ideally in your working hours | * Social media / website skills
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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 EoE’s goal to improving Genomics training for our trainees. |
| To work with the relevant Associate and Deputy Postgraduate Deans to agree a Programme of Work which is aligned to HEE EoE’s priorities |
| To engage on a regular basis with the relevant Associate and Deputy Postgraduate Deans, providing written updates or reports to evidenceprogression with the assignment and project delivery, as well as provide an annual report on the work that has been completed, progressmade, and areas of difficulty/concern. |
| To attend drop-in sessions with the other HEE EoE education fellows |
| To be a leading voice for our trainees, feeding back to HEE EoE on key issues to support our decision-making processes |
| To engage with individuals and programmes within HEE 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 and HEE. |
| Robust succession planning in order to ensure the sustainability of the post.  |