

## East of England Leadership Fellowship for Inclusivity

### Role Profile: Leadership Fellow for Inclusivity

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| <p><b>Role Profile:</b></p>  | <p>HEE EoE Leadership Fellow</p>   | <p><b>Grade:</b></p>          | <p>Must hold an East of England National Training Number (NTN).</p> <p>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.</p>  |
| <p><b>Line Manager:</b></p>  | <p>Janet Rutherford</p>  | <p><b>Accountable to:</b></p> | <p>Postgraduate Dean, or nominated deputy<br/>HEE East of England Office</p>  |
| <p><b>Hours of work:</b></p> | <p>1-2 days per week for 1 year<br/>(Flexible according to negotiated time out of clinical work)</p> | <p><b>Training:</b></p>       | <p>This role may or may not extend the length of your training, depending upon specified competencies within your Specialty.</p> <p>You <b>must</b> obtain prior 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 <b>before</b> submitting your application.</p> |

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|  |  |                                      | <p>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)</p> <p>If you are currently working LTFT, your fellowship time will generally be in addition to your LTFT clinical role.</p> |
| <p><b>Type of contract:</b></p>        | <p>This post is offered on a 12 month only basis and is non-renewable on completion.</p> <p>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.</p> | <p><b>Requirement to travel:</b></p> | <p>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</p>  |
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| <p><b>Role purpose and context</b></p> | <p>The East of England Office within Health Education England (HEE) is committed to providing outstanding support and development for Doctors in Training. The role of the Leadership Fellow for Inclusivity is to support HEE EoE in developing its strategy for promoting an inclusive learning culture for all learners and educators in the EOE.</p>                                   |                                      |   |

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| <b>Role objectives</b> | <p>To contribute to the development of the HEE EoE strategy for promoting inclusivity for all learners and educators</p> <p>To contribute to the Inclusivity in Education regional steering group</p> <p>To review approaches used elsewhere in our region and nationally and share that information with the Inclusivity in Education regional steering group</p> <p>To assist in gathering the lived experiences of trainees and educators</p> <p>To assist in establishing a reporting and monitoring process</p> <p>To contribute to developing Bridge resources and training material to help deliver the strategy</p> <p>To help in developing appropriate content on the HEE EOE website</p> <p>To participate in the regional Fellowship development programme offered by the Faculty team</p> |
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| Criteria                                 | Essential   | Desirable   |
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| <b>Education and level of experience</b> | <p>MBBS or equivalent</p> <p>HEE East of England ST1 or above</p>                           |   |
| <b>Experience</b>                        | <p>Previous experience in a leadership role and/or supporting the delivery of a project</p> | <p>Cross specialty or multi-professional teaching</p> <p>Resource development</p> |
| <b>Skills, Abilities &amp; Knowledge</b> | <p>Committed to delivering high quality</p>   | <p>Social media / website skills</p>  |

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|  | <p>Improvement</p> <p>Excellent organisational abilities, including:</p> <ul style="list-style-type: none"> <li>• Ability to forward plan</li> <li>• Ability to keep on track to deliver sustainable outcomes</li> <li>• Time management and prioritisation skills</li> </ul> <p>Adept in using MS Office (Excel; Word; Power Point); Internet; Email</p> <p>Well-developed people management and leadership skills.</p> <p>Ability to work collaboratively across grades, specialties and professions.</p> <p>Ability to work both independently and as part of a team.</p> <p>Great interpersonal and communication skills that will enable you to:</p> <ul style="list-style-type: none"> <li>• articulate vision</li> <li>• communicate effectively</li> <li>• encourage ability</li> <li>• engage well with a variety of stakeholders</li> <li>• inspire &amp; motivate</li> </ul> <p>Personally, you should be resilient, be open to challenge and have flexibility in your approach and ideally in your working hours</p> |  |
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**Key responsibilities:**

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.

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.