**East of England Leadership Fellowship**

**Role Profile: Leadership Fellow**

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| **Role Profile:** | Leadership Fellow | **Grade:** | Must hold an East of England  National Training Number (NTN).  This role is for trainees GPST2 and above and all other Specialties ST3 and above 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 Leadership | **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.  You **must** obtain prior written agreement from your TPD andthe 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 of origin. The role of the Leadership Fellow is to support HEE EoE in developing its strategy for delivering management and leadership training for our trainees in all specialties and at all stages of their training.  The Leadership Fellow will work closely with the Associate and Deputy Postgraduate Deans responsible  for management and leadership and the Faculty Development Team. 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 management and leadership 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 curriculum.  requirements and to encourage trainees to develop an interest in healthcare management and leadership.  To help in the creation of an area in the HEE EoE website for Management and Leadership Training. | | |

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| **Criteria** | **Essential** | **Desirable** |
| **Education and level of experience** | MBBS or equivalent  HEE East of England NTN number  GP ST2 or above / ST3 or above in all other specialities |  |
| **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 * 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 | * 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 (based on sessional amounts) 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. . Any of the above programmes would need to be started within the year of the fellowship, with approval from the line manager. |

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| **Key responsibilities:** |
| To make a significant contribution to HEE 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 HEE 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 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. |
| 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. |