

HEE East of England Leadership Fellowship

Role Profile: HEE EoE Leadership Fellow

<p>Role Profile:</p>	<p>HEE EoE Leadership Fellow</p>	<p>Grade:</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>Line Manager:</p>	<p>Dr Heman Pathmanandam</p>	<p>Accountable to:</p>	<p>Postgraduate Dean, or nominated deputy HEE East of England Office</p>
<p>Hours of work:</p>	<p>Up to 1.5 days per week for 1 year (Flexible according to negotiated time out of clinical work)</p>	<p>Training:</p>	<p>This role may or may not extend the length of your training, depending upon specified competencies within your Specialty.</p> <p>You must obtain prior agreement from their TPD and the Trust which will be employing you at the time of the Fellowship that you will be allowed to take up the role before submitting your</p>

			<p>application.</p> <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>Type of contract:</p>	<p>Fixed term – for 12 months only.</p> <p>HEE will fund the cost of your fellowship time/work directly to your employing trust. 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.</p>	<p>Requirement to travel:</p>	<p>Yes; to and from HEE EoE's offices in Victoria House and when necessary to other sites in the Region</p>
<p>Role purpose and context</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 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</p> <p>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</p>		

	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	<p>To contribute to the development of the HEE EoE strategy for management and leadership training</p> <p>To identify a suite of resources to help deliver the strategy</p> <p>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</p> <p>To help in the creation of an area in the HEE EoE website for Management and Leadership Training</p>

Criteria	Essential	Desirable
Education and level of experience	<p>MBBS or equivalent</p> <p>HEE East of England ST1 or above</p>	
Experience	<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>
Skills, Abilities & Knowledge	<p>Committed to delivering high quality improvement</p> <p>Excellent organisational abilities, including:</p> <ul style="list-style-type: none"> • Ability to forward plan • Ability to keep on track to deliver sustainable outcomes • Time management and prioritisation skills <p>Adept in using MS Office (Excel; Word; Power Point); Internet; Email</p> <p>Well-developed people management and</p>	<p>Social media / website skills</p>

	<p>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"> • articulate vision • communicate effectively • encourage ability • engage well with a variety of stakeholders • inspire & motivate <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:
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 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.