

**East of England Leadership Fellowship**

**Role Profile: Local SuppoRTT fellow**

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| **Role Profile:** | East of England, Leadership Fellow for Local SuppoRTT | | **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 East/ West Midlands or any other region. |
| **Line Manager:** | Associate Dean for SuppoRTT  There will also be administrative support from the Faculty Team as required. | | **Accountable to:** | Postgraduate Dean, or nominated Deputy  HEE East of England Office |
| **Hours of work:** | 4 sessions per week | | **Training:** | This role may or may not extend the length of your training, depending upon specified competencies within your Specialty.  Prior to applying, applicants must obtain pre-agreement from their TPD and employing trust that they will be working in from September 2023 that they will be allowed to take up the role.  This must be in writing and submitted with the individual’s application. |
| **Type of contract:** | Fixed term (12 months) | | **Requirement to travel:** | Whilst most work will be undertaken virtually, travel to and from HEE EoE’s offices in Victoria House may be required at times and when necessary to other sites in the Region |
| **Role purpose, context, and objectives** | | The East of England Office within Health Education England (HEE) is committed to providing outstanding  support and development for Doctors in Training. This includes Supported Return to Training which was  launched in June 2018.    The SuppoRTT fellow will   * work with the trust and GP SuppoRTT champions. * work across trusts and schools to ensure that we have a robust set of courses for   returners across the whole region and in all specialities   * contribute to ‘Return to Clinical Practice’ days (currently three times a year) * attend meetings both in the deanery and in trusts to promote SuppoRTT * work with the Local Project Officer and Associate Dean for SuppoRTT to develop other projects which would benefit returners * 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 * Have the opportunity to undertake a PGCert or PGDip (60 credits) funded by HEE EoE. | | |
| **Supervision of fellow** | | There will be monthly timetabled meetings with the SuppoRTT Project Officer and Associate Dean. The Associate Dean is available at other times via email and phone. The Project Officer is based between Victoria House and home and is available virtually. | | |

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| **Criteria** | **Essential** | **Desirable** |
| **Education and level of**  **experience** | MBBS or equivalent    HEE East of England NTN number    ST2 GP or above/ ST3 or above in all other specialities |  |
| **Experience** |  | An enthusiasm to work with the multi professional  team (including medical education managers, HR, training programme directors etc) to develop SuppoRTT in the East of England  Evidence of QI both within their speciality/ team/ trust  and involving groups other than solely doctors |
| **Skills, Abilities & Knowledge** | * A commitment to delivering high quality improvement * Excellent organisational abilities: * Social media / website skills * 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 * 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 | Social media / website skills |
| **Skills** | 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. |  |

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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:** |
| Support the trust and GP SuppoRTT champions across the region |
| Working across trusts and schools to ensure that we have a robust set of courses for returners across the whole region and in all specialities |
| Contribution towards ‘Return to Clinical Practice’ days |
| Attendance at meetings both in at HEE EoE and in trusts to promote SuppoRTT |
| Working with the Local Project Officer and Associate Dean for SuppoRTT to develop other projects which would benefit returners |
| To comply at all times with all policies, guidelines and protocols of the NHS and HEE. |