

East of England Leadership Fellow for International Recruitment and Support

Role Profile: International Recruitment and Support

Role Profile:	Deanery Fellow – International Recruitment and support	Grade:	ST1 or above in an East of England (EoE) Training Programme or LED or SAS Doctor who will be working in the EoE for at least the next twelve months
Line Manager:	Associate Dean for Global Health	Accountable to:	Postgraduate Dean, or nominated Deputy HEE East of England Office
Hours of work:	Flexible according to negotiated time out of clinical work – up to 20% - 1 day a week	Training:	<p>This role may or may not extend the length of your training, depending upon its impact on the acquisition of specified competencies within your specialty’s curriculum.</p> <p>Applicants must obtain prior agreement from their TPD or DME (if a LED or SAS doctor) and the service lead in their employing trust that they will be allowed to take up the role before submitting their application.</p> <p>Trainees only: You may need to consider applying for less than full time training for the duration of the fellowship.</p>
Type of contract:	This post is offered on a 12 month only basis and is non-renewable on completion.	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

	<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>Role purpose and objectives</p>	<p>HEE EoE is committed to providing outstanding training for all trainees whatever their country of origin. The role of Deanery Fellow – International Recruitment and support is to support the development of resources for trainees new to the UK including those on the Medical Training Initiative Scheme (MTI trainees) and to develop the HEEoE website to attract and retain International Medical Graduates. The Fellow will work with the International Team, ADs for Differential Attainment (DA)/ International Recruitment and Global Health (GH) and AD and GH Fellows, Education Fellow coordinating the online learning platform, consultants, SAS doctors, LEDs, trainees and other stakeholders in order to deliver this.</p> <p>Fellows will be offered bursaries for a PGCert or PGDip (top up) in Medical Education.</p>		

Criteria	Essential	Desirable
<p>Education and level of experience</p>	<p>MBBS or equivalent Completed foundation training or equivalent</p>	
<p>Experience</p>	<p>Previous experience in a leadership role and/or supporting the delivery of a project</p>	<p>Cross specialty or multi-professional teaching Resource development</p>

<p>Skills, Abilities & Knowledge</p>	<ul style="list-style-type: none"> • A commitment to delivering high quality improvement • Excellent organisational abilities: <ul style="list-style-type: none"> ○ 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) and advanced digital skills • Ability to work collaboratively across grades, specialties and professions • Able to work both independently and as part of a team • Great interpersonal and communication skills that will enable you to: <ul style="list-style-type: none"> ○ articulate vision ○ communicate effectively ○ encourage ability ○ engage well with a variety of stakeholders ○ inspire & motivate 	<p>Knowledge of different methods of delivering regional training</p> <p>Social media / website skills</p>
---	---	--

<p>Key responsibilities:</p>
<p>To make a significant contribution to HEE East of England Office's goal to improve quality and accessibility of training for International Medical Graduates new to the UK.</p>
<p>To engage on a regular basis with the AD for Global Health providing written updates or reports to evidence progression with the assignment and project delivery, as well as report on the work that has been completed, progress made, and areas of difficulty/concern.</p>
<p>To attend bi-monthly drop-in sessions with the other HEE EoE education fellows in the International Team .</p>
<p>To engage with individuals and programmes within HEE EoE across related areas to share knowledge and skills.</p>
<p>To Develop a new International Page within the HEE EoE website</p>
<p>Online Course designer – Builds and designs online course material on Bridge with the content produced by or with the International Team. Confident technologist with high levels of tech initiative. Understand subject topics well but does not need to be a subject matter expert. Has lots of design flair and passion for web-design/e-learning design. Willing to incorporate and create interactive pictures/videos that</p>

<p>complement but not distract from the main learning objectives. Also willing to experiment with R&D pilots.</p> <ul style="list-style-type: none">• Will make Bridge Courses using Bridge and/or Articulate E-learning Software and applying e-learning pedagogy• Will make interactive Pictures and videos• Start to blend courses and live training events into programs• Make animated explainers to help articulate difficult concepts with either Vyond or Adobe Premiere• Be flexible and receptive to any changes that maybe required by Subject matter experts to course material• Ensures regular review of courses/program content.
<p>Tech Support – High levels of technological knowledge. A Bridge and Panopto superuser who can help troubleshoot user problems and/or course design issues. Available to provide additional training for rotating members of the Group.</p> <ul style="list-style-type: none">• Help Consultants/Educators use Zoom/Teams to deliver teaching and/or create courses on Bridge. Also helps Educators record face-2-face teaching using Panopto if webinars are not suitable.• Help Consultants/Educators trouble shoot creating, editing, and uploading video to Panopto and Bridge
<p>To encourage the sharing of education content and good practice between Schools.</p>
<p>To comply at all times with all policies, guidelines and protocols of the NHS and HEE.</p>
<p>Engagement and attendance at the HEE Leadership development training programme. Engagement/attendance at educational sessions offered by our Faculty.</p>
<p>Robust succession planning in order to ensure the sustainability of the post.</p>