

**West Yorkshire and Harrogate Health and Care Partnership**

**Leadership Fellow**

**Job Description**

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| Job Title: | Leadership Fellow - West Yorkshire and Harrogate Local Maternity System |
| Department: | West Yorkshire and Harrogate Local Maternity System |
| Responsible to: | Programme Director - West Yorkshire and Harrogate Local Maternity System  Associate Director – Workforce Transformation, West Yorkshire & Harrogate H&C Partnership – Local Workforce Action Board |
| Accountable to: | Programme Director- West Yorkshire and Harrogate Local Maternity System |
| Duration: | 1 year out of programme opportunity. There is no clinical component to this role however the successful applicant may arrange on-call work should they wish to |
| Base: | White Rose House, Wakefield |
| Length of post: | 1 year |
| Contracted hours: | 37.5 hours per week, but this post could be offered on a less-than-fulltime basis or job share. |

**Background**

Better Births (2016), the national maternity review, sets a clear vision for maternity transformation across England. This vision is for a safer, professional, more personalised, kinder and family friendly maternity service; where women can access information to make informed decisions about their care based on their own health, psychological needs and social circumstances. To deliver this vision Better Births called for staff to be appropriately supported, organisations to be well led, and for effective team working within an innovative and continuously learning environment. Further to this, the ambition to halve the number of stillbirths, neonatal and maternal deaths and brain injuries has been brought forward to 2025.

These aims have called for The Maternity Transformation Programme to bring together a wide range of organisations to lead and deliver across 9 work streams. These include;

* Supporting local transformation
* Promoting good practice for safer care
* Increasing choice and personalised care
* Improving access to perinatal mental health services
* Transforming the workforce
* Sharing data and information
* Harnessing technology
* Reforming the payment system
* Improving prevention

Local transformation has been supported by establishing Local Maternity Systems (LMS), bringing together of providers and commissioners of maternity services. These are supported by Maternity Clinical Networks which in turn are supported by national enabling action. The main role of the LMS is to co-design local service transformation to deliver the recommendations of Better Births. The West Yorkshire and Harrogate LMS includes the populations of Airedale, Bradford, Calderdale & Huddersfield, Harrogate, Leeds and Wakefield & Dewsbury.

**Aims of the post**

The West Yorkshire & Harrogate Local Maternity System (WY&H LMS) is one of the priority programmes of the West Yorkshire and Harrogate Health and Care Partnership. The Local Workforce Action Board (LWAB) is working with the West Yorkshire and Harrogate Local Maternity System is to ensure that our workforce are supported and empowered to deliver our action plan. Aligned to the National Maternity Transformation programme the Leadership Fellow will be involved in continuing and developing system wide projects including those relating to the safer maternity care and maternal medicine agendas. This will support the on-going transformation of maternity services throughout West Yorkshire and Harrogate.

The Leadership Fellow will learn research skills, how to measure performance objectively and how to inspire shared purpose among our stakeholders when proposing and implementing changes. They will work closely with the West Yorkshire & Harrogate Acute Trusts, Primary Care, Clinical Commissioning Groups, Local Authorities, Health Education England, LWAB, the Clinical Network and a variety of stakeholders as part of the Integrated Care System.

This post will also provide the Leadership Fellow with the opportunity to understand and develop their leadership potential and skills by working closely with, and having the opportunity to shadow leaders within the West Yorkshire & Harrogate Health & Care Partnership and the Local Workforce Action Board (LWAB).

**Post Duties and Description**

The Leadership Fellow will be expected to:

* Work with the Local Maternity System programme team to identify opportunities to further develop the medical engagement in maternity transformation, particularly with primary care and specialities such as public health and prevention, cardiology, endocrinology and maternal medicine
* Work with the Local Maternity System programme team to identify opportunities to enhance medical engagement with women and their families, to ensure that service user feedback is embedded in practice and transformation
* Research and propose solutions to embed engagement and leadership in the delivery of the Local Maternity System plan across the system
* Identify where system wide pathways can be implemented by identifying and sharing best practice across the system to improve outcomes for women and their babies
* Provide specialist research/clinical input and knowledge into other areas deemed appropriate by the Local Maternity System
* Maintain professional relationships with key partners (Acute Trusts and primary care) and stakeholders (LWAB, HEE and West Yorkshire & Harrogate Health and Care Partnership)
* Successfully lead and manage projects, apply recognised tools for improvement and measure the progress and outcomes of improvement work using objective methods.
* Provide regular updates on the progress of projects undertaken
* Ensure that patient safety and experience is central to any improvement work and can be demonstrated at the end of any project
* Collaborate with other frontline and senior level staff who are delivering improvement projects in the Trusts
* Demonstrate improved outcomes for patients as a result of the work undertaken
* Organise and participate fully in peer learning, with local and regional LFs and with Improvement Academy Fellows
* Formally relate activity to the NHS Leadership Academy Healthcare Leadership Model and the published standards of the Faculty of Medical Leadership and Management (FMLM)
* Meet weekly with a named Educational Supervisor and monthly with a named Leadership Supervisor to set and review progress towards personal goals
* Produce a report of the year’s activities, outcomes and development. This may include reflections on responses in assessment tools, such as 360 feedback, and insights into personal development, gained from mentoring, supervision and coaching

**General duties and description of a Leadership Fellowship**

In addition, this is a unique opportunity for a Leadership Fellow to shadow and work with senior leaders within the West Yorkshire and Harrogate Health and Care Partnership, to gain insight into the governance, leadership, structure and function of this Integrated Care System and identify the emerging roles for clinicians within it.

The post offers flexibility in accommodating the interests and skills of the Leadership Fellow. They will be supported to develop and implement their own projects that improve quality, leadership, medical engagement and management in the Local Maternity System and the wider community.

The Leadership Fellow will be supported in setting and achieving their own goals by weekly Educational-Supervisor and monthly Leadership-Supervisor meetings and will learn from a wide range of clinical leaders within their background specialty. This demonstrates how their role fits in the wider NHS structure including commissioning, healthcare monitoring and regulation and patient advocacy.

Other optional opportunities include:

* Shadowing and working with senior leaders
* Gaining insight into governance, leadership, structure and function and their emerging role within these.
* Empowering and collaborating with frontline clinical teams to achieve tangible improvements.
* Organising leadership events and programmes.
* Design, develop and implement quality improvement programmes and teaching events to spread QI throughout the Local Maternity System.

**West Yorkshire and Harrogate Health and Care Partnership** want everyone to have the best possible outcomes for their health and wellbeing. At the heart of this are the following ambitions:

1. Healthy places
2. High quality and efficient services
3. A health and care service that works for everyone, including our staff

**CONDITIONS OF SERVICE**

This post is covered by the Hospital Medical and Dental Staff (England and Wales) Terms and Conditions of Service. These documents are available on the Medical Staffing Intranet site.

The post holder is required to be fully registered with the General Medical Council (GMC) and hold a licence to practice.

Standards of Conduct and Behaviour

You are required to work to the standards set out by the General Medical Council in Good Medical Practice. This includes protecting patients when you believe that a doctor’s or other colleague’s conduct, performance or health is a threat to them. If, after establishing the facts, it is necessary, you must follow the appropriate procedures in this matter and inform your Clinical Director or Medical Director in the first instance.

Your general conduct at work should comply with the standards set out in regard to Appraisal, in particular the section on Core Behaviours.

Leave Arrangements

All leave should be applied for in accordance with the Leave Policy, normally giving six weeks’ notice of any leave, other than in exceptional circumstances.

Training

During the course of your employment, you agree to undergo whatever training the LMS deems necessary. This may include, but is not limited to, induction training, professional development and safe working practices. Funding of such training will be in accordance with the Staff Development Policy.

Health & Safety

The LMS has a responsibility to provide a safe working environment for all staff. As an employee/supervisor/manager you are responsible for your own safety and that of others. This will require you to comply with the arrangements for Health & Safety and Risk Management. As a supervisor/manager, you will be responsible for ensuring your team work in a safe manner and are competent to do so.

Equality & Diversity

The post holder must comply with all policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

The Equality and Diversity Policy ensures that barriers to employment for disadvantaged groups are identified and removed, and that no person is treated less favourably on the grounds of their race, ethnic group, religion, impairment, age, gender, sexual orientation or mental health status. Reasonable adjustments will be made for disabled applicants and post holders where required.

Rehabilitation of Offenders Act & DBS Disclosure

This position involves access to patients during the normal course of duties and is therefore subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975. As such you must reveal any information which you may have concerning convictions which would otherwise be considered as ‘spent’.

An offer of appointment to this post would be subject to the express condition that the LMS receives a satisfactory Disclosure and Barring Service (DBS, formerly CRB). Disclosure which will check the existence and the content of any criminal record received.

The LMS has the right to withdraw an offer or employment if not satisfied of a candidate's suitability for this position by reason of criminal record or antecedents, especially in cases where no declaration of criminal proceedings has been made on a candidate’s application form or DBS Form. The LMS reserves the right to determine this issue at its sole discretion. If you are successful in being short listed for this position you will be asked to complete a criminal disclosure form to be handed to a representative at interview. Furthermore, if appointed to this post you will be asked to complete a 'DBS Disclosure Application Form' which will be submitted to the DBS.

Infection Control

The post holder must comply at all times with the local Infection Control policies, in particular by practicing Universal Infection Control Precautions. Hand hygiene must be performed before and after contact with patients and their environment.

Patient and Public Involvement

We have a statutory duty to involve patients and public in evaluating and planning services. All staff have a responsibility to listen to the views of patients and to contribute to service improvements based on patient feedback.

Respect for Patient Confidentiality

The post holder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

**PERSON SPECIFICATION**

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| **POST: Leadership Fellow** | | | |
| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **Eligibility** | Eligible for full registration with the GMC at time of appointment and hold a current licence to practise  Eligibility to work in the UK.  To be currently working in a Trust within Health Education England working across Yorkshire and the Humber (HEE YH)  In specialty training at ST3 level or above, or GPVTS year 3  Satisfactory progression through training (ARCP)  Meets OOPE requirements | Higher degree or higher-based degree (including an intercalated degree)  Distinction, prizes or honours during postgraduate training | Application form  Pre-Employment check |
| **Fitness to practise** | Is up to date and fit to practise safely |  | Application form  References |
| **Language skills** | All applicants to have demonstrable skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues demonstrated by one of the following:   * That applicants have undertaken undergraduate medical training in English;   or   * Have achieved the following scores in the academic International English Language Testing System (IELTS) in a single sitting within 24 months at time of application – Overall 7, Speaking 7, Reading 7, and Writing 7.   If applicants believe they have adequate communication skills but do not fit into one of these examples they must provide supporting evidence. |  | Application form  Interview/Selection centre |
| **Health** | Meets professional health requirements (in line with GMC standards/Good Medical Practice) |  | Pre-employment health screening |
| **Probity** | Professional Integrity  Demonstrates probity (displays honesty, integrity, aware of ethical dilemmas, respects confidentiality)  Capacity to take responsibility for own actions |  | Application form  Interview / Selection  centre  References |
| **Experience and Achievements** | Previous management or leadership experience either at undergraduate or postgraduate level, within or outside of healthcare  Demonstration of commitment to leadership as part of a future career.  Evidence of leadership self-awareness  Evidence of active participation in QI project. | Evidence of clinical excellence  Involvement in a clinical or improvement project delivery with visible results  Peer reviewed presentations and publications | Application form  Interview  References |
| **Knowledge** | Understanding of current issues and challenges within heath care delivery across the wider NHS | Knowledge of organisational development or management or leadership development theory, principles or programmes | Application form  Interview |
| **Skills, Abilities and Behaviours** | Teaching and training - experienced in teaching in the workplace and or training environment.  Ability to work with, and lead others, across professions.  Excellent communication skills, able to establish and maintain credibility with medical colleagues and persuade and influence where necessary.  A positive and proactive response to service users based on a commitment to patient safety, high standards of service and continuous improvement.  Cultural awareness with sound understanding of and positive approach to diversity.  Good organisational skills, able to demonstrate flexibility, maintain a strategic perspective, analyse complex issues and identify potential solutions.  Accept responsibility and accountability for own actions and decisions. | Successful completion of educational programmes in quality, safety, simulation or leadership  Critical appraisal skills | Application form  Interview  References |