**Leadership Fellow for Growing a Diverse Public Health Workforce**

**Job Description**

Job Title: Leadership Fellow for Growing a Diverse Public Health Workforce

Responsible to: Head of the School of Public Health, Yorkshire and the Humber, Health Education England

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 do so

Base: It is expected this post will be Leeds based office with some flexible home working as appropriate – however the successful applicant may be expected to travel regionally and on occasion nationally

Employment: The successful applicant will be employed by an NHS organisation

**Aims of the post**

**Background**

HEE is committed to equality, inclusion and diversity and is currently renewing it’s commitment to addressing continuing issues around race, class, sex, gender, sexual orientation, disability, age and other key equality areas. The School of Public Health wants to help more people with varied experiences, backgrounds and ideas thrive as future leaders and do our part to tackle the systematic injustices that make it harder for brilliant people to contribute as leaders. By 2023 we will have completed a needs assessment, fully developed an action plan and made a significant start on the implementation of a range of actions. This will be Year 3 of a Future Leaders Programme (FLP) Equality, Diversity & Inclusion fellow post working with the School of Public Health. Many of the identified actions will be applicable nationally and recommendations will be relevant to other specialities beyond public health.

**The specific aims of the post are as follows:**

Aims:

* To further develop the capability of the Yorkshire & Humber School of Public Health (PH) to recruit a wide range of people into our PH Programmes (Speciality & Practitioner) and into wider PH workforce initiatives (Apprenticeships, Foundation programmes & others) so that our workforce is as diverse as possible and reflects the communities we serve.
* To continue to embed our Equality, Diversity and Inclusion (EDI) action plan across these programmes through our Whole School approach, Recruitment focus and CPD development

**About the post**

This is a one-year leadership post based in Health Education England working across Yorkshire and the Humber (HEE YH). You will be seconded as an OOPE (out of programme experience) from your speciality training programme. This role follows on from the previous fellow who will have completed a needs assessment, and developed an action plan to implement these changes into the School of Public Health

You will develop your leadership skills by networking across a large region, undertaking discreet projects engaging with Faculty of Public Health, Public Health Registrars, local education providers and other stakeholders. You will be supported by an experienced supervisor and senior teams within the School of Public Health.

The leadership experiences from this post will help prepare the fellow to become a leader. These experiences will develop you develop self-awareness and team working. Through your project, you will learn how to develop strategies to instigate change and manage resources within a NHS, Public Health and other environments. You will have the autonomy to work independently, but with the support of a well established, dynamic and proactive network which includes the Head of School, Training Programme Director, Senior administrators and Public Health Registrars. There is also the opportunity to develop national networks by linking in with national and regional Special Interest Groups.

As a successful applicant you will be encouraged to take an active role in the Future Leaders Programme which offers a wide variety of personal and professional development opportunities such as: CV and interview training, media training, Myers Briggs Type Indicator feedback, 360-degree appraisal, Coaching and participation in an Action Learning Set. You will also be supported in undertaking a 1 year Postgraduate qualification, e.g. PG Cert in Medical /Public Health Leadership.

As a fellow, you will report regularly to the School of Public Health and contribute to their development strategy. You will have regular supervision meetings to discuss project work, review progress, set objectives and review your personal development plans. Assessment will take the form of an exit multi source feedback process in addition to successful attainment of an accredited relevant qualification

**Post description and duties:**

Objectives:

Within 6 months :

* Continue to implement our EDI action plan, recommendations from the work of the Year 2 FLP EDI fellow
* Complete the follow up survey of the PH workforce
* Identify any new areas emerging

Within 12 months :

* Work with a group of key stakeholders to implement the actions including regional & national partners
* Implement key actions, ensure sustainability and evaluate their impact making recommendations for the future

# Person Specification for Leadership Fellow - Growing a Diverse Public Health Workforce

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| **Entry Criteria – Specialty Trainees, and Specialty and Associate Specialist (SAS) Doctors** | |
| **Essential Criteria (at post start date)** | **When evaluated** |
| Medical Specialty Trainee: ST3+ or GPST2+  Dental Specialty Trainee: StR  Public Health Registrars: ST3+  Specialty and Associate Specialist (SAS) Doctors  Full GMC, GDC or UKPHR registration as applicable and current licence  Have a satisfactory ARCP outcome  Have Head of School approval for a year Out of Programme  Must not have existing experience in a senior / significant leadership role | Application Form /  By the post start date |

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| **Entry Criteria – Other healthcare professionals\*** | |
| **Essential Criteria** | **When evaluated** |
| AfC Band 6 (or higher) NHS Healthcare Professional including: Nurses, Pharmacists, Biomedical Scientists / Healthcare Scientists, and Allied Health Professionals.  Full registration and good standing with appropriate professional body  Have agreement from their current employer to undertake a secondment  Must not have experience in a senior / significant leadership role | Application Form /  By the post start date |

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| **Selection Criteria** | | |
| **Essential Criteria** | **Desirable Criteria** | **When evaluated** |
| **Knowledge and achievements** | | |
| * Appropriate qualification as per above criteria | * Master’s in Public Health | Application form / Interview |
| **Skills and abilities** | | |
| Judgement Under Pressure:   * Capacity to operate effectively under pressure and remain objective in highly emotive/pressurised situations * Awareness of own limitations and when to ask for help   Communication skills:   * Capacity to communicate effectively and sensitively with others * Excellent written and verbal communication skills   Problem Solving:   * Capacity to think beyond the obvious, with analytical and flexible mind * Capacity to bring a range of approaches to problem solving   Situation awareness:   * Capacity to monitor and anticipate situations that may change rapidly   Decision making:   * Demonstrates effective judgement and decision-making skills   Organisation and Planning:   * Capacity to manage time and prioritise workload, balance urgent and important demands, follow instructions * Understands importance and impact of information systems * Excellent interpersonal skills * Evidence of ability to present oneself in an organised, professional manner * Evidence of understanding of the importance of team work * Experienced with Microsoft Word including PowerPoint, word-processing and spreadsheet software | * Motivated and able to work unsupervised as well as within a small team under appropriate guidance | Application form / Interview |
| **Research** | | |
| * Demonstrates understanding of the basic principles of audit, clinical risk management and evidence-based practice * Understanding of basic research principles, methodology & ethics, with a potential to contribute to research | * Evidence of relevant academic & research achievements, e.g. degrees, prizes, awards, distinctions, publications, presentations, other achievements * Evidence of participation in risk management and/or clinical/laboratory research | Application form / Interview |
| **Teaching** | | |
| * Experience of teaching | * Has successfully completed a “training the trainers” or “teaching skills” course * Presentations at local/ regional/national meetings | Application form / Interview |
| **Personal Attributes** | | |
| * Passionate about subject matter |  | Application form / Interview |

**Other Information:**

Provision of educational support and leadership opportunities

* Experienced and supportive supervisor identified who will meet regularly with the fellow
* Opportunities to organise and contribute to meetings (including regional and national e.g. HEE & FPH) and make decisions about how the project is delivered as well as the recommendations
* Opportunities for mentorship, shadowing and meeting with senior leaders – these will be identified and supported by the wider school
* Attendance at annual School of Public Health conference and events, including opportunity to present work
* Encouraged to access HEE coaching service
* Supported to undertake high-level equality, diversity and inclusion training and share this with others (training delivery)
* Work with partnership organisations and networks who have undertaken research and identified significant areas for development
* Network recent report on under-representation of those with protected characteristics on NHS Boards.