**Leadership Fellow for Professional Support, Well-being and Maximising Potential Programme**

**Job Description**

Job Title: Leadership Fellow for Professional Support, Well-being and Maximising Potential Programme

Responsible to: Local Postgraduate Dean, Yorkshire and the Humber

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: Hull, Sheffield or Leeds – however the successful applicant will be expected to travel regionally and on occasion nationally. HEE colleagues are currently working from home

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

**Aims of the post**

HEE YH has chosen to support the next generation of NHS leaders by creating fellowship opportunities such as these. This is an investment in professional support and well-being, and helping individuals to maximise their potential, which will ultimately lead to more successful careers, improved patient outcomes and quality of care.

The aims of the post are as follows:

1. To establish the Professional Support, Well-being and Maximising Potential Programme across Yorkshire and the Humber;
2. To work collaboratively with local education providers across Yorkshire and the Humber to formalise the professional support ‘offer’ to doctors and dentists in training;
3. To work closely with professional support leads across local education providers to develop and roll-out a training programme for faculty, to be delivered locally, to ensure sustainability of approach;
4. to grow and develop the personal leadership skills that will be essential for a future consultant (or equivalent) role.

**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.

You will develop your leadership skills by networking across a large region, undertaking discreet projects engaging with faculty, local education providers and other stakeholders and in particular working closely with professional support and well-being contacts in each Trust to formalise support mechanisms within each organisation and to help maximise the potential of trainees working within these organisations.

As a successful applicant you will also have access to a variety of development opportunities (eg. CV and interview training, media training, Myers Briggs Type Indicator feedback, 360-degree appraisal, coaching, participation in an Action Learning Set) and will be supported to undertake 1 year of a postgraduate qualification, eg. PG Cert in Medical Leadership.

**Post description and duties**

1. To establish clear aims and objectives for the Professional Support, Well-being and Maximising Potential Programme, working collaboratively with local education providers, Schools, trainers and other HEE colleagues.
2. To develop a ‘suite’ of options within organisations to ensure trainees receive professional support and are enabled to maximise their potential.
3. To work with Lead clinical faculty and managers to develop a Professional Support and Well-being Training Programme for faculty and managers that can be rolled out on a local footprint.
4. To develop an online resource of the support and well-being offer available from all Professional Support, Well-being and Maximising Potential Programme activity across providers within Yorkshire and the Humber.
5. To bring together and highlight the various workstreams and individuals that contribute to trainee professional support and well-being, including Guardians of Safe Working, Occupational Health, Education Departments, Directors of Education, Deans, Supported Return to Training Champions, Less Than Full Time Training Champions, etc.
6. To deliver engagement sessions with local trainees to identify best practice, areas that require development, existing ‘gaps’ in professional support and trainee ‘Champions’ within each School.
7. To promote the region-wide professional support and well-being approach through written articles (ie in BMJ and other publications) and poster presentations.
8. To develop branding and create promotional/marketing material for the professional support and well-being workstream.
9. To create an annual report summarising the developments of the workstream and highlighting key achievements.
10. To explore opportunities for the Professional Support, Well-being and Maximising Potential Programme to be adopted/adapted across various professional groups.

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**Person Specification**

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|  | Essential | Desirable |
| Eligibility | Doctor or Dentist (or Public Health StR) in an HEE YH training post as at December 2020 |  |
| Skills, Abilities and Knowledge | Evidence of personal interest in professional support, well-being and helping individuals to maximise their potential.  Strong communication skills, both written and oral.  Enthusiastic self-starter with awareness of own limitations; seeks help appropriately.  Excellent interpersonal skills and ability to work in partnership with others.  Excellent organisational skills.  Knowledge and understanding of evaluation and research methods.  IT skills including use of Word, Excel and PowerPoint. | Evidence of previous leadership role |
| Experience | Demonstrates commitment to CPD. | Experience of engagement activities with trainees and/or other stakeholders |
| Teaching | Enthusiastic and experienced in teaching in workplace or training environment.  Evidence of contributing to teaching & learning of others. |  |
| Fitness To Practice | Is up to date and fit to practice safely. |  |
| Health | Meets professional health requirements in line with GMC/GDC standards (where appropriate). |  |
| Personal attributes | Strong influencing and negotiation skills  Effective judgement and decision-making skills  Capacity to manage time and prioritise workload  Evidence of ability to present oneself in an organised, professional manner  Takes responsibility for own actions  Ability to undertake travel across Yorkshire and the Humber |  |

**Other Information**

Provision of educational support and leadership opportunities

Educational supervision will be provided by Dr Susy Stirling, APD with oversight of the Leadership Fellows programme. Induction will include establishment of learning objectives for the year, and assessment of leadership competencies against the revised NHS Leadership Framework. Progress against both learning objectives and leadership competencies will be reviewed during the year. Opportunities will be sought to develop the registrars own network of senior NHS contacts, and a senior mentor relationship external to the organisation will be developed.