JOB DESCRIPTION

Job Title: Leadership Fellow for Health Education England Yorkshire and the Humber (HEE YH) Trainee Engagement

Accountable to: Miss. Sarah Kaufmann, Deputy Dean HEE YH

Responsible to: Dr Andrew Brennan, Associate Dean HEE YH

Duration: 1 year out of programme opportunity or fixed term/secondment; 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 nationally

Employment: The successful applicant will be employed by an NHS organisation for 40hrs per week although this could be offered on a less than full time basis or job share.

**Aims of the post**

Your aims will be

1. to grow and develop trainee engagement in HEE YH
2. to grow and develop the personal leadership skills that will be essential for your future consultant role.
3. To implement a long-term sustainability plan for the Yorkshire and Humber Forum

HEE YH has chosen to support the next generation of leaders by creating fellowship opportunities such as these. This is an investment in improved patient outcomes and quality of care.

**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 either:

* be seconded as an OOPE (out of programme experience) from your speciality training programme for junior doctors or
* undertake a secondment or fixed term appointment if you are from another clinical background.

This post focuses on improving trainee engagement with the work of HEE YH as greater trainee engagement is linked to improved quality of training. You will develop your leadership skills by networking across a large region, undertaking discreet, self identified projects. Further more, you will engaging with faculty, employers and other stakeholders and promoting the trainee engagement work of HEE YH nationally.

You will be supported by senior faculty at HEE YH, and will be supported to develop an understanding of HEE YH’s functions and responsibilities by attending meetings, supporting working groups and through your own independent learning.

As a successful applicant you will also have access to a variety of development opportunities (eg. Myers Briggs Type Indicator feedback, 360 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 engage with doctors and dentists in training in HEE YH to establish how their engagement with HEE YH could be improved.
2. To attend STM with the Post Graduate Dean (PGD) and their representatives to feed back trainee views and provide a trainee voice in HEE planning and processes.
3. To establish clear aims and objectives for engagement of doctors and dentists in training with the work of HEE YH, linking with the strategic aims and vision of HEE YH.
4. Develop a short and long term strategy for implementation of the defined aims and objectives, aiming for excellence and a successful model of engagement which is aspired to and successfully has all stakeholders invested.
5. To ensure equity, diversity and inclusion are central to all trainee engagement activities and that representation reflects the trainee population we serve.
6. To support the implementation and ongoing running of the Trainee Forum (TF) for HEE YH. This includes holding the post of Chairperson on the TF during their time as fellow for trainee engagement. There is a possibility to continue this for a further year, following discussion with the responsible deputy dean on completion of the FLP. The TF is a new venture and it is unclear what stage of development it will be at when the post starts.
7. To establish a quality assurance structure for the TF, through formal evaluation and development of feedback processes for both forum members and HEE YH.
8. To develop the TF ‘offer’ so that it comprises a rolling schedule of training and development days for members, based on the identified needs of members.
9. To develop the Trainee engagement/TF section of the HEE YH website, to share innovative ideas, best practice and opportunities for trainees to get involved.
10. To promote the HEE YH model of trainee engagement through written articles (ie in BMJ and other publications) and poster presentations.
11. To develop branding and create promotional/marketing material for trainee engagement opportunities in HEE YH.
12. To create an annual report summarising the developments of trainee engagement strategy and highlighting the achievements of the TF.
13. To engage and work with National HEE Trainees to contribute to the National Trainee Forum and update them on regional initiatives and collaborate where needed.
14. To attend numerous meetings on numerous regional HEE initiatives, projects, functions to provide the “trainee voice” and trainee representation.
15. Contribute to Trainee Engagement projects where needed such as a region wide “communication strategy” this may involve using technologies such as webinar functions, videos to communicate with trainees.
16. Organise regular Trainee Forum meetings for Yorkshire and Humber trainees, and necessary HEE management as part of the Forum role.

1. Link necessary stakeholders within Yorkshire & the Humber to projects, for collaboration of various projects linked to improving training for Yorkshire and Humber Trainees ???

Leadership Fellow for Future Leaders Programme

Person Specification

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|  | Essential | Desirable |
| Eligibility | Doctor in training ST3-CCT (or GPST2 - CCT)Band 6/7 Health Professional |  |
| Skills, Abilities and Knowledge | Clear understanding and vision of role of leadership fellow.Enthusiastic self-starter with awareness of own limitations; seeks help appropriately.Excellent interpersonal skills, communication skills and ability to work in partnership with others.Excellent organisational skills.Proven ability of working in a multidisciplinary team environment and delivering team objectives.Knowledge and understanding of evaluation and research methods.IT skills including use of Word, Excel and PowerPoint and keen to learn about and employ other tech applications such this help their role.Awareness of current initiatives and priorities within the NHS – locally and nationally. | Evidence of previous leadership role |
| Experience | Evidence of active participation in audit, evaluation or research projects. Demonstrates commitment to CPD. |  |
| 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 standards (or equivalent where appropriate). |  |
| Personal attributes | Effective judgement and decision making skillsCapacity to manage time and prioritise workloadEvidence of ability to present oneself in an organised, professional mannerTakes responsibility for own actionsAbility to undertake travel |  |