JOB DESCRIPTION

Job Title: Leadership Fellow for Future Leaders Programme

Accountable to: Miss. Sarah Kaufmann, Deputy Dean for Future Leaders Programme

Responsible to: Dr Susy Stirling, Associate Dean for Future Leaders Programme

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

**Aims of the post**

Your aims will be

1. to grow and develop the Future Leaders programme, and
2. to grow and develop the personal leadership skills that will be essential for your future consultant role.

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.

You will develop your leadership skills by networking across a large region, undertaking discreet projects engaging with faculty, employers and other stakeholders, and promoting the Future Leaders Programme nationally.

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 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 Future Leaders programme linking with the strategic aims of HEE, and work towards all stakeholders signing up to these.
2. To develop the Future Leaders programme so that it comprises a rolling schedule of training and development days for leadership fellows, based on the identified needs of fellows, and to lead the Future Leaders Annual Conference event.
3. To develop a Training the Trainer Programme and network for Educational Supervisors involved in supervising Future Leaders posts.
4. To establish a quality assurance structure for the Future Leaders scheme, through formal evaluation of the leadership programme and development of feedback processes for both fellows and supervisors.
5. To develop the Future Leaders section of the Health Education England across Yorkshire and the Humber website, to share innovative ideas, best practice and the experiences of leadership fellows.
6. To promote the Future Leaders Programme through written articles (ie in BMJ and other publications) and poster presentations.
7. To develop branding and create promotional/marketing material for the Future Leaders Programme.
8. To create an annual report summarising the developments of the Future Leaders Programme and highlighting the achievements of leadership fellows.
9. To liaise with leadership fellows in terms of intellectual property rights, protecting the content of their work, etc.
10. To work with administrators within Health Education England across Yorkshire and the Humber to support ad hoc queries, maintenance of the leadership contacts spreadsheet, the recruitment process, management of budget etc as necessary.

Leadership Fellow for Future Leaders Programme

Person Specification

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|  | Essential | Desirable |
| Eligibility | Doctor in training ST3 (or GPST2)  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 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.  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 (where appropriate). |  |
| Personal attributes | 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 |  |

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.