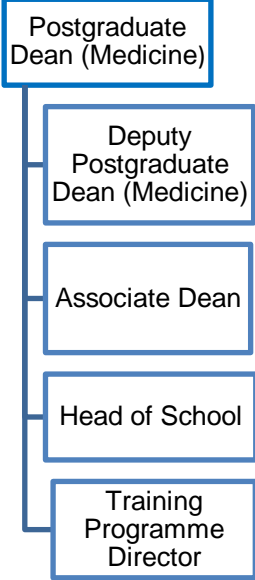


Recruitment Profile

Job Title: Training Programme Director	
About the Job	Organisation Structure
<ul style="list-style-type: none"> The Training Programme Director in ENT will support the Head of School in the Strategic Development of the School of Surgery. The post holder will lead on the development of the School's Recruitment and Retention Strategy and contribute to supporting the School Operational Programme. The post holder will be a member of the School Board. Please note this role will cover both the East and West sectors in the NW 	 <pre> graph TD A[Postgraduate Dean (Medicine)] --- B[Deputy Postgraduate Dean (Medicine)] B --- C[Associate Dean] C --- D[Head of School] D --- E[Training Programme Director] </pre>

About Us

NHSE provides leadership for the education and training system. It ensures that the shape and skills of the future health and public health workforce evolve to sustain high quality outcomes for patients in the face of demographic and technological change. NHSE ensures that the workforce has the right skills, behaviours and training, and is available in the right numbers, to support the delivery of excellent healthcare and drive improvements through supporting healthcare providers and clinicians to take greater responsibility for planning and commissioning education and training.

Our **ambition** is to be the best organisation of our type in the world by living our values every day.

Our Core **Values** are that everyone feels **valued and respected** and are **included and involved** in everything that affects them; are **trusted** to make decisions with clear reasons in order to **be empowered** to deliver; are committed to clear, **effective communication**, which is transparent and open when sharing information; takes **pride and has integrity** in everything we do and recognises that everyone has a significant contribution whilst taking **personal responsibility and accountability** for actions and behaviours.

Recruitment Profile

About You

This section details the personal attributes we require for this role. If you feel these describe you, we would welcome your application

Behaviours and Values

- Work in collaboration with Head of School of Surgery to develop and implement a Medical Workforce Strategy which supports the recruitment and retention of ENT Trainees with focus on the regional education programs.

Skills and Abilities

- Demonstrable leadership skills and an ability to influence and motivate others
- A strong sense of vision and ability to innovate
- Politically astute with an ability to sensitively manage complexity and uncertainty
- Ability to problem solve and maintain objectivity
- Strong interpersonal, communication, written and presentation skills
- Ability to quickly establish personal and professional credibility with colleagues and other key stakeholders
- Excellent organisational and time management skills
- Committed to own personal development and an ability to support others to develop and progress
- Ability to rapidly establish academic credibility (D)

Experience and Knowledge	Qualifications and Training
<ul style="list-style-type: none"> • Experience of organising / delivering education programmes / courses • Considerable experience of working with doctors in an educational context • Experience as an educational supervisor • Previous or current appointment as a Leader in Healthcare Education • Understanding the Workforce Transformation agenda • Experience in Recruitment • Trained and experienced in recruitment, selection and Equality and Diversity in the last 3 years • Demonstrable track record of delivery in service and education • Applicants who are doctors require a Licence to Practise • Clinical Manager Experience • Awareness of funding streams for Healthcare Education (D) • Previous or current appointment as a leader in healthcare education (D) 	<ul style="list-style-type: none"> • Consultant in ENT on the Specialist Register • Fellow of the Royal College of Surgeons • Education Qualification such as Postgraduate Certificate, Diploma or Masters in Medical Education (D)

Recruitment Profile

Expected Outcomes

About your role

This section details the outcomes and deliverables that would be expected from the role

Engaging People/Key Working relationships	Delivering Results/Functional Responsibilities
<ul style="list-style-type: none">• Training Programme Directors• Directors of Medical Education• School Operation Managers• Programme Support Managers• Lead Employer• Medical Schools• College Regional Advisers / Tutors• Postgraduate Dean / Deputy Dean / Associate Deans• NHSE Multi-professional teams including Workforce Planning and Education Transformation	<ul style="list-style-type: none">• To provide expert advice on Specialty specific matters to the Scheme.• To support the Head of School to ensure appropriate systems for Assessment, Rotational Management, Trainee Supervision & Support and other functions within the School.• To promote or lead work programmes on behalf of the School of Surgery.• To create and promote shared learning opportunities to increase effective inter-professional working across the School.• To contribute to Workforce Planning.
Management and leadership	Setting Direction and Service Improvement
<ul style="list-style-type: none">• To support the Head of School in managing trainee underperformance with the support of the Lead Associate Dean for the specialty, in line with the NHSE North West Office Doctors and Dentists Review Group/Doctors in Difficulty framework.• To liaise with the HEE North West Office Foundation and General Practice Schools, as requested by the Head of School, to support the development and provision of training opportunities in the medical specialties for Foundation and General Practice trainees.• To attend the Specialty School Board and support the Head of School in facilitating appropriate engagement from Training Programme Directors and other stakeholders.• To attend and participate in the NHSE North West Office Schools Board, Heads of School meetings and other NHSE meetings as required. This will include the sharing of best practice from within the School, to facilitate the effective use of resources and support a collaborative approach to improving the delivery of education and training across the region.	<ul style="list-style-type: none">• To promote faculty development and direction setting by supporting and developing Training Programme Directors.• To work with LEPs, STPs and clinical colleagues to promote the work of the School and encourage a collegiate approach to the delivery of specialty training across NHSE North West Office, including participation in School and NHSE activities.• To work with the Head of School, Lead Associate Dean for the School, the Deputy Dean for Quality and the NHSE North West Office Quality Team to ensure appropriate quality management systems are in place that facilitate a culture of continuous improvement

Benefits Information

About the Benefits

This section details the benefits of working for NHSE

What's great about this post?	What's the terms and conditions?	
<ul style="list-style-type: none">We are proud that NHSE continues to attract trainees of high calibre and initiative to the North West.Working with the Head of School, you will be responsible for the delivery of high-quality training programmes in Neurosurgery Training, managing and working with a motivated team of educators and administrative staff.Working at a senior level, you will have the scope and independence to work with senior colleagues on workforce and education developments in ENT, making a positive impact on training in the North West.	As an NHS employer the following terms and conditions apply to this post:-	
	Salary	In accordance with the Training Programme Director payment schedule.
	Hours of Work	3 hours (0.75PA)
	Permanent, Fixed Term or Secondment	Secondment (3 years)
	Leave and Bank Holidays: N/A	
	Pension: N/A	
What other opportunities are available to me?	Other useful information	
<p>We'll be committed to your training and development from day one.</p> <p>When you join, you'll receive an induction and have the opportunity to attend a variety of skills-related courses, some on-line.</p> <p>Our learning and development strategy includes all the ways that we can support you to 'shine' and excel in your role and is open to our staff at every level in our organisation. It also includes Leadership and Management development and provides the opportunity to apply for funding to support personal development activity.</p>	<p>Your essential role will indirectly contribute to saving and improving people's lives.</p> <p>Job-sharing and part-time working is welcomed. Please indicate this on your application form.</p> <p>We are committed to implementing reasonable adjustments for people with disabilities.</p> <p>If you are successful, you will be issued with a contract of employment which will include a full statement of the terms and conditions of service and Recruitment Profile.</p>	