

## Recruitment Profile

### Job Title: Training Programme Director

#### About the Job

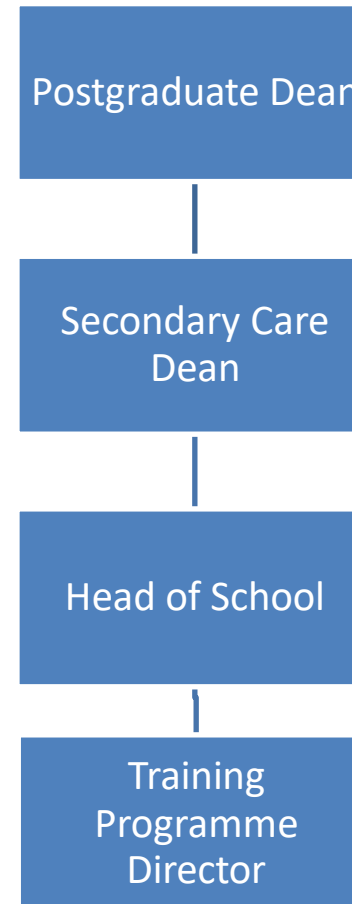
##### Summary of Roles and Responsibilities

The role of Training Programme Director is to work with and support the Head of School in leading the delivery of a wide range of functions, aligned to the Health Education England mandate.

The Training Programme Director is professionally and managerially accountable to the Head of School. The Training Programme Director will focus upon improvement of learner supervision, assessment and experience, engagement of faculty and ensuring effective educational outcomes, both now and in the future. The role is evolving and will also focus on whole workforce transformation and developing multi-professional links.

To support the Postgraduate Dean, Training Programme Directors will work across the spectrum of health and where relevant, social care, within the context of a team, so that the provision of education reflects changing service models. This will deliver an integrated workforce comprising individuals from a spectrum of professional and other backgrounds.

#### Organisational Structure



<p><b>Leadership</b></p> <p><b>To work with the Head of School:</b></p> <ul style="list-style-type: none"> <li>• To provide effective clinical leadership, contributing to the strategic development of HEE.</li> <li>• To contribute to the vision of the local NHS and to enhance patient care by providing leadership and direction with respect to the quality of education and training.</li> <li>• To be an advocate and a positive role model on behalf of HEE, by promoting leadership that inspires, motivates and empowers all staff, and demonstrating the values of the NHS.</li> <li>• To work on behalf of HEE, providing expert advice on specialty-specific matters.</li> <li>• To work locally with key groups and stakeholders, to attend and host events across the regions, to develop key liaisons and to ensure effective local engagement and responsiveness in line with the culture of HEE.</li> <li>• To review how multi-professional healthcare teams interact and identify opportunities for different healthcare professions to work more effectively together through education and training.</li> <li>• To work with providers and others to support and capture innovation locally and ensure national and local conversations develop 'best practice'.</li> </ul> <p><b>Corporate leadership</b></p> <ul style="list-style-type: none"> <li>• To support delivery of the specialty-specific aspects of the HEE mandate through local initiatives and programmes.</li> <li>• Involvement in Programmes and Projects</li> <li>• To support work programmes on behalf of HEE that support local and national developments and initiatives.</li> </ul>	<p><b>Quality and safety</b></p> <p>To work closely with the Head of School to support implementation of the HEE Quality Framework and:</p> <p><b>Education and Training Quality Improvement and Performance</b></p> <ul style="list-style-type: none"> <li>• To emphasise the importance and promote the development of a quality learning environment for all learners.</li> <li>• Patient Safety and Healthcare Quality Improvement</li> <li>• To support the development of quality processes which are complementary across the healthcare workforce.</li> <li>• To support the use of clinical skills training and simulation (where appropriate/applicable), stressing the importance of teamwork and human factors.</li> </ul>
--	--

<p><b>School Programme Management</b></p> <p>To oversee School programme management and advise the Head of School on the following matters:</p> <ul style="list-style-type: none"> <li>• Specialty-specific matters and trainee/trainer concerns;</li> <li>• Recruitment to training posts and programmes;</li> <li>• To use our educational resources to support learners within programmes to fulfil their full potential.</li> <li>• Postgraduate programme management, including assessments, progression, rotations, support and remediation, OOP management, trainee management, careers support, less than full-time training, interdeanery transfer, academic training and other related work-streams.</li> </ul> <p><b>To fulfil the following responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To attend School meetings within the structure and other relevant meetings.</li> <li>• To meet Code of Practice requirements, ensuring that rotational information is available to local teams to meet the 12 week deadline, and to support information sharing to track exceptions, noting the contribution to HEE metrics.</li> <li>• To undertake professional development identified for the role (attendance at required training days, on-line e-learning packages, etc).</li> <li>• To assist the Head of School and Postgraduate Dean in the early identification of trainees requiring additional support through local monitoring, escalation as required and referral to appropriate services.</li> <li>• To facilitate career management or be able to provide access to career management skills or provision.</li> </ul>	<p><b>Educational and Workforce Development</b></p> <p>To advise and support the Head of School in educational and workforce development elements, including:</p> <p><b>Professional Development of the educational faculty</b></p> <ul style="list-style-type: none"> <li>• To support compliance with requirements particularly with regard to the supervision and support for trainees and learners.</li> <li>• To identify learning needs and support provision of educational appraisal, educator development and resource for faculty, trainees and learners.</li> <li>• To create and promote shared learning opportunities to increase effective inter-professional working across the School.</li> </ul> <p><b>Intelligence Support/provision</b></p> <ul style="list-style-type: none"> <li>• To ensure local intelligence processes inform quality management processes.</li> <li>• To engage with information systems (trainee database, post establishments).</li> </ul> <p><b>Strategic Workforce Development and Commissioning</b></p> <ul style="list-style-type: none"> <li>• To develop educational programmes where needed to support achievement of curriculum competencies, engaging with commissioning processes as required.</li> <li>• To support the implementation of alternative workforce solutions within the School.</li> <li>• To advise the Head of School on commissioning and decommissioning activities.</li> </ul>
<p><b>Finance</b></p> <p>To ensure compliance with procurement requirements.</p>	

## 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

- A transformation leadership style.
- Ability to make decisions autonomously when required on difficult issues.
- Management of transformation and change.
- Sensitivity, tolerance and acceptance of criticism.
- Perform all duties in a manner that supports and promotes HEE commitment to equal opportunities.
- Conduct all duties in a manner that safeguards the health and safety of yourself and your colleagues, trainees and staff. Note the special responsibility as a manager for assessing and minimising risks to staff.
- A continuing quest for personal and professional development.
- An academic interest in training and education across primary and secondary care.

### Skills and Abilities

#### Essential

- Demonstrable leadership skills and an ability to influence and motivate others.
- A strong sense of vision and ability to innovate.
- Ability to problem solve and maintain objectivity.
- Strong interpersonal, communication, written and presentation skills.
- Excellent organisational and time management skills.
- Committed to own personal development and an ability to support others to develop and progress.

#### Desirable

- Politically astute with an ability to sensitively manage complexity and uncertainty.
- Ability to quickly establish personal and professional credibility with colleagues and other key stakeholders.

### Experience and Knowledge

#### Essential

- Current clinical commitment in the School/specialty.
- Considerable experience of working with learners or doctors in training in an educational context.
- Experience of clinical and educational leadership and innovation, including managing a multi-professional team.
- Demonstrable track record of delivery in service and education.
- Trained and experienced in recruitment, selection and Equality and Diversity in the last 3 years.
- Active involvement in, and up to date with, appraisal processes.

#### Desirable

- Understanding of developments involving the relevant Colleges/Faculties, professional bodies, related NHS organisations and regulatory bodies.
- Understanding of the workforce transformation agenda.
- Knowledge of the NHS, its structures and processes, including an understanding of healthcare/multi-professional workforce matters.

### Qualifications and Training

#### Essential

- Primary clinical healthcare qualification.
- Currently working at consultant level or equivalent in the specialty school area.
- Experience within the specialty at Consultant level.
- Membership/Fellowship of a College, Faculty, professional association and be registered with the regulatory body.
- Must hold a current Licence to Practise

#### Desirable

- Attendance at courses aimed to support educational development (example: educator courses, Train the trainer, etc)

## Expected Outcomes

<b>About your role</b> This section details the outcomes and deliverables that would be expected from the role	
<b>Engaging People/Key Working relationships</b> <ul style="list-style-type: none"> <li>Development of an effective network of communication and collaboration of all relevant stakeholders on a local, regional and national basis</li> </ul> <b>Key working relationships and stakeholders</b> <ul style="list-style-type: none"> <li>Postgraduate Dean</li> <li>Secondary Care Dean</li> <li>Head of School</li> <li>Staff at all levels across the geographical area covered by the local office</li> <li>Practices and schemes</li> <li>Associate and deputy deans</li> <li>Clinical Faculty</li> <li>Other Heads of Schools</li> <li>Other Training Programme Directors, including Defence Deanery leads where appropriate</li> <li>Royal Colleges</li> <li>Professional and regulatory bodies</li> <li>Wider Stakeholder Network</li> <li>Local Medical and Dental Schools</li> <li>Providers and commissioners across the region</li> <li>Directors of Education</li> <li>Higher Educational Institutions</li> </ul>	<b>Delivering Results/Functional Responsibilities</b> <ul style="list-style-type: none"> <li>Ensuring high standards of education and training as defined by the General Medical Council and other national bodies with respect to training posts and other educational programmes in the West Midlands</li> <li>Commitment to national vision, policies and processes for effective educational quality management</li> <li>Ensuring that objectives are met within budget and proportionate contribution to budget savings when required</li> <li>Ensuring that Code of Practice Guidelines are met</li> <li>Giving accurate guidance to trainees on OOP/IDTs/LTFT/Acting up applications</li> </ul>
<b>Leadership and Management</b>	
<ul style="list-style-type: none"> <li>Leading on all TPD activities across the region</li> <li>Ensuring that trainee rotations and placements are managed in accordance with Code of Practice guidance</li> </ul>	

## Benefits Information

<b>About the Benefits</b> This section details the benefits of working for HEE		
<b>What's great about this post?</b>		<b>What are the terms and conditions?</b>
<ul style="list-style-type: none"> <li>• An opportunity to contribute to the medical workforce of the future</li> <li>• Gaining a different perspective of the NHS by working for Health Education England</li> <li>• Managing and working with a motivated team of educators and administrative staff.</li> <li>• Positively contributing to the quality of care given to patients by ensuring excellent training is delivered in the East Midlands</li> </ul>	As an NHS employer the following terms and conditions apply to this post:	
	<b>Salary</b>	To be funded by the Education Contract
	<b>Location</b>	Based from your permanent place of work, visits to the appropriate Local HEE Office and other venues across the region for education and training events will be required
	<b>Hours of Work</b>	Refer to advert
	<b>Permanent, Fixed Term or Secondment</b>	<b>Secondment</b>
	<b>Leave and Bank Holidays:</b> As per your permanent contract of employment	
		<b>Pension:</b> As per your permanent contract of employment
<b>What other opportunities are available to me?</b>		<b>Other useful information</b>
<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. 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 Job Description</p>