Recruitment Profile

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| **Job Title** Associate Dean, KSS | |
| **About the Job** | **Directorate Structure** |
| **Summary of Roles and Responsibilities**  The role of the Associate Dean (AD) in England has evolved over a number of years as a result of changes in healthcare education and training, the quality framework, and changes in workforce.  The role of the AD helps support the Postgraduate Dean in embracing corporate, statutory and non-statutory functions, aligning with the NHSE mandate. The role is focused firmly upon improving patient and learner safety and experience and ensuring effective educational outcomes.  The AD is professionally and managerially accountable to the Postgraduate Dean and their deputies.  The exact balance of this role, and how it co-ordinates with other Associate Deans will be considered through the recruitment process.  **Sessions/Grade: XX sessions per week** | Primary care dean  Secondary care dean  AD  AD  AD  AD  AD  PGD |

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| **KEY AREAS OF RESPONSIBILITY:**  **Leadership**  To work with the Postgraduate Dean:   * To provide effective clinical educator leadership, contributing to the strategic development of the NHSE Workforce, Training and Education Directorate. * 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. * To be an advocate and a positive role model on behalf of NHSE, by promoting leadership that inspires, motivates and empowers all staff, and demonstrating the values of the NHS. * To assist in the development and delivery of programmes and projects across the organisation that assist in the delivery of NHSE’s mandate, including supporting workforce through training, retention and modernising the way staff work. * To work with providers and others to support and capture innovation locally and share best practice. * To work collaboratively with staff within the local office, the KSS Schools and across the SE region to provide support for operational processes and specific work-streams. * To deputise for members of the local senior management team as required. * To represent NHSE KSS and deputise for the Postgraduate Dean and deputies in a range of roles that will evolve with time and might include lead dean duties for NHSE with Colleges and Faculties and working with the Clinical Senate. * To be responsible for managing the quality oversight for one or more providers or ICBs in the footprint of KSS. * To promote or lead work programmes on behalf of the Postgraduate Dean that support local regional and/or national developments and initiatives, including Simulation, Differential Attainment, Training programme Distribution and Expansion and Enhancing Generalist Skills. | **Quality and safety**   * To work closely with the Postgraduate Dean and deputies to implement the NHSE Quality Framework. * To emphasise the importance and promote the development of a quality learning environment for all learners. * To support the Postgraduate Dean in meeting all NHSE statutory, non-statutory and corporate requirements. * To support development of quality processes which are complementary across the healthcare workforce. * To support the use of clinical skills training and simulation (where appropriate/applicable), stressing the importance of teamwork and human factors. |

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| **Programme Management**  To support:   * Specialty-specific matters and trainee/trainer concerns. * Recruitment to training posts and programmes. * Multi-professional working and workforce transformation. * Ensuring educational resources to support learners within programmes to fulfil their full potential. * Postgraduate programme management, including assessments, progression, rotations, support and remediation, OOP management, trainee management, careers support, less than full- time training, inter-deanery transfer, academic training, study leave and relocation, less than full time, supported return to training, flexible portfolio training along with other related work-streams. | **Workforce and Educational Development**   * To provide ensure senior medical educator input for one of the KSS ICSs to ensure support to their plans. * To engage strategically with the other KSS ICB representatives to deliver and implement directorate initiatives. * To support compliance with requirements particularly with regard to the supervision and support for trainees and learners. * To offer career advice to educators and trainees. * To identify learning needs and support provision of educational appraisal, educator development and resource for faculty, trainees and learners. |
| **Other Areas of Work**  To assist in:   * Intelligence support/provision. * Supporting activities within specific geographical areas/local education providers within the local office region. * Workforce Development and Commissioning. * Finance. * Education Contracting. * Developing and supporting links on a region-wide basis. * Other workstreams as defined by the Postgraduate Dean (or Deputies). |  |

**About Us**

**We lead a caring, knowledgeable and responsive deanery team that aims to ensure the delivery of high quality and innovative education.**

**We work with our faculty and provider teams to support every current and future doctor across our health systems to achieve their greatest potential and deliver safe and excellent patient care.**

The Workforce, Training and Education Directorate ensures the NHS in England has a sufficient and inclusive workforce with the knowledge, skills, values and behaviours to deliver compassionate high-quality health and care to the people it serves.

**Overall strategic aims:**

* Deliver, set standards for, manage, assure and reform education and training to meet patient, population and service need
* Ensure staff have the right skills and knowledge to perform the highest quality research and exploit advances in technology
* Grow and reshape the workforce in line with and informed by national policy and local service and workforce plans
* Help the NHS improve workforce efficiency and effectiveness through a culture where innovation is encouraged, and good practice is shared and scaled
* Deliver policy and expectations to make the NHS a great place to work, where colleagues can make a difference, achieve their potential and be themselves

### Within Regions, implementation of the organisation’s Operating Framework is at the centre of regional design and is driving changes to the way we work as an organisation. Regional teams are uniquely positioned to enact the Framework and offer practical support to the development and success of Integrated Care Systems

#### Regional strategic aims:

* Regional teams are transforming to be the single, impactful engagement route in deploying improvement support, policy and resources to health and care systems.
* A consistent, co-ordinated delivery model that can deliver best value support to integrated care systems and providers
* Rebalanced portfolios to ensure multi-disciplinary, co-ordinated support for system management and leadership, while fostering development of integrated care through Integrated Care Boards

## Our core values: https://www.healthcareers.nhs.uk/working-health/working-nhs/nhs-constitution

Recruitment Profile

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| **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** | **Skills and Abilities** |
| DESIRABLE:   * 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 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. | ESSENTIAL:   * Demonstrable leadership skills and an ability to influence and motivate others.   DESIRABLE:   * 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. |
| **Experience and Knowledge** | **Qualifications and Training** |
| ESSENTIAL:   * Considerable experience of working with learners or doctors in training in an educational context. * Knowledge of the NHS, its structures and processes, including an understanding of healthcare/multi-professional workforce matters. * Applicants who are doctors require a Licence to Practice.   DESIRABLE:   * Experience of clinical and educational leadership and innovation, including managing a multi-professional team. * Demonstrable track record of delivery in service and education. * Understanding of developments involving the relevant Colleges/Faculties, professional bodies, related NHS organisations and regulatory bodies. * Understanding of the workforce transformation agenda. * 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. | ESSENTIAL:   * Primary clinical healthcare qualification. * Membership/Fellowship of a College, Faculty, professional association and/or regulatory body.   DESIRABLE:   * Attendance at courses aimed to support educational development (example: educator courses, train the trainer, educational leadership courses etc). |

Expected Outcomes

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| **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** |
| * Postgraduate Dean, Deputies and fellow Associate Deans within KSS * Regional Director and Regional Dean * Heads of functions within local/regional offices * KSS PGME business and programme teams * KSS Quality team * Other Heads of Schools/Foundation/Primary Care/Public Health * Providers and commissioners across the region * Directors of Medical and Clinical Education * Training Programme Directors and clinical faculty * Staff across the area covered by the local and regional offices including Deputies and Associate Deans * Dean teams across the NHSE regions * Royal Colleges and Faculties * Professional and regulatory bodies * Local Medical and Dental Schools * Higher Education Institutions * Wider Stakeholder Network (simulation, imaging academy, PA School etc) | * 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 KSS area * Commitment to national vision, policies and processes for effective educational quality management * Ensuring that objectives are met within budget and proportionate contribution to budget savings when required * Supporting PGME teams to ensure Code of Practice Guidelines are met * Giving accurate guidance to trainees and educators on OOP/IDT/LTFT/Accelerating CCT/Acting up /Supported Return to Training/Flexible Portfolio Training |
| **Management and leadership** |  |
| * Leading on TPD development and trainee forum activities across the region * Ensuring that trainee rotations and placements are managed in accordance with Code of Practice guidance |  |

Benefits Information

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| **About the Benefits**  This section details the benefits of working for NHSE | | |
| **What’s great about this post?** | **What’s the terms and conditions?** | |
| * An opportunity to contribute to the medical workforce of the future * Managing and working with a motivated team of educators and administrative staff. * Positively contributing to the quality of care given to patients by ensuring excellent training is delivered in Kent, Surrey and Sussex. | As an NHS employer the following terms and conditions apply to this post: - | |
| **Salary** | In line with Consultant pay scale. For SAS appointments, at least £12k p/a. NEED TO ADD IN HOW THIS IS PAID AND AMEND EXISTING TEXT AS NEEDED |
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| **Location** | Based from your permanent place of work, with  visits to other venues across the region for education and training events as required |
| **Hours of Work** | XXX sessions per week (where 1PA = 4 hrs) |
| **Permanent, Fixed Term or Secondment** | Secondment – 3 years, with the possibility to extend for a further 3 years upon agreement from the Postgraduate Dean. |
| **Leave and Bank Holidays:**  As per your permanent contract of employment | |
| **Pension:**  As per your permanent contract of employment | |
| **What other opportunities are available to me?** | **Other useful information** | |
| We’ll be committed to your training and development from day one.  When you join, you’ll receive an induction and have the opportunity to attend a variety of skills-related courses, some on-line.  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. | 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.  We are committed to implementing reasonable adjustments for people with disabilities.  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 | |