**Recruitment Profile**

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| **Job Title:** [**Academic Training Programme Director**](https://docs.google.com/document/d/1VvhLcXyCK6a-HO5TcWPTnFsQ_yOh2dfU6lXxkmiAiw0/edit?usp=sharing)  |
| **About the Job** | * **Organisational Structure**
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| **Summary of Roles and Responsibilities** AcademicTraining Programme Directors are commissioned or appointed by the Postgraduate Deanery to direct and manage academic training placements, and to monitor and promote academic progression within a range of specialties linked to themes within the NIHR Integrated Academic Training programme at the University of Sheffield**.**The AcademicTraining Programme Director oversees clinical academic training of medical and surgical specialties with links to dental and health professions other than medicine.   The Academic Training Programme Director is professionally and managerially accountable to the Postgraduate Dean (or nominated Deputy) and Dean of the School of Medicine and Population Health at the University of Sheffield. The role will have an annual review, reporting to the Postgraduate Dean and the Dean of the School of Medicine and Population Health. The Academic Training Programme Director will focus upon strategic development, academic training, the improvement of academic supervision, assessment and experience and will ensure effective processes are in place to support trainee’s academic progression.    | Dean of the School of Medicine and PopulationHealth, UoSPostgraduate DeanDeputy Academic Training Programme DirectorAcademic Training Programme DirectorHeads of Schools/Clinical TPD’s |
| Administration* Ensure all trainees receive a comprehensive induction into the programme, and ensure that the induction takes place in a timely manner and with senior TPD representation.
* Ensure compilation of job descriptions and person specifications for posts within the academic training programme for the relevant specialties, working with the CAT Administrator.
* Participate in shortlisting and interviews for academic training posts in consultation and liaison with the Deputy Academic Training Programme Directors, Specialty Training Programme Director, NHSE England (North East & Yorkshire)) and University of Sheffield CAT Administrative support staff.
* In conjunction with the Deputy ATPDs, ensure that all academic leads and supervisors have the appropriate experience and training.
* Provide role duties, support, training and advice to academic leads and supervisors.
* Co-direct, coordinate and attend University (and NHSE) academic training events and development days regularly.
 | Academic Training Programme Coordination* Strategic oversight to ensure the effective development and delivery of integrated clinical academic training within the University of Sheffield and NHS partners, with particular emphasis on excellence and growth
* Ensure the NIHR IAT Bid process is well coordinated, that relevant metrics are implemented throughout the programme and that aspects related to the drafting are delegated with strictly adhered responsibilities and timescales.
* Development of a structured training programme for trainees in the relevant academic specialties in association with academic leads, liaising with other internal and external stakeholders, as appropriate.
* In consultation with the clinical TPD, Head of School, recruitment staff/lead employers, NHSE programme support staff and academic leads, to agree appropriate training slots for trainees and ensure rotation arrangements are completed in a timely manner.
* Provision of advice on Out-of-Programme (OOP) training opportunities plus structured support throughout the external funding process, with responsibility for ensuring that all specialty trainees follow the Deanery OOP application procedure.
* In line with Deanery policies and procedures provide structured support and counselling for doctors in training who are experiencing academic competence or performance difficulties ensuring that potential problems are notified at an early stage and remediation is arranged where necessary.
* Ensure that appropriate mentoring schemes are in place and are communicated and monitored effectively.
* Ensure effective dissemination and feedback to all Executive clinical academic committee members related to duties undertaken and all relevant news and correspondence since the previous meeting (Directors Report).
* Ensure all Deputy ATPDs have clear roles and responsibilities plus effective and measurable targets and that each reports back to Executive committee members at each meeting.
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| Representation and reporting*Postgraduate Deanery** + Attendance and reporting to the NHSE Regional Academic Committee meetings, ensuring delegation of reporting if unable to attend.
	+ Attendance at Foundation School Meetings
	+ Representation at the South Yorkshire Academic Training Committee
	+ Lead the strategic development of the Academic programme through liaison with the Deputy ATPDs, CAT Programme Manager and Deputy Postgraduate Dean.

*The University of Sheffield** + Strategic lead of the Clinical Academic Training Group
	+ The role holder attends the following committees:
	+ STH Healthcare Professionals Academic Careers Committee
	+ Regional Academic Committee (RAC)
	+ InterACT
	+ Faculty of Health Research & Innovation Committee
	+ New Medical Schools IAT Selection Committee - NIHR Committee
	+ SY Foundation School
	+ Ensure a representative attends the NMAHP CAWG
	+ Sharing of ideas, resources and strategic developments collegiately with the NMAHP Clinical Academic Working Group/ ICA Programme by creating an overarching committee.
 | Monitoring Academic Progression* In conjunction with the Deputy ATPDs and the CAT Programme Manager, monitor the quality of academic placements, determining metrics and analysing trainee’s placement feedback responses and in consultation with the Deputy ATPDs and the CAT Programme Manager, give guidance on future placements as appropriate.
* Coordination, oversight and participation in the Mid-year academic progress review in consultation with the academic lead, clinical TPD and academic trainee.
* Participate in the Annual Review of Competence Progression (ARCP) process in consultation and liaison with the Deputy ATPDs, Head of School, College representative, trainees’ employer and NHSE office staff as necessary.
* Ensure trainees have access to academic career counselling via a delegated clinical academic and the CAT Programme Manager.
* Provide structured advice and support for academic trainee fellowship applications.
* Ensure any effective audits of programme design and delivery are undertaken and that this feeds into future design and development of the programme to ensure it is continually fit for purpose, working with the Deputy ATPDs and CAT Programme Manager, as appropriate.
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| **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**

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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  |

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| **Behaviours and Values** | **Skills and Abilities** |
| * An academic interest in training and education across primary and secondary care
* A progressive, collegiate and transformation leadership style
* Ability to make decisions autonomously, when required, on difficult issues
* Management of transformation and change whilst ensuring equality, diversity and inclusion is adhered to
* Working collegiately within the Executive and CAT Programme Manager and Administrator and consider all views from those involved in the programme, including trainees and stakeholders
* Sensitivity, tolerance and acceptance of criticism from those at all levels
* Perform all duties in a manner that supports and promotes NHSE 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
 | * Demonstrable leadership skills and an ability to influence and motivate others through positive interactions
* Grant application expertise to lead competitive bids for the success of the Clinical Academic Training Programme.
* 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 (clinical, managerial and administrative) to develop and progress
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| **Experience and Knowledge** | **Qualifications and Training** |
| * Experience of the NIHR Integrated Academic Training programme
* Experience of working with learners or doctors in training in an educational context
* Demonstrable track record of delivery in research and education
* Understanding of developments involving the relevant Colleges/Faculties, professional bodies, related NHS organisations and regulatory bodies
* 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
* 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 Practise
 | * Primary clinical healthcare qualification
* Membership/Fellowship of a College, Faculty, professional association and/or regulatory body
* A higher research degree (PhD or MD)
* Ongoing CPD for example attendance at courses aimed to support academic development
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**Expected Outcomes**

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| **About your role** This section details the outcomes and deliverables that would be expected from the role  |

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| **Engaging People/Key Working relationships** | **Delivering Results/Functional Responsibilities** |
| * Development of an effective network of communication and collaboration of all relevant stakeholders on a local, regional and national basis

**Key working relationships and stakeholders*** Deputy ATPDs
* IAT programme Academic Leads
* IAT programme Academic Supervisors
* Dean of School of Medicine and Population Health
* Vice President and Head of Faculty of Health
* Deputy Postgraduate Dean
* Director of PGMDE in Trusts
* Clinical Training Programme Directors
* NHSE academic and programme support staff
* University CAT programme manager
* CAT Administrator
* NIHR Academy IAT Programme Director
* Training Committee Chair and Regional College Adviser
* Educational Supervisors
* Royal College SAC representatives
* Regional and local ICA Programme committee representation
 | * Ensuring high standards of education and academic training as defined by the General Medical Council, NIHR and other national bodies with respect to IAT training posts and programmes
* Commitment to national vision, policies and processes for effective academic programme management
* Ensuring that Code of Practice Guidelines (including the Gold Guide) are met
* Giving accurate guidance to trainees on academic progression including OOP in line with NIHR guidance.
* Ensuring effective identity, profile and marketing of the programme that creates a corporate identity for communication of the programme internally and externally.
* Creation of virtual academic training school and the structure therein, that ensures all trainees belong to an established programme with a cohort feel.
* Ensure all aspects relating to the NIHR Service Level Agreement are implemented and monitored to ensure compliance at all times.
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| **Leadership and Management** |  |
| * Key academic champion for clinical academic training with visibility throughout the University and to all trainees
* Management and ensuring accountability of Deputy ATPD/s, with annual review (liaising with the CAT Manager and Administrator plus other relevant academics and trainees)
* Ensuring that trainee academic placements are managed in accordance with Code of Practice guidance
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## **Benefits Information**

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| **About the Benefits**This section details the benefits of working for NHSE |

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| **What’s great about this post?** | **What are the terms and conditions?** |
| * An opportunity to contribute to the clinical academic workforce of the future
* Gaining a different perspective of the University and NHS by working for NHSE (North East & Yorkshire)
* 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
 | As an NHS employer the following terms and conditions apply to this post:- |
| **Salary**  | **2** Programmed Activities per week with some flexibility |
| **Location** | **Sheffield** |
| **Hours of Work** | **2** PAs to be delivered within job plan |
| **Permanent, Fixed Term or Secondment** | Secondment (3 years) |
| **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 are committed to your training and development from day one. 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.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 |