**Recruitment Profile**

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| **Job Title: Deputy Academic Training Programme Director (Health Sciences)** |
| **About the Job** | * **Organisational Structure**
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| **Summary of Roles and Responsibilities** Deputy AcademicTraining Programme Directors are 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 Integrated Academic Training programme at the University of Leeds.The Deputy AcademicTraining Programme Director (Health Sciences) oversees clinical academic training linked to Health Sciences themed specialties including General Practice, Psychiatry and Geriatric Medicine.   The Deputy Academic Training Programme Director is professionally and managerially accountable to the Academic Training Programme Director and through them to the Postgraduate Dean. The Deputy Academic Training Programme Director will focus upon improvement of academic supervision, assessment and experience and will oversee effective processes are in place to support trainee’s academic progression.    |  |
| Administration* Ensure all trainees receive a comprehensive induction into the specialty(s), and ensure that the induction takes place in a timely manner.
* Compile job descriptions and person specifications for posts within the academic training programme for the Health Sciences specialties.
* Participate in shortlisting and interviews for academic training posts in consultation and liaison with the Academic Training Programme Director (ATPD), specialty Training Programme Director, Health Education Yorks and Humber (HEYH) and University of Leeds Academic Programme support staff.
* In conjunction with the ATPD ensure that academic supervisors have the appropriate experience and training.
* Provide support and advice to academic supervisors.
* Undertake to attend University and HEYH academic training events and development days regularly.
* Oversee the Health Sciences undergraduate INSPIRE theme by organising networking events promoting academic research.
 | Academic Training Programme Co-ordination* Development of a structured training programme to provide academic training for trainees in Health Sciences specialties.
* In consultation with the clinical TPD, Head of School, recruitment staff/lead employers and HEYH programme support staff, 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 with responsibility for ensuring that all specialty trainees follow the Deanery OOP application procedure.
* In line with Deanery policies and procedures provide 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.
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| Postgraduate Deanery* + Attendance at the HEYH Regional Academic Committee meetings.
	+ Representation at the West Yorkshire Academic Training Committee
	+ Contribute to the strategic development of the Academic programme through liaison with the ATPD and Deputy Postgraduate Dean.
 | Monitoring Academic Progression* In conjunction with the ATPD monitor the quality of academic placements, analysing trainee’s placement feedback responses and in consultation with the ATPD give guidance on future placements as appropriate.
* Co-ordination, 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 ATPD, Head of School, College representative, trainees’ employer and HEYH office staff as necessary.
* Ensure trainees have access to academic career counselling.
* Provide advice and support for academic trainee fellowship applications.
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| **About Us**HEE 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. HEE 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. |

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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 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
 | * 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
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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*** ATPD
* IAT programme Academic Supervisors
* Deputy Postgraduate Dean
* Director of PGMDE in Trusts
* Clinical Training Programme Directors
* HEYH academic and programme support staff
* University IAT programme manager
* NIHR Academy IAT Programme Director
* Training Committee Chair and Regional College Adviser
* Educational Supervisors
* Royal College SAC representatives
 | * 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.
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| **Leadership and Management** |  |
| * Key academic champion for clinical academic training in Health Science-linked specialties
* 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 HEE |

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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 Health Education England
* 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**  | 0.5 Programmed Activities per week |
| **Location** | Leeds Institute of Health Sciences, University of Leeds |
| **Hours of Work** | 0.5 PA to be delivered within 12 PA job plan |
| **Permanent, Fixed Term or Secondment** | Secondment |
| **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 |