

## Job Description

### Deputy Dean

#### Summary of Roles and Responsibilities

The role of Deputy Postgraduate Dean in England has evolved over a number of years as a result of changes in healthcare education and training, the implementation of revalidation, the emergence of new workforce solutions and the continuing development of Health Education England (HEE).

The role of the Postgraduate Dean and the Deputy Postgraduate Dean embraces corporate, statutory and non-statutory functions. It aligns closely with the Health Education England mandate, and is focused upon improving patient and trainee safety and experience while supporting service transformation.

The post holder will:

- Act as a Clinical Leader at local, geographical and national levels
- Ensure the quality and safety of learners and learning environments
- Fulfil specific statutory functions
- Champion Healthcare Education

The Deputy Postgraduate Dean is line-managed by the local Postgraduate Dean and thus professionally accountable to the National Director of Education and Quality for HEE, who is the Responsible Officer for HEE as a Designated Body.

Clear leadership from the Deputy Postgraduate Dean (founded in knowledge and experience of, and commitment to, multi-disciplinary education) must support the development of the whole workforce. An inclusive, whole workforce approach needs a broad expertise to bring together all aspects of education, training and development across the breadth of the workforce.

The Deputy Postgraduate Dean will support the Postgraduate Dean to 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 and delivers an integrated workforce. This will include, providing significant leadership to work on developing educational frameworks and assessments based on care pathways and patient flows, supporting effective education commissioning across the professions and the wider health and social care workforce.

#### **6 x Programmed Activities (negotiable)**

## KEY AREAS OF RESPONSIBILITY

### Leadership

#### Visible integrated clinical leadership

- To support and work closely with the Postgraduate Dean and the Local Director, to provide effective clinical leadership across the North, contributing to the strategic development of HEE centrally and locally.
- To support the transformational agenda at all levels through education and training.
- To contribute to the vision of the local NHS and to enhance patient care by providing excellent strategic leadership and direction with respect to the quality of education and training of the healthcare workforce.
- To work with the Postgraduate Dean in developing and delivering a system wide quality framework and to be accountable for multi professional quality systems at a local level.
- To be an advocate for healthcare education 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.
- To work on behalf of HEE, representing HEE nationally and internationally, providing expert advice.
- To work locally with key groups and stakeholders, to attend and host events across the North, to develop key partnerships and to ensure effective local engagement and responsiveness to employers and HEIs in line with the culture of HEE.
- To increase engagement with faculty, staff, internal and external stakeholders to broaden attitudes across healthcare professions.
- To review how healthcare teams interact and identify opportunities for different healthcare professions to work more effectively together through education and training.
- To champion inter-professional learning and ensure all learners have an opportunity to learn within the context of a multi-professional team.
- To support and capture innovation locally and ensure adoption and spread across HEE leadership.

- To ensure delivery of the HEE mandate through local initiatives and programmes.
- To work with colleagues through professional networks and project groups to develop further consistency and commonality across healthcare education and training in England.
- To support the implementation of HR practices, policies, IT, corporate marketing (in line with HEE requirements), Data Protection requests etc.

### Involvement in Programmes and Projects

- To provide input across the education and training system, contributing to wider multi-professional health and education agendas.
- To support the Postgraduate Dean to promote or lead work programmes on behalf of HEE that support local and national developments and initiatives. This includes, but is not limited to, specific roles and projects working with colleges, regulators and the wider system to improve education and training and deliver mandate priorities. Involvement may vary depending on local arrangements, but would be expected to be a significant part of the role.

### Quality and Safety

#### Education and Training Quality Improvement and Performance

- To develop quality improvement processes which are complementary across the healthcare workforce.
- To emphasise the importance of and promote and ensure the provision of quality learning environments (including clinical learning environments) with flexible capacity to support all learners.
- To work in partnership with education providers ensuring compliance with a Quality Framework that applies to all learners.
- Together with the Postgraduate Dean, take responsibility for ensuring quality management process are effective, linked to LEPs quality control systems, and when necessary are responsive to safeguard the needs of all learners.
- To meet regulatory requirements for quality processes in medical education and training.

#### Patient Safety and Healthcare Quality Improvement

- To input into Quality Surveillance Groups, Area Teams and Clinical Commissioning Groups (or successor bodies). The Deputy Postgraduate Dean will support the Postgraduate Dean to focus on patient safety and experience, learner safety and experience, quality requirements, and incident reporting data. This will support the systematic development of effective inter-organisational communication, clinical audit, quality improvement activity and patient reported outcome and experience measures.
- To support the use of clinical skills training and simulation across multi-disciplinary teams, stressing the importance of teamwork and human factors.

## **Leadership**

### System leadership for Postgraduate Medical functions

- Work with the Postgraduate Dean to oversee the recruitment of trainee doctors, the sign off for full registration, FACD and CCT.
- Together with the Postgraduate Dean, be accountable, and provide leadership for, all postgraduate medical programme management aspects including ARCPs, rotations, development of Schools, OOP management, academic training, the management of less than full time training and other related processes.

## **Educational and Workforce Development Leadership**

### Professional Development of the educational faculty

- To comply with regulatory requirements particularly with regards to the supervision and support for students and trainees.
- To support the Postgraduate Dean to ensure a robust system for the training and accreditation of educational supervisors.
- To support development of staff who support learners in all settings through mentorship and supervision.
- To support the Postgraduate Dean to ensure a system is in place to identify learning needs and support provision of educational appraisal, educator development and resource for faculty and all learners.
- To support the Postgraduate Dean to ensure those who support learning have access to an appropriate range of educational resources to develop them in their role and maintain their capability.
- To create and promote shared learning opportunities to increase effective inter-professional working.

### Intelligence Support/provision

- To ensure local intelligence processes inform quality management processes.
- To support the maintenance and development of data systems and advances across healthcare professions.
- To meet local, national and regulatory data requirements/requests and deadlines.
- To ensure information systems are effective and maintained at an appropriate standard.

## Strategic Workforce Development and Commissioning

- Support the Postgraduate Dean in effective and intelligent commissioning of healthcare education. This will enable continuous quality improvement and ensure standards are met across postgraduate training, undergraduate medical clinical placements and healthcare student placements.
- To support the Postgraduate Dean so that the workforce plan allows commissioning of the right numbers, in the right location to meet the needs of the future healthcare.
- Work collaboratively with partners and stakeholders to ensure the provision of high quality practice learning opportunities that support the delivery of commissioned education
- To contribute to workforce planning by ensuring that accurate data is maintained and submitted and ensuring clinical engagement with local and national workforce planning processes.
- To ensure that the commissioning and resource allocation for healthcare education and training, including medical education and training, is integrated with the workforce development and skills strategy.
- To ensure the commissioning of education and training supports the development of the current workforce and to develop and promote advanced clinical practice roles to support high quality patient care.
- To develop educational solutions for healthcare teams that supports new service models and crosses traditional professional, primary/secondary and health/social care boundaries.
- To identify and support the implementation of alternative workforce solutions.
- To support Medical School quality improvement activity within the GMC framework by effective management of medical student placement funding.

## Finance

- To manage allocated budgets and work within HEE's Standing Financial Instructions.
- To ensure value for money through the appropriate use of resources.
- To advise on and oversee the development and use of educational resources.
- To ensure compliance with procurement requirements.

## Education Contracting

- To ensure the most appropriate contractual arrangements are in place for commissioned education which results in high quality education and training that delivers value for money.
- To recognise the continuum of professional education whilst managing difficult transitions between learning environments.

**Key Relationships**

- Health Education English Deans
- Local Director
- HEE staff, stakeholders and partners
- Professional and regulatory bodies
- Wider Stakeholder network
- Medical Royal Colleges and the Professional Organisations working with the wider healthcare workforce
- Local Medical School Deans
- Regional network of Medical Directors, Directors of Nursing and Directors of Medical Education / Education
- Senior clinical professionals across all organisations within the North
- Providers and commissioners across the North
- Higher and Further Educational Institutions across the North
- Senior Staff within Arm's Length Bodies
- Senior staff in the AHSNs, Clinical Senates, Public Health England (PHE) and NHS England

**PERSON SPECIFICATION**

	<p><b>ESSENTIAL</b></p> <p><i>The qualities without which a post holder could not be appointed</i></p>	<p><b>DESIRABLE</b></p> <p><i>Extra qualities which can be used to choose between candidates who meet all the essential criteria working at full competencies</i></p>	<p><b>METHOD OF ASSESSMENT</b></p>
<p><b>Knowledge</b></p>	<p>Knowledge of DH policy framework for the NHS</p> <p>Knowledge of DH workforce development and planning with associated education and training implications</p> <p>Significant knowledge and understanding of postgraduate medical and dental education and development</p> <p>Comprehensive knowledge of current teaching and learning methodologies</p> <p>Significant knowledge and understanding of multi-professional education and development</p>	<p>Knowledge of the delivery of undergraduate medical and dental education</p> <p>High level knowledge of workforce planning</p> <p>Detailed knowledge of local and national NHS organisations and bodies</p>	<p>Application Form</p> <p>Interview</p>
<p><b>Qualifications</b></p>	<p>Registered Clinical Practitioner</p> <p>Professional body membership</p> <p>Management qualification or equivalent and / or Qualification or higher degree in medical education or equivalent</p>		<p>Application Form</p> <p>Interview</p>

<p><b>Experience</b></p>	<p>Senior level position, delivering education and training within a primary or secondary care environment</p> <p>Senior management experience (education and or service) at regional or national level</p> <p>Active and on-going involvement in service development and delivery</p> <p>Evidence of innovation in education and training</p> <p>Experience of business planning and budget management</p> <p>Track record in effective implementation of change</p> <p>Experience of managing performance, including underperformance, of individuals and contracts</p> <p>Track record in influencing education policy or direction nationally</p>	<p>Exposure to board level working</p> <p>Multi professional and multi-agency working</p>	<p>Application Form Interview</p>
<p><b>Skills</b></p>	<p>Track record in successful leadership and setting and delivering vision</p> <p>Track record of successful change management</p> <p>Success in executing managerial responsibilities including project management significant staff and financial management in a large organisation</p> <p>Demonstrate ability to think and plan strategically</p> <p>Demonstrate ability to lead successfully from within a team</p> <p>Demonstrate successful delegation skills</p> <p>Positive track record in effective appraisal and personal development planning</p> <p>IT skills</p>	<p>Ability to analyse and interpret workforce information and assimilate findings into supporting work streams</p> <p>Contracting experience</p>	<p>Application Form Interview</p>

<p>Personal Qualities (Demonstrable)</p>	<p>Excellent oral and written communication skills</p> <p>Evidence of energy, ambition, enthusiasm, responsiveness and delivery</p> <p>Ability to work in a complex environment and manage risk</p> <p>Ability to establish academic credibility quickly</p> <p>Excellent achievements and acknowledged health community 'credibility' and influence</p> <p>National profile</p> <p>Willingness to challenge debate and develop ideas and local policy</p> <p>Evidence of understanding of 'corporate' responsibility and loyalty to decisions and plans</p> <p>Ability to empower and inspire others</p> <p>Excellent interpersonal and team-working skills</p> <p>Flexibility</p> <p>Willingness to be held to account for personal, shared and organisation wide objectives and targets</p>		<p>Application Form Interview</p>
<p>Other relevant requirements</p>		<p>Education based publications: peer reviewed journals or book contributions</p> <p>National and international education conference</p>	<p>Application Form/ Interview</p>