

Medical Education

Job Description

Job Title:	Deputy Head – Postgraduate Medical Education
Band	8a
Accountable to:	Group Director Postgraduate Medical Education
Reports to:	Head of PGME
Responsible for:	Directly manages Postgraduate Medical Education Department, responsible for day to day work assigned team and strategic overview.
Location:	Required to work at any location at any time throughout the duration of their contract, normally within the location of the MFT group of hospitals

1. Job Summary

- Alongside the Head of PGME the post holder will lead the Postgraduate Medical Education Department and the team to ensure that work streams and programmes are planned and carried out effectively across the Group.
- The post holder will be responsible for the efficient, effective and high quality professional and well-co-ordinated delivery of postgraduate medical education management services capable of meeting all statutory and regulatory requirements ensuring alignment with the activity of the organisation.
- The post holder will be responsible for:
 - Manage the team's corporate support function, including developing and managing the team's annual work plan, progress and dashboard (AOF) reporting and risk and issue management.
 - Liaise with functions within the Group to manage all corporate business returns, including planning and workforce returns.
 - Oversee an educational content management system to ensure information is properly managed and best practice is shared across the Group.
 - Oversee the leadership and coordination of quality assurance, development and educational support activity across the Group for Postgraduate Medical Education.
 - Oversight and management of all aspects of the service budgets.
- The job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by their line manager.
- The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Organisation.

2. Key Working Relationships

- The postholder will be required to have regular contact with internal and external stakeholders such as MFT Chief Executives/Medical Directors, Health Education England, General Medical Council; and will often need to engage with them over sensitive, complex, contentious and confidential issues.
- Participate in relevant internal and external working groups/projects, services and initiatives to provide project information and academic advice and expertise.
- Overseeing the team to develop and implement data collection systems that will provide accurate and timely data.
- Present complex quality analysis findings and national data, explaining complexities to a wide range of internal and external stakeholders.
- To liaise with other leaders to share best practice.

3. Functional Responsibilities

3.1 Operational Requirements

- Working within the overall strategic objectives, devise, implement and monitor the departmental strategy. Evaluate, interpret and locally implement best practice.
- Provide overall senior leadership and management to the function.
- Develop and implement qualitative and quantitative measure to determine performance against the organisational strategy. Report progress against the strategy through personal representation at senior management forums and by written reports to appropriate boards and groups of staff.
- Present complex information on all aspects of function practice in a clear understandable and audience-appropriate manner to senior management and board level groups.
- Ensure that best practice is developed and delivered at organisational and department levels. Challenge ways of working and persuade, motivate and influence other senior managers to realign their practice where necessary.
- Ensure that an appropriate local strategy is in line with business objective and are fully cascaded.
- Personally lead, support and contribute to formal negotiations with senior level staff from external stakeholders, providing a high level of negotiating expertise and collaborative skill.
- Advise on innovative opportunities and support all departments in their strategies and programmes to maximise service benefits through high quality medical education.
- Oversee the tracking of progress against plans and transition milestones ensuring appropriate processes are in place to flag issues, risks and concerns with the relevant stakeholders.

- Work closely with the Heads of other Departments or Directorate to ensure that units understand and adhere to HEE/GMC rules and standards intervening and supporting as appropriate.
- Devise, manage and update policies and procedures, ensuring the adoption of best practice methodology, rules standards and thresholds. Disseminating these methodologies etc., to staff within the department and throughout the organisation.
- Collect and report on information of expenditure within the organisation and other relevant governing bodies.

3.2 Financial and Physical Resources

- Alongside the Head of PGME the post holder will have overall budgetary responsibility for the function and the service provided within that function
- Alongside the Head of PGME post holder will be directly responsible for all budgets associated with the management of the functions.
- Act in a way that is compliant with Standing Orders and Standing Financial Instructions in the discharge of this responsibility.
- Constantly strive for value for money and greater efficiency in the use of these budgets and to ensure that they operate in recurrent financial balance year on year.

3.3 Staff Management

- Support and line manage the Department or Directorate.
- To forge positive working relationship, in order to support the effective delivery of the Trust's contractual requirements with Health Education North West.
- To manage, motivate and develop staff within the team to ensure that they are able to deliver their responsibilities including the management of disciplinary procedures as required, undertake staff consultation and consider welfare and safety matters, taking into account instructions and guidelines issued.
- To recruit as necessary and performance manage a team that delivers a range of tasks within a matrix structure in a new and challenging environment.
- Use appraisal and development and procedure to ensure that appraisals are undertaken regularly.

3.4 Information Management

- Responsible for devising, developing and implementing appropriate information sharing systems to:
 - Facilitate effective working practices for end-to-end processes.
 - Ensure accurate analysis of management information.
- Lead the creation and implementation of information systems for collecting, evaluation and interpreting large volumes of intricate data on educational performance to inform the short, medium and long term strategies.

- Responsible for the operation and maintenance of information systems, adapting systems where necessary to suit changing information needs.
- Responsible for the collection and reporting on educational performance both within and outside the organisation, including compliance reporting.

3.5 Research & Development

- Ensures that relevant groups are able to access best practice and current information.
- Ensures that benefits from research development and from innovation are realised by educational colleagues and stakeholder organisations.

4. Operational Responsibilities

4.1 Planning and Organisation

- Creates and implements work/business plan, clearly identifying links to national, regional and local priorities and policy objectives.
- Contributes to the development and implementation of general policy and service development.
- Develops and implements strategies for improving performance.
- Drives and leads development and improvement processes.
- Ensures stakeholder representation is engaged throughout the cycle.
- Drives process efficiency in the continuous development of the service and its associated performance metrics.

4.2 Policy & Service Development

- Responsible for proposing and drafting papers to Board and Executive team. Implementation and interpretation of policies, guidelines and service level agreements (SLA's) which may impact services and sector.
- Proposes changes to own function making recommendations for other service delivery.
- Contribute to the review and development of existing information management systems
- The post holder will need to maintain a good knowledge of emerging policies from Health Education England and the General Medical council for example. This will assist in the planning and strategic delivery of postgraduate training at the Trust.

Person Specification Generic Band 8A

In the supporting evidence of your application form, you must demonstrate your experience by giving examples for the criteria within the person specification

Factors	Description		Desirable	Assessment
		Essential		
Knowledge, Training and Experience	Educated to masters level or equivalent level of experience of working at a senior level in Specialist area.	✓		A/C
	Extensive knowledge of specialist areas acquired through postgraduate diploma or equivalent experience or training plus specialist knowledge or experience to masters level equivalent.	✓		A/I
	Evidence of post qualifying and continuing professional development.	✓		A/I
	Must have an understanding of medical training and appreciate the implications of this on engagement.	✓		A/I
	Should have an appreciation of the relationship between the General Medical Council, Health Education England, Lead Employer and individual local providers.	✓		A/I
Communication Skills	Provide and receive highly complex sensitive and contentious information, negotiate with senior stakeholders on difficult and controversial issues and present complex and sensitive information to large and influential groups.	✓		A/I
	Persuade board and senior managers of the respective merits of different options, innovations and new opportunities.	✓		A/I
	Negotiate on difficult and very complex and detailed issues.	✓		A/I
Analytical	Problem solving skills and ability to response to sudden unexpected demands.	✓		A/I
	Ability to analyse complex facts and situations and develop a range of options.	✓		A/I
	Take decisions on difficult and contentious issues where there may be a number of courses of action.	✓		A/I
		✓		A/I

	Strategic thinking – ability to anticipate and resolve problems before they arise.			
Planning Skills	Plans and organises a broad range of complex activities. Formulating and adjusting plans to reflect changing circumstances.	✓		A/I
	Inputs to strategic plans across the Trust and within the specific teams.	✓		A/I
	Works with stakeholders to develop performance improvement plans through service delivery	✓		A/I
	Good use of available information sources to enable efficient and effective planning.	✓		A/I
	Ability to work under pressure and to tight and often changing deadlines.	✓		A/I
Management Skills	Skills for direct line management and job management.	✓		A/I
	Skills for delivering results through managing others and using a range of levers in the absence of direct line management responsibility.	✓		A/I
	Skills for managing relationship with a range of different stakeholders	✓		A/I
Physical Skills	Working knowledge of Microsoft Office with intermediate keyboard skills	✓		A/I
Autonomy	Manages team within the constraints of Trust strategic plan.	✓		A/I
	Ability work on own initiative and organise workload. Allocating work as necessary.	✓		A/I
	Ability to make decisions autonomously when required on difficult issues.	✓		A/I
Equality & Diversity	Demonstrates knowledge and understanding of equality of opportunity and diversity taking into account being aware of how individual actions contribute to and make a difference to the quality agenda.	✓		A/I
		✓		A/I

	<p>Supports staff for whom the post holder has line management responsibility.</p> <p>Demonstrates knowledge and understanding of equality of opportunity and diversity.</p>	✓		A/I
Financial and Physical Resources	Responsible for a budget, involved in budget setting and working knowledge of financial processes.	✓		A/I
Other	<p>An ability to maintain confidentiality and trust.</p> <p>Used to working in a busy environment.</p> <p>Adaptability. Flexibility and ability to cope with uncertainty and change.</p> <p>Commit to continuing professional development.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Assessment will take place with reference to the following information; A= Application form I = Interview T = Test C= Certificate</p>				