



JOB SUMMARY – ASSOCIATE POSTGRADUATE DENTAL DEAN – CORE & SPECIALTY TRAINING (0.5 WTE)

1. Dental Directorate

NHS Education for Scotland (NES) is a Special Health Board whose mission is to contribute to the highest quality of healthcare throughout NHS Scotland by promoting best practice in the education and life-long learning of all staff.

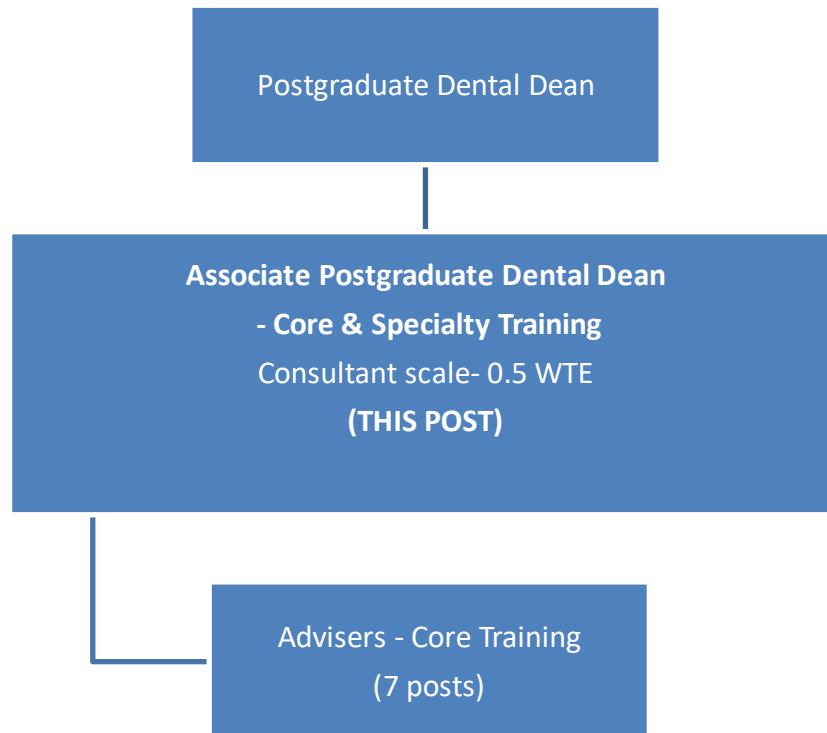
NES Dental Directorate is responsible for delivering high quality education and training across a diverse range of training programmes throughout Scotland. The Directorate supports and incorporates the work of Health Care Science and Optometry.

NES helps ensure quality of patient care by designing, commissioning, quality assuring and, where appropriate, providing education, training, and lifelong learning for the NHS workforce in Scotland. NES has responsibility for advancing knowledge and developing the skills of all NHS staff to help them work together with maximum effectiveness for the benefit of patients. The aim is to produce best practice in education and lifelong learning through:

- building workforce capacity for service improvement
- delivering educational support for national clinical priorities
- developing educational infrastructures
- strengthening partnership working

The Dental Directorate is responsible for the management, funding and provision of Postgraduate Education for Dentists and Dental Care Professionals within Scotland and pre-registration training for dental nurses. Postgraduate Education is provided for practitioners within the General Dental Service, Public Dental Services and the Hospital Dental Service. The Directorate is responsible for overseeing the provision of Dental Vocational Training (Dental Foundation Training) for new dental graduates, and CPD courses for general dental practitioners and Dental Care Professionals. In addition to this the directorate oversees the dental training grades in the Hospital Dental Service and is responsible for the management of Dental ACT and funding of dental outreach to support undergraduate dental education. The Directorate also includes the Clinical Effectiveness and Reducing Inequalities work streams.

2. Organisation Chart



3. Job Role

The purpose of this role is to be responsible jointly for leading and management of the Dental Core and Specialty training workstream. This includes recruitment and quality management of Core and Specialty training. The postholder will be expected to play a key role in the strategic leadership of the Dental Directorate and to collaborate with the existing Associate Postgraduate Dean for Core and Specialty training. Comprehensive, theoretical, and practical knowledge within their field of work and an awareness of the boundaries of that knowledge are a key requirement of the role. The postholder will be able to apply knowledge to solve highly complex problems creatively, make judgements which require analysis and interpretation, and actively contribute to service and self-development.

4. Key Tasks

These include but will not be limited to:

- Provide strategic leadership of the Core and Specialty workstream.
- Quality management and quality improvement of education and training.
- Lead and manage national projects/initiatives.
- Line management of Core Training Advisers.
- Evaluate current activity and manage change effectively.
- Actively engage with key stakeholders ensuring that the demands of oral health for the population of Scotland are met.
- Engage in UK wide discussions relevant to the activity of the workstream.

Associate Postgraduate Dental Dean - (Core and Specialty Training)

1. JOB IDENTIFICATION

Job Title: **Associate Postgraduate Dental Dean**

Department(s): **Core and Specialty Training**

Directorate: **Dental**

Job Reference: **6512BR**

Responsible to: **Postgraduate Dental Dean**

2. JOB PURPOSE

The purpose of this role is to be responsible for the leading and managing of education and training opportunities for Health and Social Care Professionals in Scotland.

The post-holder will have a comprehensive, theoretical and practical knowledge within their field of work and an awareness of the boundaries of that knowledge. They are able to apply knowledge to solve highly complex problems creatively, make judgements which require analysis and interpretation, and actively contribute to service and self-development.

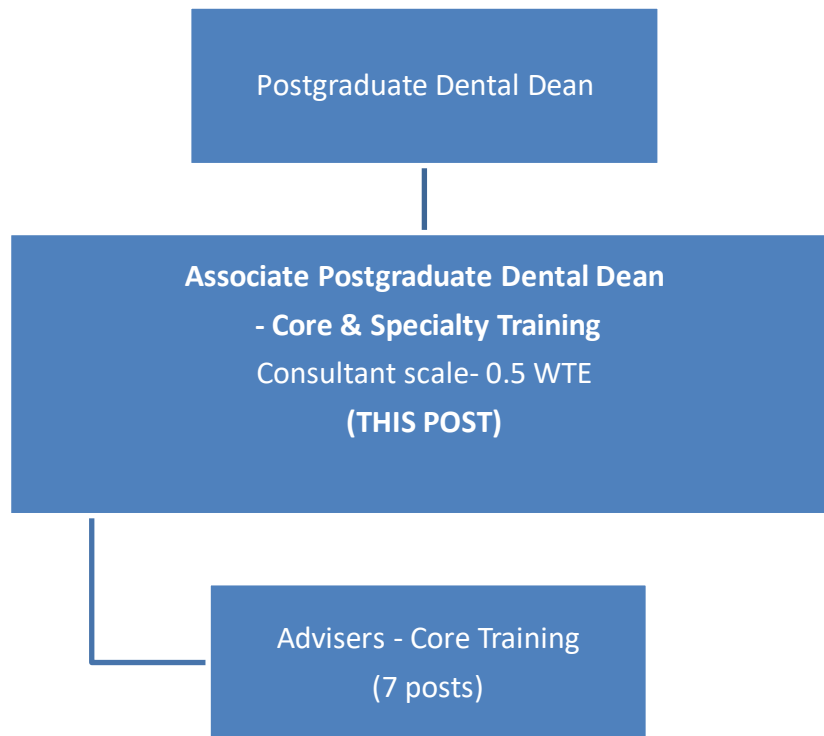
3. DIMENSIONS

The post-holder will be responsible for quality management and quality improvement of education and training and take responsibility for and lead as required on national projects.

The post-holder may have line management responsibilities.

The post-holder will be required to assist in any other duties which are deemed reasonable to their role and grade.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

NHS Education for Scotland (NES) is a Special Health Board whose mission is to contribute to the highest quality of healthcare throughout NHS Scotland by promoting best practice in the education and life-long learning of all staff.

NES Dental Directorate is responsible for delivering high quality education and training across a diverse range of training programmes throughout Scotland.

NES helps ensure quality of patient care by designing, commissioning, quality assuring and, where appropriate, providing education, training and lifelong learning for the NHS workforce in Scotland. NES has responsibility for advancing knowledge and developing the skills of all NHS staff to help them work together with maximum effectiveness for the benefit of patients. The aim is to produce best practice in education and lifelong learning through:

- building workforce capacity for service improvement
- delivering educational support for national clinical priorities
- developing educational infrastructures
- strengthening partnership working

The Dental Directorate is responsible for the management, funding and provision of Postgraduate Education for Dentists and the Dental Care Professionals within Scotland and pre-registration training for dental nurses. Postgraduate Education is provided for practitioners within the General Dental Service, Public Dental Services and the Hospital Dental Service. The Directorate is responsible for the organisation and delivery of Vocational

Training for new dentist and hygienist-therapist graduates, and CPD courses for Primary Dental Care practitioners and Dental Care Professionals. In addition to this the directorate oversees the dental training grades in the Hospital service and is responsible for the management of Dental ACT and student outreach funds. There are also workstreams for Clinical Effectiveness, Reducing Inequalities and Business Support Shared Services.

6. KEY RESULT AREAS

- Provide strategic leadership for Quality, Patient Safety, Oral Health development of the National Workstream.
- Work with the General Manager, Business Managers and Postgraduate Dental Dean to develop business plans for the relevant workstream.
- Evaluate current activity and manage change effectively.
- Represent NHS Education for Scotland and/or the Postgraduate Dental Dean at local/regional and national events as requested.
- Direct and lead workstream teams, delivering high quality postgraduate and pre-registration education and training for the Dental teams.
- Provide the strategic planning required for the changing educational needs of the dental teams.
- Actively engage with Scottish Government in relation to changes in legislation and direction ensuring that the demands of oral health for the population of Scotland are met.
- Manage national workstreams related to the implementation of the Dental Vision and take a role in educational research as agreed with the Postgraduate Dental Dean.
- Undertake such reasonable duties as determined by the Postgraduate Dental Dean.

7. USE OF PHYSICAL RESOURCES

7a. Equipment and Machinery

- A range of office, audio-visual and IT equipment
- Use of PC for everyday use
- Multi-function devices: scanners, copiers, printers
- Telephone
- VC Facilities

7b. Systems

- Utilisation of current data and information systems relevant to role currently in use throughout NES.
- Regular use of Office 365.
- Use IT as directed, maintaining confidentiality.

8. ASSIGNMENT AND REVIEW OF WORK

- Accountable to the Postgraduate Dental Dean and in line with NES policy, post-holder will participate in annual appraisal and performance review and have an agreed Personal Development Plan.
- Post-holder is a member of the Dental Directorate Executive Team.
- The post-holder requires to be fully self-motivated to work autonomously.
- Work will be generated and driven by the educational needs of all professionals involved in Dentistry.
- Post-holder will produce high level reports as requested by various bodies both internal and external to NES.

9. DECISIONS AND JUDGEMENTS

- The post-holder is required to demonstrate strong decision-making abilities and analytical skills in a range of situations where judgements may need to be taken in a variety of situations.
- The post-holder is required to analyse a range of complex situations, make decisions where no precedent exists or opinions conflict.
- The post-holder will report to the Line Manager, consulting with them as and when required.
- There is a requirement to assess situations and identify the root-cause of the problem, readily using theoretical and practical knowledge to think, gain and share information, solve problems, and make decisions. This may include presentation of sensitive, complex, and occasionally contentious information.

10. MOST CHALLENGING PARTS OF THEJOB

- Driving improvements in the quality of postgraduate education and training,
- Balancing of training priorities with service responsibilities,
- Implementation of change.
- Identification of opportunities for early intervention and remediation in the context of sub-optimal performance.
- Identifying the reasons underpinning poor performance and providing the necessary support in association with colleagues.
- Taking account of equality and diversity issues.

11. COMMUNICATIONS AND RELATIONSHIPS

The post-holder will be an excellent communicator, with the ability to chair strategic meetings at the highest level, and to develop ideas as part of a team, including but not limited to:

Internal Stakeholders:

- Postgraduate Dental Dean
- Workstream Business Manager
- Core Training Advisers, Training Programme Directors, Educational Supervisors and Trainers, Trainers, Trainees
- Senior colleagues within NES

External Stakeholders, including but not limited to:

- Territorial Health Boards
- Dental Schools
- Royal Colleges
- General Dental Council
- Scottish Government
- Health & Social care and the third sector

12. PHYSICAL, MENTAL, EMOTIONAL & ENVIRONMENTAL DEMANDS OF THE JOB

Physical skills

- Capable of producing work to a high quality and accurate keyboard skills.
- Driving and/or public transport.

Physical effort

- Lifting/moving items, such as laptops/projectors etc.
- Frequent requirement for sitting or standing in a restricted position at the computer or in meetings, for a substantial proportion of the working time.

Mental effort

- Strategic thinking.
- Dealing with difficult and/or sensitive issues.
- Periods of prolonged concentration.
- Ability to respond to changing demands.
- Rapid decision making in response to unpredicted demands.

Emotional effort

- Dealing with sensitive issues.
- Requires resilience and diplomacy, to lead change resistance and sometimes in the face of strongly held competing points of view.
- High level emotional intelligence.
- Maintaining department morale, cohesion and development in the face of wide and often conflicting demands for services.

Working Conditions

- Standard office conditions with flexibility to make best use of time e.g. hot desks, occasional working from home or a hot desk in another location.
- Working at a computer for long periods.

- Travel to other locations in Scotland, and the UK, which can involve out of-hours travelling time and overnight stay.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Current and on-going GDC registration
- Appropriate professional postgraduate qualification (e.g. FDS or MMed)
- Experience in training and assessment methodology
- Significant experience of postgraduate dental education
- Good working knowledge of undergraduate dental education
- Knowledge of the educational requirements set out by the GDC
- Excellent communication skills
- Excellent IT Skills
- Excellent presentation skills
- Ability to motivate, engage and influence others
- Significant line management experience
- Evidence of team-working and inter-professional collaboration

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:



PERSON SPECIFICATION

Essential Criteria – these are attributes without which a candidate would not be able to undertake the full remit of the role. Applicants who do not clearly demonstrate in their application that they possess the essential requirements will normally be eliminated at the short listing stage.

Desirable Criteria – these are attributes which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential criteria.

Means of Assessment – please note that candidates invited for interview will be notified if there will be a requirement to undertake a test or presentation. These additional assessments may be used to judge one or more criteria within the factor.

Factors	Essential	Desirable	Means of Assessment
Key Leadership Behaviours	<ul style="list-style-type: none"> Inspiring Empowering Adaptive Collaborative Engaged and Engaging 		Application & Interview
Education and Professional Qualifications	<ul style="list-style-type: none"> Registration with the General Dental Council and on a dental specialist list Dentally qualified with a background in secondary care Relevant postgraduate dental qualification including membership/fellowship of a Royal College. 		Application & Pre-Employment checks
Experience/Training (including research if appropriate)	<ul style="list-style-type: none"> Evidence of regular successful participation in appraisal Further evidence of management training and a commitment to ongoing professional development Current or previous substantive consultant or honorary consultant appointment Leadership and management experience at a senior level in the NHS or related sector with a demonstrable track record of delivery 		Application & Interview

Specific Skills and Knowledge	<ul style="list-style-type: none"> • Good understanding of the context of postgraduate dental education across the UK, the NHS and a strong grasp of all aspects of dental career development • In depth knowledge of the priorities set for training by the GDC and Royal Colleges • Good working knowledge of undergraduate dental education • Good working knowledge of MS Office including Teams 		Application, Interview & Presentation
Personal Attributes	<ul style="list-style-type: none"> • Advanced communication skills congruent with high profile leadership role • Excellent listening, influencing, critical reasoning and negotiation skills • Commitment to NES diversity and equality agenda • Resilience and • Diplomacy and ability to manage conflict and change • Able to work flexibly and autonomously when required • Willingness to travel 		Interview & Presentation



CONDITIONS OF SERVICE

TITLE:	Associate Postgraduate Dental Dean - Core and Specialty Training	LOCATION:	Flexible (any NHS Education for Scotland office)
REPORTING TO:	Postgraduate Dental Dean		
GRADE:	Consultant	SALARY SCALE:	Consultant £84,984 to £112,925 pro-rata per annum
HOURS AND DAYS OF WORK:	Part time- 18.75 per week		
JOB STATUS:	Permanent	NOTICE PERIOD:	3 months
ANNUAL HOLIDAYS:	6 weeks pro rata to the number of session worked	PUBLIC HOLIDAYS:	10 local/ Public Holidays per annum
REHABILITATION OF OFFENDERS CLASSIFICATION:	The 'exemption' status of posts within NES may change in the future and all successful candidates should be aware that they may be asked to obtain a further Disclosure from Disclosure Scotland at a later date, should a post's status change, or if they are transferred or promoted into a post that is exempt.		

SUPERANNUATION:

Please note under changes to workplace pension arrangements introduced by the UK Government, NHS Education for Scotland along with other employers requires to ensure all staff are automatically enrolled in a pension scheme. Consequently, all new starts from 1 October 2013 will be automatically enrolled into the NHS Superannuation Scheme (Scotland). Contributions are based on whole time pensionable earnings as set out in the table below;

Employee contribution rates 2020/2021		
Tier	Annual Pensionable Pay (Full Time Equivalent)	Contribution
1	Up to £18,936	5.2%
2	£18,937 to £23,228	5.8%
3	£23,229 to £28,891	7.3%
4	£28,892 to £56,266	9.5%
5	£56,267 to £79,801	12.7%
6	£79,802 to £117,960	13.7%
7	£117,961 and above	14.7%

Sessional workers who work more than 10 sessions per week under NHS condition may be unable to contribute further to the superannuation scheme.

The conditions above are for information purposes only and may be subject to variation. They do not form the basis of a legal contract.

Leadership Behaviours

NHS Education for Scotland (NES) assesses and selects employees based on our leadership behaviours which are expected at all levels in the organisations. These leadership behaviours support the NES ways of working and NHS Scotland values.

These leadership behaviours describe how we work, and what is expected of everyone who works in NES. A number of methods may be used to assess these behaviours as part of our recruitment and selection processes. Our leadership behaviours are:

