



## DIRECTOR / LEAD DEAN DIRECTOR MEDICAL DIRECTORATE

### **1. About NES**

NES is a national special Health Board with a vision of Quality Education for a Healthier Scotland, and a mission to provide education that enables excellence in healthcare for the people of Scotland through the themes of an excellent workforce, improved quality, new models of care, enhanced educational infrastructure and an improved organisation. The work of the organisation is underpinned by the NHS Scotland Health and Social Care Delivery Plan.

We are the leader in educational design, delivery and quality assurance and provide wide-ranging support to workforce development. We are the official provider of workforce statistics for NHS Scotland and support national workforce planning. We design and develop digital technologies supporting innovation and transformation.

Our purpose is to drive change and improve the quality of care experienced by citizens across Scotland by ensuring that we have the right staff, with the right skills, in the right place, at the right time. NES is integral to improving outcomes for people and in ensuring a skilled and capable workforce underpins the design and delivery of services. As an organisation, we recognise the significant contribution we can make to improving population health, reducing inequalities and economic development.

### **2. Job Purpose**

To provide leadership of clinical medical education, training and workforce development across the Medical Directorate, in partnership with the Executive Medical Director, members of the Medical Directorate Senior Team (MDST), Scottish Government, NHSScotland, Higher Education Institutions, Health Boards and national professional and regulatory bodies.

In partnership with the Executive Medical Director and NES colleagues, influence and contribute to setting the strategic direction for the education and training of the clinical workforce in Scotland; undertake national roles shaping and contributing to the wider development of postgraduate medical education and workforce development.

Lead major areas of work in medical education and training across Scotland and at a UK level, through engagement with national professional and regulatory bodies.

As a senior member of the Medical and Dental Senior Team to influence, shape and fully participate in the corporate governance of NES and the Medical Directorate, providing strategic leadership and direction as a Medical Educational Lead.

Working with Executive Directors across NES, contribute to service redesign, education, training, and development of the wider multi-professional NHS Scotland workforce.

### **3. Dimensions**

NES has leads for each of the key professional groups in the NHS, organised within a Directorate structure. The Executive Medical Director has particular responsibility for clinical education and training in addition to wider corporate and multi-professional responsibilities. The post holder has a key strategic role in supporting this work, through the provision of leadership at UK, Scottish, and regional levels, contributing to the strategic development of clinical education and the wider NHS workforce.

The Medical Directorate responsibilities cover the whole of Scotland. This provides the advantages of national working to deliver some services on a pan-Scotland basis where that is more effective and efficient, while also maintaining the local NHS Board and University facing functions in the regions.

The management structure of the Directorate involves:

- Directorate Senior Team (MDST) – composed of the Medical Director, Deputy Medical Director, Associate Director, Lead Deans/Directors, and General Managers
- General management support – with business processes aligned into coherent national workstreams
- Regional linkages – a leadership and interface role for Lead Deans/Directors, aligned to territorial NHS boards and Universities
- Specialty Training Boards – to advise MDST

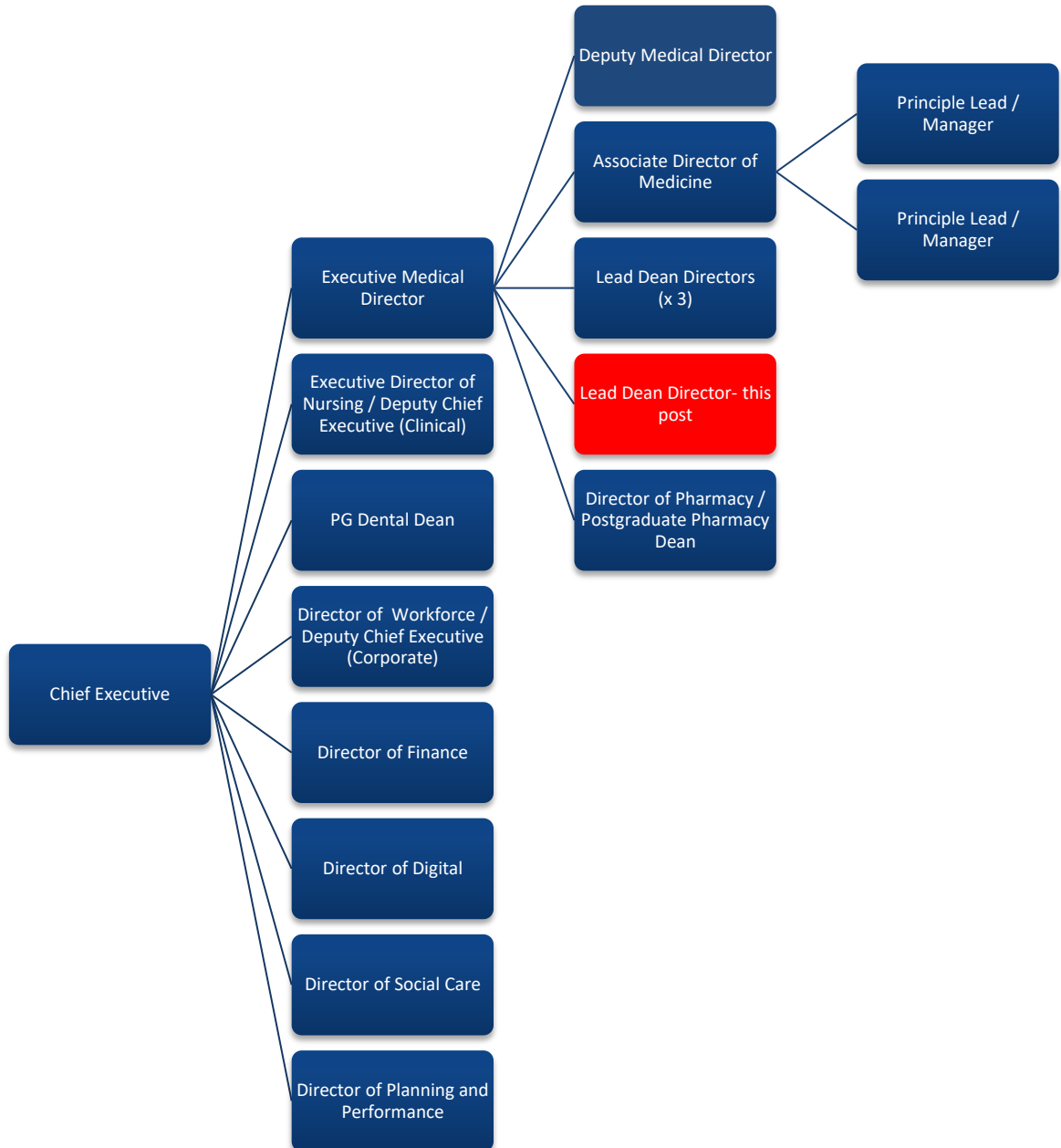
Postgraduate medical education across the UK is in a period of reform and how education and training is delivered is changing to meet this challenge. The post holder, working with colleagues across NES, will contribute nationally to the delivery of Scottish Government Policy.

The delivery of postgraduate clinical education is a complex task, and the Medical Directorate works closely with many partners who have diverse interests and who together contribute to the management and delivery of clinical education. NES - through strategic leadership provided by the Medical Directorate - recruits and manages postgraduate training of over 6,300 doctors in foundation, core, General Practice, and speciality training.

The Medical Directorate works alongside the Specialty Training Boards to manage and develop training programmes. The Directorate is also assisted by Speciality Training Committees and a network of Associate Postgraduate Deans, Assistant GP Directors, Training Programme Directors, Foundation Programme Directors, and GP Associate Advisers.

#### 4. Organisation Chart

This represents the current position – but it should be noted that this is subject to change as we consider how best to organise our resources to best fit with organisational change in other parts of NHS Scotland.



## **5. ROLE OF THE DIRECTORATE**

The Medical Directorate is responsible to the NES Board and through the Board to Scottish Government for the commissioning and delivery of postgraduate medical education in Scotland and the distribution of Medical additional cost of teaching (ACT) funding for undergraduate training. This training is delivered in General Practices and Health Boards to standards set by the General Medical Council (GMC). The role of the Directorate is to oversee training, manage the trainee's progress through the training programme and ensure the training is delivered to GMC standards.

There are currently five locality offices across NES and staff located across the country contribute to various training management, quality, and professional development activity. This also facilitates close working relationships with the wider NHS through NHS Scotland regional and local Health Board structures, and with the five Scottish Medical Schools.

There are 66 separate speciality curricula leading to a recognised Certificate of Completion of Training. The Scotland Deanery is responsible for the overall quality and management of the training programmes that deliver these curricula. The Directorate has a number of roles encompassing areas specific to Medicine in addition to more corporate responsibilities:

- a. Support the education of undergraduate medical students through the distribution and management of the Medical Additional Costs of Teaching (ACT funding). Data is collected to provide information on the quality of training placements.
- b. Through a robust system of educational governance, operate all approved foundation and speciality (including GP) training programmes.
- c. Ensure the effective delivery of the Quality Framework for medical education and training as laid down by the General Medical Council (GMC), through a system of Quality Management to demonstrate that Local Education Providers are meeting the GMC standards. This is undertaken as part of a wider corporate responsibility to ensure the delivery of high-quality training in all health disciplines.
- d. Recruit to and manage the postgraduate training of doctors in Foundation, Core and Speciality (including GP) programmes.
- e. Manage study leave, clinical academic training, flexible training, careers guidance, trainer development and the trainee development and wellbeing service.
- f. Support the work of the Remote and Rural Health Education Alliance (RRHEAL) which will soon become part of the National Centre for Remote and Rural Health.
- g. Support and manage with others Quality Improvement, Clinical Skills, Patient Safety, Simulation and Human Factors training across NES.

- h. Corporate executive leadership for education and training in Pharmacy.
- i. Contribute to the agenda of supporting the development of multi-professional education where appropriate.

## **6. KEY AREAS OF RESPONSIBILITY:**

To provide strategic leadership, direction and management of postgraduate medical education and training involving responsibilities:

- (i) to lead medical education and training in General Practice, Public Health, Psychiatry and Broad-Based training across Scotland – please note these may be subject to change to meet changing needs in medical education.
- (ii) at a national level, leading major areas of work in medical education and training across the NES Medical Directorate.
- (iii) at a UK level, through engagement with national professional and regulatory bodies.

This will include:

- The education and training of General Practice Specialty Trainees, Psychiatry trainees, Public Health and Broad Based Training trainees currently will be led by the postholder supported by a network of Assistant Directors, Associate Advisers, Associate Postgraduate Deans and Training Programme Directors.
- The postholder will contribute to the work of the **Specialty Training Board** for General Practice, Broad Based Training, Psychiatry and Public Health.

In addition to these role-specific responsibilities, the post-holder will share in the broad range of responsibilities managed by all Lead Dean Directors. This will include:

- Direction and management of postgraduate medical education infrastructure at local, and regional levels, and national responsibility as appropriate, including overall financial planning and accountability for expenditure with delegated budgetary responsibility from the NES Medical Director.
- Management of doctors in training through all aspects of medical education including, appraisal and assessment as well as the pastoral care of trainees.
- Liaison with the relevant NHS Boards and Universities concerning undergraduate and postgraduate medical education, support and delivery, ensuring at all times that an appropriate learning environment is maintained for doctors in training.
- Contributing UK-wide to national postgraduate medical education policy development through NES, and other agencies.
- Establishing joint planning mechanisms with NHS Boards, Regional Workforce Planning groups and other agencies to ensure planning decisions take account of

postgraduate medical education, and to contribute to workforce planning for other professional groups.

- Commissioning and monitoring of specialist training programmes, co-ordination of the regional activities associated with placement of doctors within Foundation, Core and Specialty programmes.
- Ensure that all programmes are delivered, and quality managed in compliance with GMC standards and all other relevant quality-assurance, governance and regulatory requirements.
- Liaison with those responsible for the undergraduate medical curriculum in the University Medical Schools to ensure a smooth transition from undergraduate to postgraduate status; promoting the training of future academic clinicians in Foundation, Core, GP and Specialty training programmes.
- Support the development of initiatives with University Medical Schools to jointly improve Postgraduate Medical training in Scotland.
- Contribute to the work of the directorate in supporting the continuous professional development of trained doctors, including work on appraisal and revalidation.
- Supporting the Medical Director in their role as Responsible Officer to the GMC for all doctors in training in Scotland.
- Contribute to the work of the directorate in supporting the provision of leadership training for doctors and other health professionals.

## **7. ASSIGNMENT, GENERATION AND REVIEW OF WORK**

The post is directly accountable to the Executive Medical Director and works under the broad direction of Corporate and Directorate strategic plans and within the parameters of Government health and workforce priorities.

The post-holder will agree objectives and a job-plan with the Executive Medical Director

## **8. COMMUNICATIONS AND WORKING RELATIONSHIPS**

The communication, influencing and partnership working challenges of this post are significant as each of the external and internal stakeholders will have their own agenda and perspective. Excluding the postholder's line manager (Executive Medical Director) set out below are the key working relationships which the postholder has to develop and sustain at a highly effective level.

**Internal:**

- Chief Executive:- to provide advice and input as required on policy developments and educational and clinical governance issues or national areas of responsibility as required
- Executive Directors & senior management colleagues: - to deliver on strategic objectives, share intelligence and engage in the collaborative delivery of the corporate plan.

**External:**

Executive Officers/Directors/Deans in the following:

- Scottish Government including all relevant Directorates
- General Medical Council
- Presidents and Chairmen of Royal Colleges and Faculties
- BMA and its relevant Committees
- Medical Directors, Directors of Medical Education and senior officers of Health Boards and Operational Units
- University Deans of Medical Schools
- Conference of UK General Practice Education Deans (COGPED)
- Conference of UK Postgraduate Medical Education Deans (COPMED)
- Health Education England (HEE), NIMDTA (Northern Ireland Medical and Dental Training Agency) and HEIW (Health Education and Improvement Wales)
- Royal College of General Practice
- Others with an interest in medical education

The overall purpose of internal engagement is to ensure excellent working relationships with stakeholders and senior colleagues in order to deliver on strategic objectives including the delivery of organisation wide initiatives.

The post holder requires excellent partnership working and high quality working relationships with all external stakeholders. The purpose of these communications is to influence, negotiate and win support for the delivery of developments in support of the post's strategic objectives.

**9. MOST CHALLENGING PARTS OF THE JOB**

- Embedding a culture of excellence in clinical training to achieve equity in healthcare delivery through promoting innovation and development within the context of financial constraints, challenging workforce redesign plans and enhanced regulatory and performance requirements
- Support the implementation of developments and new standards within a complex and financially constrained environment in such a way that professional, regulatory and workforce redesign requirements are met
- Influence and maintain excellent relations in a time of significant change ensuring through quality management that education and training across Scotland is of the required standard

- Support a significant programme of organisational and cultural change within the single Scotland Deanery and across the Directorate

## **10. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST**

We are committed to Scotland's health service values, and we aim to ensure that staff are supported through education. The values we share, in common with all NHSScotland organisations are outlined below; these guide how we work, the decisions we make and the way we treat people:

- care and compassion
- dignity and respect
- openness, honesty, and responsibility
- quality and teamwork

We will embed these values through our ways of working, these are to always:

- aim for excellence in education
- be open, listen and learn
- take responsibility and lead by example
- respond quickly and confidently
- look ahead and be creative
- respect and value each other
- work in partnership to a clear common cause

The post requires an individual who demonstrates high levels of competency in NHSScotland leadership behaviours identified as crucial to achieving success in NHSS; specifically Leading Change, Capacity and Capability Building with Partners and Achieving Results.

The postholder will require high levels of strategic thinking, influencing, negotiating and partnership working skills combined with a visible and dynamic leadership which is exercised in a local and national context. He/she must have the presence, credibility and stature to lead for NES and the Directorate in our most complex national environment and contribute to the strategic leadership and development of a highly significant Directorate which impacts directly on the delivery of clinical care and patient safety.

### **Qualifications, Registration and Membership**

- Medically qualified with a significant and demonstrable interest in medical education
- Full specialist or GP Registration with the General Medical Council, with a licence to practice
- Evidence of regular successful participation in appraisal.

- Relevant Postgraduate medical qualifications, including membership / fellowship of a Royal College, MD, PhD or equivalent
- Further evidence of leadership and management training and a commitment to ongoing professional development.

#### Experience and Knowledge

- Considerable experience in a primary care, community care, public health or psychiatry.
- Considerable leadership and management experience at a senior level in the NHS or related sector with a demonstrable track record of delivery.
- Evidence of excellent written and oral communication and influencing skills
- Good understanding of the policy context for postgraduate medical education in Scotland, the NHS and a strong grasp of all aspects of medical career development
- In-depth knowledge of education, training and development systems and processes in health care systems and how workforce development and research underpin contemporary medical practice
- Proven track record of leading change within complex systems
- Successful initiation and facilitation of strategic partnership working and alliances through excellent relationship management skills
- Experience and understanding of undergraduate and postgraduate medical education in both primary and secondary care settings
- National profile



## 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
<b>Leadership Behaviours</b>	<ul style="list-style-type: none"> <li>Inspiring</li> <li>Empowering</li> <li>Adaptive</li> <li>Collaborative</li> <li>Engaged &amp; Engaging</li> </ul>		Application & Interview
<b>Education and Professional Qualifications</b>	<ul style="list-style-type: none"> <li>Full specialist or GP registration with the General Medical Council</li> <li>Medically Qualified with a significant and demonstrable interest in medical education</li> <li>Relevant Postgraduate medical qualifications including membership/fellowship of a Royal College,</li> </ul>	<ul style="list-style-type: none"> <li>MD or equivalent.</li> </ul>	Application & Pre-Employment checks
<b>Experience/Training (including research if appropriate)</b>	<ul style="list-style-type: none"> <li>Evidence of regular successful participation in appraisal</li> <li>Further evidence of management training and a commitment to ongoing professional development</li> <li>Considerable leadership and management experience at a senior level in the NHS or related sector with a demonstrable track record of delivery</li> <li>National Profile</li> </ul>	<ul style="list-style-type: none"> <li>Considerable experience in a primary care, community care, public health or psychiatry</li> </ul>	Application & Interview

<b>Specific Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Good understanding of the context for postgraduate medical education in Scotland, the NHS and a strong grasp of all aspects of medical career development</li> <li>• In-depth knowledge of education training and development systems and processes in health care systems</li> <li>• Proven track record of leading change within complex systems</li> <li>• Successful initiation and facilitation of strategic partnership working and alliances through excellent relationship management skills</li> </ul>	<p>Significant Experience and understanding of postgraduate medical education in health care systems</p> <ul style="list-style-type: none"> <li>• In-depth knowledge of how workforce development and research underpins contemporary medical practice</li> </ul>	<p>Application, Interview, Test/Presentation</p>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Advanced communication skills congruent with high profile leadership role</li> <li>• Excellent listening, influencing, critical reasoning and negotiation skills</li> <li>• Commitment to NES diversity and equality agenda</li> <li>• Resilience / diplomacy / ability to manage conflict and change</li> <li>• Able to work flexibly and autonomously when required</li> <li>• Willingness to travel</li> </ul>		<p>Interview, Test/Presentation</p>

# 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:





## CONDITIONS OF SERVICE

<b>TITLE:</b>	Postgraduate GP Dean / GP Director	<b>LOCATION:</b>	Flexible- your Contractual NES Office location will be agreed upon appointment
<b>REPORTING TO:</b>	Executive Medical Director		
<b>GRADE:</b>	CRUMP or Consultant	<b>SALARY SCALE:</b>	CRUMP - £131,068 per annum Consultant £91,474 – £121,548 per annum
<b>HOURS AND DAYS OF WORK:</b>	Full Time, 10 PAs (40 hours per week) *1PA is equivalent to 4 hours		
<b>JOB STATUS:</b>	Permanent	<b>NOTICE PERIOD:</b>	3 months
<b>ANNUAL HOLIDAYS:</b>	41 days inclusive of public holidays: 33 days annual leave and 8 public holidays pro rata per annum		
<b>REHABILITATION OF OFFENDERS CLASSIFICATION:</b>	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. Your employer also contributes an amount equal to 20.9% of your pensionable pay into the scheme on your behalf.

Employee contribution rates 2021/2022		
Tier	Annual Pensionable Pay (Full Time Equivalent)	Contribution
1	Up to £21,614	5.2%
2	£21,615 to £25,981	5.8%
3	£25,982 to £32,914	7.3%
4	£32,915 to £66,017	9.5%
5	£66,018 to £92,423	12.7%
6	£92,424 to £123,147	13.7%
7	£123,148 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.***