

# NHS EDUCATION FOR SCOTLAND

## JOB DESCRIPTION

<b>1. JOB DETAILS</b>	
<b>JOB REFERENCE</b>	5641BR
<b>JOB TITLE</b>	Associate Postgraduate Dean, with responsibility for Careers Advice (1 PA One year Fixed Term)
<b>DEPARTMENT AND LOCATION</b>	North of Scotland Region
<b>IMMEDIATE MANAGER'S TITLE</b>	Lead Dean for Careers
<b>2. JOB PURPOSE</b>	
<ul style="list-style-type: none"> <li>The Associate Postgraduate Dean (Careers Advice) will have responsibility for Careers Advice across all training programmes to conform to best practice as determined by external regulators. He/She will work collaboratively with other Careers APGDs across Scotland as well as university careers advisers especially within the local university of Aberdeen. He/she will deputise for the Postgraduate Dean as required. As a senior member of the Deanery/regional team, he/she will take responsibility for contributing to and leading as required on specific Deanery projects</li> <li>He/She will be the operational lead for careers advice in the North Region. Referrals may be received from other APGDs, Training Programme Directors/Foundation Programme Directors and trainees themselves. Additionally, as part of an emerging initiative, the new post holder will work with APGDs responsible for LTFT and Performance Support to provide a holistic package for trainees.</li> <li>This is a one year fixed term post offering a unique opportunity while the current Associate Postgraduate Dean (APGD) undertakes a sabbatical.</li> </ul>	

## DIMENSIONS

- To be responsible for ensuring appropriate careers input to trainees in Scottish training programmes in the north region liaising with local partners e.g. university careers leads
- To be part of the strategic and operational leadership team for Careers across Scotland Deanery. This requires membership of Deanery Careers Group (2 meetings per year). There are currently 3 other Associate Postgraduate Deans (Careers) in the Scotland Deanery whom the postholder will work with.
- To work with APGDs in LTFT and Performance Support.
- Supporting the delivery of continuous educational improvement of all specialty training programmes in the Scotland Deanery to meet the standards set by the General Medical Council (GMC)
- To contribute to the overall corporate governance and management of the Deanery and the NHS more widely.

## 4. ORGANISATION CHART

Lead Dean for  
Careers

- Associate PG Dean – Careers (West Region)
- Associate PG Dean – Careers (South East Region)
- Associate PG Dean – Careers (North Region)
- Associate PG Dean – Careers (East Region)

## **5. ROLE OF THE DEPARTMENT**

The Scotland Deanery was created on 1<sup>st</sup> April 2014 from the four previous Deaneries in Scotland.

The Scottish model allows our four regions to work together as part of the Medical Directorate of NES, ensuring equity of recruitment and consistency in managerial approach. National policies and working committees, such as Specialty Training Boards, mean that Scotland can deliver a consistently high-quality approach, and allows us a stronger voice on a UK basis.

Our Lead Dean Directors provide strategic leadership and direction for postgraduate medical education and training to meet the requirements of the GMC. They take advice from Royal Colleges and Faculties to assist them. In doing so, they ensure consistent regional delivery of national and NES policies.

The Medical Directorate supports all activity via four workstreams: Training Programme Management, Quality Management, Professional Development, Strategic Planning and Directorate Support. Each workstream is led by a team of senior managers and Lead Dean Directors.

To achieve high quality training in Scotland, the Medical Directorate work closely with Scottish Government and NHS service colleagues (medical directors and directors of medical education)

## **6. KEY AREAS OF RESPONSIBILITY: KEY RESULT AREAS / MAIN TASKS**

- To be responsible for ensuring appropriate careers input to trainees in Scottish training programmes in the north region liaising with local partners e.g. university careers leads
- To be part of the strategic and operational leadership team for Careers across Scotland Deanery. This requires membership of Deanery Careers Group (2 meetings per year). There are currently 3 other Associate Postgraduate Deans (Careers) in the Scotland Deanery whom the postholder will work with.
- To work with APGDs in LTFT and Performance Support.
- Supporting the delivery of continuous educational improvement of all specialty training programmes in the Scotland Deanery to meet the standards set by the General Medical Council (GMC)
- To contribute to the overall corporate governance and management of the Deanery and the NHS more widely.
- To work with the Lead Dean and colleagues in partner organisations to ensure best practice in providing careers advice.
- To deputise for the Lead Dean as required.
- To participate in other panels, committees as required including Appeals panels etc, where participation does not pose any potential conflict of interests.

## **7. USE OF PHYSICAL RESOURCES**

Use of IT equipment and advanced keyboard skills

Daily use of a wide range of software: Office 365

In house database (TURAS)

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

The Associate Deans are accountable to the Lead Dean for Careers and in line with NES policy will participate in annual performance review (appraisal per se will be undertaken by the Health Board's designated appraiser) and work in line with an agreed Personal Development Plan.

The post holder will also be part of the Training Management Workstream

The post holder requires to be fully self-motivated to work autonomously.

The work for this position will be generated primarily by trainees, TPDs/FPDs, APGDs and Lead Dean for Careers and via Directives & Guidelines of GMC and NHS Scotland.

## **9. COMMUNICATIONS AND WORKING RELATIONSHIPS**

### **Internal Stakeholders**

- NES Medical Director
- Lead Deans/Directors
- Training Management Workstream lead responsible for PSU, LTFT and Careers
- Quality Workstream Leads, Associate Deans for Quality, Quality Improvement Managers
- Workstream General Manager
- Training Management Staff
- Training Programme Directors/ Foundation Programme Directors
- Foundation, Core and Specialty Trainees
- Educational Supervisors
- Other Associate Postgraduate Deans and Assistant GP Directors with responsibility for trainee support

### **External Stakeholders**

- GMC
- NHS Scotland
- Health Boards
- Occupational Health

## 10. MOST CHALLENGING PARTS OF THE JOB

- Keeping abreast of best practice in provision of generic careers advice
- Promoting proactive career decision making
- Keeping up with the changes in the requirements set by the Regulator, the GMC.
- Take into account equality and diversity issues.
- Balancing of training priorities with service responsibilities.
- The changing face of medical education

## 11. EFFORT REQUIRED TO DELIVER THE REQUIREMENTS OF THE POST

### **Physical skills**

Advanced keyboard skills for daily use

### **Physical effort**

Regular need for repetitive movement for inputting to the various computer systems requiring sitting at a fixed workstation.

### **Mental effort**

Prolonged concentration for developing reports, plans, briefing papers, analysis of data for regular reports

Attendance at regular meetings covering all aspects of NES business

Frequent interruptions to answer ad hoc queries.

### **Emotional effort**

There are often emotive and difficult communications where firmness or empathy may be required as well as mediation skills e.g. discipline, illness, bereavement, performance. There may also be the need to give people unwelcome news, apply an unpopular policy/procedure or reject a proposal/request

### **Working Conditions**

Good working conditions within safe office environment but with constant use of computer systems.

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

MB, ChB or equivalent

Appropriate higher qualification

Must be included in GMC General & Specialist Register

Experience and Qualifications in training and assessment methodology

Broad understanding of GMC quality frameworks

Senior career grade doctor in NHS

Practical experience training postgraduates

Significant knowledge and experience of the postgraduate medical training process

Educational Supervisor in the NHS

Experience as a Speciality Adviser, Training Programme Director, or other position involving training responsibility



## PERSON SPECIFICATION - Associate Postgraduate Dean

**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>Education and Professional Qualifications</b>	<ul style="list-style-type: none"> <li>GMC Full Registration</li> <li>MB, ChB or equivalent</li> <li>Inclusion in the GMCs General and Specialist Registrars</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate higher qualification</li> </ul>	Application & Pre-Employment checks
<b>Experience/Training (including research if appropriate)</b>	<ul style="list-style-type: none"> <li>Held a senior or significant appointment in the NHS</li> <li>Broad understanding of GMC and NES quality frameworks</li> <li>Practical Experience of Training postgraduates</li> <li>Experience of dealing with difficult training scenarios and performance issues</li> <li>Educational Supervisor in the NHS</li> <li>Experience as a Speciality Adviser, Training Programme Director, Postgraduate Tutor or other position involving training responsibility</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of audit/research in medical education.</li> </ul>	Application & Interview

Factors	Essential	Desirable	Means of Assessment
<b>Specific Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Significant knowledge and experience of the postgraduate medical training process</li> <li>• Knowledge of management and governance structures in medical education and training and awareness of recent changes in the delivery of medical education and training nationally and locally.</li> <li>• Interest and enthusiasm for improving delivery of medical education and training</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant research and/or publications.</li> </ul>	Application, Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Evidence of ability to work in a team.</li> <li>• Effective leadership and communications skills, motivating and developing others, approachability, good interpersonal skills.</li> <li>• Ability to manage change.</li> <li>• Understand strategies for supporting trainees and trainers</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of successful delivery of training programmes or involvement in undergraduate teaching.</li> <li>• Evidence of working with other specialties/professions.</li> </ul>	Interview



## CONDITIONS OF SERVICE

<b>TITLE:</b>	Associate Postgraduate Dean - Careers	<b>LOCATION:</b>	Aberdeen or Inverness
<b>REPORTING TO:</b>	Dean of Postgraduate Medicine		
<b>GRADE:</b>	Consultant	<b>SALARY:</b>	Existing Salary Arrangements
<b>HOURS AND DAYS OF WORK:</b>	1 PA/4 hours per week		
<b>JOB STATUS:</b>	Fixed Term SLA/Secondment opportunity for 12 months in the first instance*	<b>NOTICE PERIOD:</b>	3 months

*\* For NHS employees considering this post, please note that appointments will only be considered on a secondment or SLA basis, in the first instance.*

<b>ANNUAL HOLIDAYS:</b>	6 weeks pro rata to the number of sessions worked	<b>PUBLIC HOLIDAYS:</b>	10 local/ Public Holidays per annum pro rata
<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 the Criminal Records Bureau 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 2019/20		
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:

