

## SINGLE CORPORATE SERVICES

### Learning, Education and Development Department

<b>Job title:</b>	Senior Medical Education Manager	<i>To be completed by HR</i>  <i>Job Reference Number</i>
<b>Reporting to:</b>	Head of Business and Finance	
<b>Accountable to:</b>	Head of Business and Finance	
<b>Pay Band:</b>	Band 6	

As the single corporate service will be delivered across both organisations, individuals will be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis, and the staff mobility local agreement will apply.

#### **Job purpose**

The Learning Education and Development Department is responsible for ensuring the delivery of excellent learning and development opportunities for all staff groups at all stages of their career within the NHS. It works in partnership with organisation such as Health Education England, NHS England/Improvement, Higher Education Institutions, and training providers in delivering its remit.

This post covers a broad range of administrative activities to support the Postgraduate Medical Education function, including but not limited to, line management, budgets, procurement and support for the Director of Medical Education on both sites.

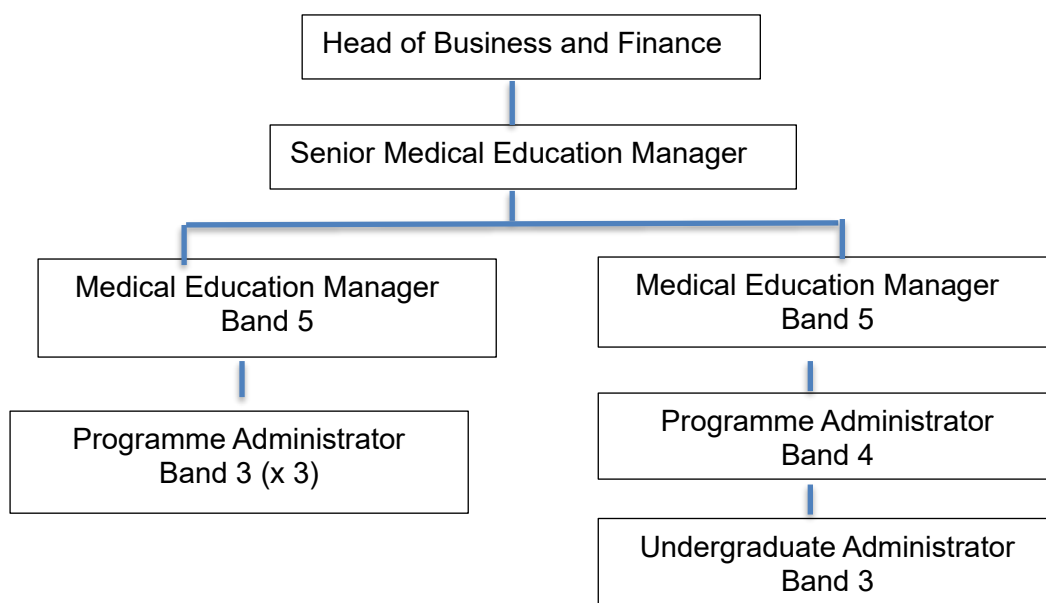
The postholder will be expected to act autonomously, ensuring that daily tasks and ongoing workloads are prioritised and completed in agreed timeframes. The post holder is also expected to work with both teams to develop, implement and maintain shared operating procedures ensuring parity of training experience for resident doctors on both sites.

This post requires someone with initiative, a calm and professional manner, and a high standard of administrative and communication skills.

## Job summary

This position provides leadership and operational oversight for medical education within the organisation. The role includes managing the medical education team, ensuring compliance with Deanery and Royal College standards, and overseeing education programmes for resident doctors. Key responsibilities include quality assurance, budget management, induction and mandatory training compliance, and monitoring trainer accreditation. The role also involves representing the organisation at regional and national meetings, supporting external funding bids, and coordinating delivery of courses and examinations.

## Organisational Chart



## Specific Core Functions

1. Provide leadership to medical education team and line management of Medical Education Managers.
2. Act as organisation specialist for medical education
3. Manage, monitor and evaluate education programme provision for resident doctors
4. Conduct annual review of provision to ensure Deanery/Royal College expectations are met
5. Work with Business and Finance Managers to prepare bids for external funding
6. Lead on quality assurance processes for medical education
7. Represent both organisations at Deanery meetings as required, including regional Medical Education Managers Group
8. Oversee Resident Doctors induction programme to ensure parity across sites
9. Support Business and Finance Manager to ensure appropriate use of budget
10. Oversee resident doctors mandatory training compliance

11. Ensure systems and processes in place to monitor trainer accreditation in accordance with Deanery expectations
12. Oversee and support the delivery of regional and national courses and exams as required

## **Key Responsibilities**

### **Communication and Working Relationships**

The post holder will be providing and receiving highly complex, highly sensitive or highly contentious information, where developed persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because agreement or co-operation is required or because there are barriers to understanding and/or presenting complex, sensitive, or contentious information to a large group of staff.

### **Analytical and Judgement**

Judgements involving complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.

### **Planning and organising**

Planning and organisation of a broad range of complex activities or programmes, some of which are ongoing, which require the formulation and adjustment of plans or strategies.

### **Physical Skills**

The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

### **Patient Client Care**

Assists patients/clients/relatives during incidental contacts.

### **Policy and Service Development**

The post holder is responsible for the implementation of policies for a team/department and proposes policy or service changes which impact beyond own area of activity.

### **Financial Management**

The postholder is responsible for cash/financial payments in relation to resident doctor study leave and relocation expenses

### **Management/Leadership**

The post holder is responsible for day-to-day management of staff with the Postgraduate Medical Education Team. The post holder will deal with the initial stages of grievance and discipline; appraisal, acting as an interview panel member; responsible for monitoring mandatory training compliance with their team. The post holder will be responsible for reviewing work performance and progress and manage the allocation of work.

### **Information Resources**

The post holder will regularly use computer software to develop or create statistical reports requiring formulae.

### **Research and development**

Undertakes surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

### **Freedom to Act**

Expected results are defined but the post holder decides how they are best achieved and is guided by principles and broad occupational policies or regulations. Guidance may be provided by peers or external reference points.

### **Physical effort**

A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

### **Mental effort**

There is a frequent requirement for concentration where the work pattern is predictable with few competing demands for attention, or there is an occasional requirement for concentration where the work pattern is unpredictable.

### **Emotional Effort**

Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

### **Working conditions**

Exposure to unpleasant working conditions or hazards is rare.

## Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
<b>Qualifications</b>	Business related qualification at degree level or equivalent experience	Business related post degree qualifications	Application
<b>Experience</b>	<p>Proven experience of managing projects and teams which have had an organisational impact.</p> <p>Proven experience of working collaboratively and effectively within a multi-professional environment.</p> <p>Good working knowledge of accounts and managing budgets in a training environment.</p> <p>Demonstrable involvement in service development issues and change management.</p>		Application/Interview
<b>Knowledge</b>	<p>Current working knowledge of the NHS including current national initiatives concerning health education.</p> <p>Highly numerate with good analytical skills requiring a high degree of concentration.</p> <p>Proven working experience and knowledge of Microsoft Office [including Excel, Teams, Outlook, Word, PowerPoint.</p>		Application/Interview

### Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information

- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to: Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all times; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching, and updates (induction and mandatory teacher) as appropriate for their area of work and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004, Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults' policies and procedures.
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date.
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered

with the appropriate professional body. The Trust will require evidence of current registration.

- Proactively, meaningfully, and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.