



Job Title: Head of School of Academic School (Oxford University Clinical Academic Graduate School [OUCAGS])

Background

Oxford University Clinical Academic Graduate School (OUCAGS) is also the Academic School of the Oxford Deanery. It was established in 2009 as a partnership between Oxford University, Oxford Postgraduate Medical and Dental Education (PGMDE) Deanery, NHS Education South Central and the Oxford Radcliffe Hospitals Trust to integrate clinical and academic training on the new Integrated Academic Training pathway that was emerging. At the time it was a unique approach and many clinical academic doctors have benefitted from the integrated approach taken in Oxford and the Thames Valley training programmes despite the considerable changes to the organisations involved.

Summary of Roles and Responsibilities

The role of Head of School is primarily to lead and develop the **Academic School and to be Deputy Director of Oxford University Clinical Academic Graduate School**. Although the post is a secondment to NHS England – Workforce, Training and Education (Thames Valley) (NHSE - WTE) it continues to be an integrated University/NHSE - WTE post with dual accountability providing opportunities to shape strategy and innovate.

NHSE - WTE Heads of School work with and support the Postgraduate Dean in leading the delivery of a wide range of functions, aligned to the Health Education England mandate which includes academic medicine.

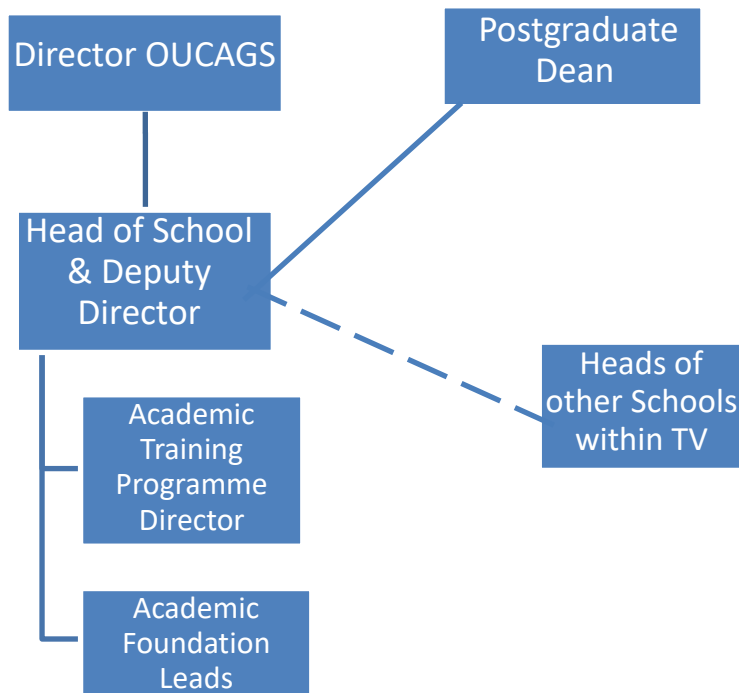
The Head of School will focus upon improvement of, and increasing opportunities for, academic training, engagement of faculty and ensuring effective educational outcomes, both now and in the future.

The Head of School will be expected to meet the challenges of leading the School to deliver against changing curricula and in an evolving service landscape and to be involved in shaping a national response.

To support the Postgraduate Dean, Heads of Schools work across the spectrum of health and where relevant, social care, within the context of a team, so that the provision of academic education reflects changing service models.

Note: This alone is not an exhaustive list of roles and responsibilities and new roles may evolve.

Organisational Structure



Job Details

Leadership

To work closely with the Director of OUCAGS/Associate Academic Dean and the Postgraduate Dean:

- To provide effective clinical academic leadership, contributing to the strategic development of academic training within NHSE - WTE and Oxford University;
- Ensure that Oxford/Thames Valley is the foremost academic deanery nationally by leading the way with respect to the delivery of high-quality academic training;
- Responsible for writing and submission of bid to NIHR for ACF and CL posts in the IAT Competition;
- Represent OUCAGS at both local and national committees and/or working groups as appropriate;
- To promote (e.g. through active membership of the NHSE - WTE Heads of School and Director of Medical Education meetings) mutual understanding of the challenges associated with delivery of academic clinical training across the local office teams (NHSE - WTE staff, Heads of School, Training Programme Directors, Directors of Medical Education) and those responsible for supervision of academic training & research i.e. academic community;
- To ensure that the academic supervision is of the highest standard;
- To work with providers and others to support and capture innovation locally and ensure national and local conversations develop 'best practice';
- Deputise for the Director as required at local, regional, national and international meetings.

Quality and safety

To work on Education and Training Quality Improvement and Performance

- Ensure that effective quality management of academic training is undertaken according to the NHSE - WTE GMC approved Quality Management processes & policies;
- Monitor satisfaction levels via the GMC survey and regular internal surveys and external review/evaluation;
- To support the Postgraduate Dean in meeting all NHSE - WTE statutory requirements relevant to academic training; in particular, local delivery of academic-specific aspects of the NHSE - WTE mandate;
- To further develop and implement outcome measures that will demonstrate the added value of OUCAGS in the development of future clinical academics;
- Responsible for ensuring OUCAGS' compliance with quality assurance standards set by regulatory & funding bodies (particularly the GMC, NIHR, Wellcome), Medical Royal Colleges and Deanery polices;
- Participation in general day to day PGMDE activities including appointments, Trust visits, ARCPs and other committees as required.

Academic School Programme Management

To oversee School programme management with the operational OUCAGS team and liaison with PGMDE programme teams and advise Postgraduate and Medical School Deans on the following matters:

- Academic-specific training matters and trainee/trainer concerns;
- Responsible for NHSE - WTE management of ACFs /CLs, including decisions on which posts are created in which specialties;
- Ensuring appropriate systems for joint academic ARCP, trainee supervision and support and other functions within the School;
- Liaison between Oxford University / OUCAGS and NHSE - WTE on matters to do with ACFs and CLs – such as recruitment, ARCPs, funding non-NIHR CLs/ACFs and with other clinical academic trainees (e.g. DPhil students);
- Liaison with Foundation School over academic specialised foundation posts and how the programme develops;
- Recruitment and management of the work of Academic Training Programme Director(s), Academic Specialised Foundation Leads and Academic Careers Manager.

Clinical Academic Educational and Workforce Development

To advise and support the Director of OUCAGS and Postgraduate Dean in academic educational and workforce development elements, including:

- Clinical Academic Workforce Development and Commissioning
- To contribute to academic workforce planning, ensuring engagement with local and national planning processes;

- To monitor existing research training and to further develop educational programmes where needed to support academic training and the wider acquisition of research skills;

Finance

- To oversee the budget for the Academic Programme, in liaison with the Academic Clinical Careers Manager and the NHSE - WTE NIHR Finance Officer Lead;
- In partnership with the Director of OUCAGS to actively identify and secure funding streams to support clinical academic/research training and ensure the sustainability of OUCAGS.

About NHSE - WTE

NHSE - WTE provides leadership for the education and training system. It ensures that the shape and skills of the future health and public health workforce evolve to sustain high quality outcomes for patients in the face of demographic and technological change. NHSE - WTE ensures that the workforce has the right skills, behaviours and training, and is available in the right numbers, to support the delivery of excellent healthcare and drive improvements through supporting healthcare providers and clinicians to take greater responsibility for planning and commissioning education and training.

Our **ambition** is to be the best organisation of our type in the world by living our values every day.

Our Core **Values** are that everyone feels **valued and respected** and are **included and involved** in everything that affects them; are **trusted** to make decisions with clear reasons in order to **be empowered** to deliver; are committed to clear, **effective communication**, which is transparent and open when sharing information; takes **pride and has integrity** in everything we do and recognises that everyone has a significant contribution whilst taking **personal responsibility and accountability** for actions and behaviours.

About University of Oxford Medical Sciences Division

Please see <https://www.medsci.ox.ac.uk/about-us>.

About You

This section details the personal attributes we require for this role. If you feel these describe you we would welcome your application.

Qualifications and Training

- Primary medical qualification with a UK Licence to Practise,
 - Either: Consultant (including honorary consultant)
 - Or: Qualified GP;
- Higher degree (MD, PhD);
- Membership/Fellowship of a College, Faculty, professional association and/or regulatory body;
- Attendance at courses aimed to support educational development (example: educator courses, Train the trainer, etc).

Desirable

- Experience as an Educational Supervisor or in a senior clinical management role (e.g. lead clinician for a speciality);
- Minimum of 2 years' experience as a Consultant/GP;
- Active in clinical practice.

Behaviours and Values

- Interest and enthusiasm for optimising the development of trainee clinical academics across primary and secondary care;
- A collaborative transformation leadership style;
- Ability to make decisions autonomously when required on difficult issues;
- Approachable, sensitive, tolerant and able to accept criticism;

- Perform all duties in a manner that supports and promotes NHSE - WTE commitment to equal opportunities;
- Conduct all duties in a manner that safeguards the health and safety of yourself and your colleagues, trainees and staff. Note the special responsibility as a manager for assessing and minimising risks to staff;
- A continuing quest for personal and professional development.

Skills and Abilities

- Demonstrable leadership skills and an ability to influence and motivate others;
- A strong sense of vision and ability to innovate;
- Evidence of ability to work with other consultants and clinical academics;
- Politically astute with an ability to sensitively manage complexity and uncertainty;
- Ability to problem solve and maintain objectivity;
- Strong interpersonal, communication, written and presentation skills;
- Ability to quickly establish personal and professional credibility with colleagues and other key stakeholders;
- Excellent organisational and time management skills.

Experience and Knowledge

- Research active with evidence of recent relevant research and publications;
- Knowledge of clinical academic career pathway and understanding of the integrated academic training pathway;
- Experience of working with doctors in training in an educational context;
- Experience of clinical and educational leadership and innovation;
- Demonstrable track record of delivery in service and education;
- Understanding of developments involving NHSE - WTE, the relevant Colleges/Faculties, professional bodies, related NHS organisations and regulatory bodies;
- Trained and experienced in recruitment, selection and Equality and Diversity in the last 3 years;
- Knowledge of the NHS, its structures and processes, including an understanding of healthcare/multi-professional workforce matters.

Desirable

- Knowledge of current management structures in medical education and awareness of recent / forthcoming changes in the delivery of medical education, nationally and locally.

About your role

This section details the outcomes and deliverables that would be expected from the role

Engaging People/Key Working relationships

- Postgraduate Dean
- Local NHSE - WTE Director
- OUCAGS Director/Associate Dean
- Medical School Dean
- OUCAGS Administrative team
- InterACT / NIHR Operational Group
- National Institute of Health and Care Research (NIHR)
- Local NHS Trusts Medical Directors
- Directors of Medical Education
- Associate and deputy deans
- Operational PGMDE Programme staff
- Academic Training Programme Directors and faculty
- Other Heads of Schools/Foundation and GP School Directors
- Staff at all levels across the geographical area covered by the local and regional offices
- Royal Colleges and Faculties
- Professional and regulatory bodies
- Wider Stakeholder Network
- Local Medical and Dental Schools

- Providers and commissioners across the region
- Higher Educational Institutions.

Delivering Results/Functional Responsibilities

- Ensuring high standards of education and training as defined by the General Medical Council and other national bodies such as NIHR with respect to training posts and other educational programmes in Thames Valley;
- Commitment to national vision, policies and processes for effective educational quality management and clinical academic career development;
- Ensuring strongest possible application is submitted to the NIHR Competition for ACF and CL post funding;
- Facilitating academic progression of trainees and ensuring evidence metrics are in place;
- Ensuring that objectives are met within budget and proportionate contribution to budget savings when required;
- Giving accurate guidance to trainees on their academic careers as well as OOP / IDT's / LTFT / Acting up / CL beyond CCT applications.

Leadership and Management

- Leading on all academic TPD activities across the region;
- Ensuring that academic trainee rotations and placements are managed in accordance with Code of Practice guidance.

Benefits Information

This section details the benefits of working for NHSE - WTE

What's great about this post?

- An opportunity to contribute to the academic medical workforce of the future.
- Gaining a different perspective of the NHS by working in a joint University and Health Education England post.
- Managing and working with a motivated team of educators and administrative staff.
- Positively contributing to the quality of care given to patients by ensuring excellent training is delivered in the Thames Valley Region.

As an NHS employer the following terms and conditions apply to this post:-

What are the terms and conditions?

Salary: Salary contribution made to your employing organization of £36,000 – £42,000 per annum

Location: Based from your permanent place of work, visits within Thames Valley and other venues across the region and nationally for academic education and training events will be required.

Hours of Work: 3-3.5 EMC (12-14 hours per week)

Permanent, Fixed Term or Secondment: Secondment for 3 years in the first instance with potential for a further 2 years.

Leave and Bank Holidays: As per your permanent contract of employment

Pension: Negotiable

Other useful information

Your essential role will indirectly contribute to saving and improving people's lives.

We'll be committed to your training and development from day one. When you join, you will receive an induction and have the opportunity to attend a variety of skills-related courses, some of which may be on-line.

Job-sharing will be considered. If you are interested in this please make a proposal in your application form.

We are committed to implementing reasonable adjustments for people with disabilities

If you are successful, you will be issued with a contract of employment which will include a full statement of the terms and conditions of service and Job Description

How to apply

To apply please send your CV and Cover Letter demonstrating how you meet the Person Specification to Deborah Jackson, Support & Development Officer deborah.jackson@hee.nhs.uk , by the closing date of midnight **Monday 17th July 2023**.