

**Job description and person specification**

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| **Position** | | | | |
| **Job title** | GP Clinical Lead – First5 Network (5 x positions across Central Midlands) | **Directorate** | Medical Directorate | |
| **Pay band** | Medical Leader | **Responsible to** | CCG – Workforce Lead | |
| **Salary** | £225 per session | **Accountable to** | Medical Director, NHS England, Midlands and East (Central Midlands) | |
| **Tenure** | 1 x programmed activity (P.A.) session per week for 2 year fixed term contract | **Responsible for** | To lead and develop the establishment of a First 5 network in their geographical footprint to  To contribute to the on-going development of the GP recruitment and retention agenda across the Midlands & East area, using matrix/partnership working to support delivery of key objectives. | |
| **Funding Arrangements** | Programme Funded | **Base** | Based at the offices of the employing Clinical Commissioning Group (CCG) within the Sustainability & Transformation Partnership (STP) geography. The post holder will also be required to travel regularly throughout Midlands and East Region | |
| **NHS England Values** | | **NHS England Behaviours** | | |
| The values enshrined in the NHS Constitution underpin all that we do:   * Respect and dignity. * Commitment to the quality of care. * Compassion. * Improving lives. * Working together for patients. * Everyone counts. | | Our behaviours: leading by example:  * **We prioritise patients in every decision we take.** * **We listen and learn.** * **We are evidence-based.** * **We are open and transparent.** * **We are inclusive.** * **We strive for improvement.** | | |
| **Service and team** | | **About the role** | | |
| The Midlands and East region is one of the four regional teams that support the commissioning of high quality services and directly commission primary care and specialised services.  Geographically the Midlands and East team covers an area stretching from Hertfordshire in the South to Lincolnshire in the north and from Shropshire in the west to East Anglia in the east, serving a population of c.17million.  Integrated into the Midlands and East region, there are four geographies where work is done at a more localised level. These are West Midlands, Central Midlands, North Midlands and East.  Within the Central Midlands there are five STP areas, each working within a defined geographical footprint. These are Bedfordshire, Luton & Milton Keynes; Hertfordshire; Lincolnshire; Leicester, Leicestershire & Rutland; and Northamptonshire.  Each STP area has a dedicated GP workforce lead who is responsible for the oversight of initiatives to support the recruitment and retention in their local area. | | **Job Purpose**  **Aim**  To establish a First5® GP network for Central Midlands  **General Purpose**  To help inform, shape and develop services, strategies and initiatives aimed at improving retention of GP’s within the local health economy  The First5® network will operate at two distinct levels. One at an STP footprint engaging with a wider cohort of First5 doctors within their geography, and one further up as part of a regional network working with delegates from other DCO networks to form the Midlands and East First5 Regional Network that feeds into the Regional Retention Group  Key aspects of this role will be:   * To establish a network in the STP footprint; * To actively lead and support the network to meet on a regular basis. This will include drafting agendas; facilitating discussions; scoping activities for improving support for GPs and organising activities to contribute to members continued professional development (CPD); * To attend and contribute to a regional First5 network; * Be actively involved in the scoping of initiatives to improve GP retention that arising out of the First5 network; * To keep up to date with national policy around GP workforce issues and disseminate across networks; * To translate national policies and deliver any national priorities locally; * To keep NHS England informed of developments and initiatives in the First5 network; * Contribute to the wider programme of GP retention and recruitment initiatives across the Midlands and East region.   The post holder will require integrity, the ability to be resilient, be a strong communicator, and will provide the network with a credible leader. The post holder will foster positive relationships within the STP, NHS England and externally with the RCGP, GP colleagues and other stakeholders. | | |
| **Key Job specifics and responsibilities** | | **Key accountabilities** | |  |
| **Key responsibilities**  *The post holder will be responsible professionally to the CCG Workforce Lead, who in turn will report to NHS England on the project status and success.*  **Improving quality and outcomes**   * To develop and support a network for newly qualified GPs in order to support them with developing competencies to provide effective patient care; * To contribute to the wider GP recruitment and retention initiatives to improve access to primary care across the region   **Enabling clinical leadership**   * To ensure that clinical leadership is central to the delivery of all NHS England activities * To assist NHS England through matrix working to advance quality through clinical leadership.   **Enabling patient and public involvement**   * To act as a champion for patients and their interests and involve the public and patients in the policy development and decision-making of NHS England. * To strive to ensure patient and public involvement within NHS England at all levels of decision making   **Promoting equality and reducing inequalities**   * To uphold organisational policies and principles on the promotion of equality * To actively promote the NHS Constitution by championing the values and principles of the NHS Constitution and addressing inequalities in access to healthcare * To create an inclusive working environment where diversity is valued, everyone can contribute, and everyday action ensure we meet our duty to uphold and promote equality   **Partnership and cross boundary working**   * To.co-operate and to seek effective partnership working within NHS England and across health economies in the delivery of key strategic and operational goals * To develop supportive and collaborative working relationships with key stakeholders: National Teams, commissioners, regulators, educators, patient groups, local government agencies, independent sector and other national organisations   **Leadership for transformational change**   * To model a collaborative and influencing style of working, negotiating with others to achieve the best outcomes, embedding this approach across the Directorate.   **Using insight and evidence for improvement**   * To enhance a learning environment using best evidence and understanding an applying the principles of reflective learning. * To monitor professional performance and highlight areas for action   **Developing an excellent organisation**   * To monitor, interpret and quality assure progress against deliverables. * To work in partnership with others and as part of cross directorate teams to deliver successful outcomes * To ensure compliance with all confidentiality and governance requirements * To ensure the health, safety and wellbeing of all staff * To support the organisation’s ways of working, model its values and champion the NHS Constitution   This job description is not intended to be an exhaustive list of duties but to give a guide to the objectives and responsibilities of the post. It will be reviewed in line with any organisational change and annually as part of the post holder’s job review process. | | The post holder will have responsibility for acting as a clinical leader in delivering a network to offer leadership and support to GP peers. | | |

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| **Organisational structure** | | | | |
| Medical Director  Assistant Medical Director  CCG/STP Workforce Lead  Clinical Lead x5  (1x STP) | | | | |
| **Person specification** | | | | |
| **Criteria** |  | **Essential** | **Desirable** | Evidence\* |
| **Qualifications** | Qualified doctor included on the GMC GP Register (no more than 5 years post-qualification). | √ |  | A |
|  | Post-graduate qualification in medical education or leadership |  | √ | A |
| **Knowledge and experience** | Knowledge of the whole health system, including an appreciation of the relationships between the Department of Health, NHS England, Health Education England and individual provider and commissioning organisations. | √ |  | A/I |
|  | Evidence of continuing professional development | √ |  | A/I |
|  | Knowledge of current workforce challenges in primary care | √ |  | A/I |
| **Skills and capabilities** | A range of general management and leadership skills from a breadth of disciplines – both clinical and non-clinical – would be highly advantageous |  | √ | A/I |
|  | Expert presentational skills   * Ability to write clear and concise briefings. | √ |  | A/I |
|  | A keen intellect to analyse complex problems and support and facilitate the development of coalitions that can develop and deliver shared visions in order to address them successfully   * Experience and expertise in analysing and using performance information and other relevant data. | √ |  | A/I |
|  | Effective leadership skills and the ability to set high standards, motivate and develop peers and promote personal, organisational and cultural development. | √ |  | A/I |
|  | Effective negotiation skills with highly developed influencing skills to support and facilitate agreements amongst a range of stakeholders to complex, multi-dimensional challenges often with no single ‘right’ solution | √ |  | A/I |
|  | A willingness and ability to both learn from the past but also challenge oneself and others to think creatively and seek out innovation and spread it to generate new solutions to current and future challenges. | √ |  | A/I |
|  | Demonstrable resilience, independence of thought, emotional intelligence, the ability to work through conflict and ambiguity and the ability to demonstrate a range of leadership styles to secure results through high-level influencing skills. | √ |  | A/I |
|  | Demonstrable appreciation and acknowledgment of the range and complexities of diversity; self-awareness in terms of emotional intelligence, biases and personal triggers; cultural competence – cultural sensitivity and awareness. |  | √ | A/I |
| **Values and behaviours** | Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes. | √ |  | A/I |
|  | Demonstrably involves patients and the public in their work. | √ |  | A/I |
|  | Consistently puts clinicians at the heart of decision making. | √ |  | A/I |
|  | Values diversity and difference, operates with integrity and openness. | √ |  | A/I |
|  | Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others. | √ |  | A/I |
|  | Uses evidence to make improvements, seeks out innovation. | √ |  | A/I |
|  | Actively develops themselves and others. | √ |  | A/I |
| **Equality, diversity and inclusion** | Understanding of and commitment to equality of opportunity and good working relationships. | √ |  | A/I |
| **Other** | An ability to maintain confidentiality and trust. | √ |  | A/I |

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