

**UNIVERSITY OF LONDON
LONDON DEANERY
JOB DESCRIPTION**

JOB TITLE:	Staff Grade/Associate Specialist Advisor to SASG Project Working Group
DEPARTMENT:	Dean Director's Office
REPORTING TO:	SASG Project Lead
RESPONSIBLE FOR:	N/A
HOURS:	1 Programmed Activity Per Week
DURATION:	1 year

JOB SUMMARY

The Staff Grade and Associate Specialist Advisor will be part of the CPD for SASG Project Working Group and be responsible for discerning and advocating SASG interests and views to the Working Group and communicating project progress to SASG doctors. There are three key purposes to this role:

- Identify and communicate needs, views and interests of SASG stakeholders to Project Working Group as Senior User
- Establish and foster professional networks, including within and across Deanery, Trust and Royal College boundaries, in order to identify and promote training needs of SASG doctors, refer to these needs in contributing to Project Working Group course planning, and to promote CPD for SASG training courses
- Collaborate with Project Working Group to implement project aims and ensure that funding is directed to appropriate training needs as discerned by SASG Advisor.

JOB CONTENT

1. Providing focused hands on support to the Project Working Group, reporting SASG views to monthly Project Working Group meetings and offering input on all aspects of project aims, management and delivery including planning new training courses and associated expenditure for 2008/09 and 2009/10 projects.
 - a. Contributing to Project Working Group meetings as Senior User and promote SASG training preferences as they are identified by SASG Advisor.
 - b. Building professional networks within and across Trust and Royal College boundaries to discern and promote SASG educational preferences to Project Working Group, Trusts and Royal Colleges.
 - c. Acting as a resource for SASG doctors in discerning their training preferences and providing this information to their Trusts by responding to survey and sponsorship form distributed by Deanery. Once identified, these preferences will be added to an up-to-date database for SASG doctors to ally these needs with SASG CPD programmes.

- d. Contributing to planning new SASG training courses with Project Working Group and relevant Royal Colleges, and ensuring Group examination of Royal College course bids meets expressed training needs of SASG doctors as identified by SASG Advisor.
 - e. Once SASG training needs have been identified by Advisor, ensuring these needs are incorporated into local educational activity by using professional networks to promote Royal College training courses and to correspond with Trust and Royal College SASG doctors.
 - f. Contributing to Project Working Group in planning project aims and expenditure for 2009/10, ensuring aims and expenditure correlate to SASG educational preferences as identified by Advisor and by returned SASG survey forms.
2. Provide evidence of involvement in a continuous process of self development as an SASG doctor.
 3. Have capacity within the working week to deliver on their contracted session(s) for the Deanery.
 4. Other roles held locally by the SASG Advisor should not conflict with this role. If conflicts of interest do arise, there should be total transparency about that conflict and the Project Lead retains the right to advise the Advisor where such conflicts are not compatible with sustaining the Advisor role.
 5. Other duties as may be specified by the Dean Director or Project Lead from time to time.

EQUAL OPPORTUNITIES

To perform the duties in a manner that supports and promotes the Deanery's commitment to equal opportunities.

GENERAL

You must conduct your duties in a manner that safeguards the health and safety of both yourself and your colleagues. Managers have special responsibility for assessing and minimising risks to staff. All staff must report accidents and near misses, dangerous practices, equipment and building.

You must handle personal and other electronic and manual data in accordance with the Data Protection Act 1998, the Deanery Data Protection Policy, Freedom of Information Act 2000 and the IT Acceptable Use Policy. Data will be stored and handled confidentially and securely, utilised for only agreed purposes and be subject to the access rights of individuals.

The above list is not intended to be exhaustive. You may be asked to carry out other duties appropriate to your level and skills.

The duties and responsibilities outlined above may vary over time and are subject to management review and amendment.

PERSON SPECIFICATION

POST: Staff Grade/ Associate Specialist Advisor to CPD for SASG Project Working Group

DEPARTMENT: Dean Director's Office

SKILLS/ABILITIES/KNOWLEDGE	Weighting *	Evidence Sought From		
		Application Form	Interview	Test
Working knowledge of educational needs of SASG doctors and of their role within Trusts and Royal Colleges		✓	✓	
Demonstrate the ability to understand and engage with doctors regarding their career interests and aspirations	*	✓	✓	
Able to use and develop professional networks including within the NHS and Royal Colleges to promote and publicise doctor interests	*	✓	✓	
Effective organisational skills in order to reconcile medical position with Project Working Group role		✓	✓	
Ability to establish clear project aims and track project progress in cooperation with Project Working Group			✓	
Excellent communication skills including ability to present SASG perspective on project aims and performance			✓	
Good management facilitation, negotiation and communication skills			✓	
Able to work independently as well as co-operatively in teams			✓	
EXPERIENCE		Application Form	Interview	Test
Strong experience of engaging with SASG doctors regarding their career aspirations, to include: * Current position as SASG doctor * Sound experience of corresponding with SASG doctors and of developing networks to further their interests * Current or recent experience of formal involvement in CPD for health professionals * Experience of working with senior administrative staff	*	✓ ✓ ✓ ✓	✓	
QUALIFICATIONS		Application Form	Interview	Test
Full registration with the GMC		✓		
Staff Grade/Associate Specialist qualification		✓		
OTHER FACTORS		Application Form	Interview	Test
Able to protect sufficient time in the working week to deliver on the Job Description		✓	✓	
* Weighted criteria must be deemed Adequate at short listing stage and will score 150% at interview stage				