

JOB DESCRIPTION

JOB TITLE:	Transformation Fellow, British Sleep Society (BSS)
GRADE:	Band 8a
DEPARTMENT:	Education and Communication
RESPONSIBLE TO:	Education Committee Lead(s), British Sleep Society
ACCOUNTABLE TO:	President, British Sleep Society

Introducing BSS

The British Sleep Society (BSS) is a professional organisation for medical, scientific and healthcare workers dealing with sleeping disorders. We are also here to help sleep practitioners in the private field. We are a registered British charity and our ultimate aim is to improve public health by promoting education and research into sleep and its disorders

The British Sleep Society (BSS) is a member of the Association of National Sleep Societies (ANSS) which is a grouping of European sleep societies with the common goal to develop sleep medicine and sleep research. The ANSS is a formal body of the ESRS and represents the affiliated members from different European sleep societies.

BSS Strategic priorities

Education

We recognise the need to continuously build our own skills and knowledge, and to teach what we know. We will ensure sleep health professionals can excel in their work by improving access to, and quality of education in sleep science.

Clinical Practice

Members of the public deserve access to safe, timely and effective support for sleep conditions. As an organisation we will support members to provide the best clinical care, and we will be active in setting the standards for that care.

Research

As the foundation of our practice, sleep science research needs to be carried out with the utmost rigour and integrity. We will help members to build the skills, and relationships to be active and effective members of the research community and will help them to disseminate their research.

Communication

To ensure that we have a diverse, engaged, and vibrant community we must be able to communicate our Vision. We need to find ways to build dialogue with our members, as well as with external stakeholders and members of the public. The way we work together is our strength, and this overarching theme cuts across all that we do.

The Role

In keeping with our strategic priorities, the British Sleep Society is seeking to recruit a fellow in sleep medicine. The fellow will work with teams across our organization and Health Education England (HEE) to help disseminate the knowledge and skills needed to undertake a career within sleep medicine.

Demand for clinical activity in sleep medicine is increasing year on year and the aim of this transformation project is to help develop the knowledge base and skills of the workforce to meet this growing demand. This will be done by facilitating the creation, assessment and delivery of a series of six short courses in sleep medicine. It will also involve the creation, assessment, collation and delivery of monthly webinars on sleep medicine. The fellow will also be contributing to the support of a proposed Post Graduate Certificate in Sleep Medicine – a competency-based skills programme in sleep to enhance multiprofessional education and help build a flexible and adaptable workforce.

The Fellow is expected to act as bridge between the BSS and HEE, partaking in relevant meetings and facilitating the transfer of pertinent information to each organisation, whilst leading on the individual projects themselves. Alongside these projects the Fellow will be actively involved in the day to day activities within the Society, including time with the Communication Team to develop new strategies. Through this post there will be opportunities to maintain clinical registration through protected clinical time (as agreed at interview), with the added benefit of working across our numerous sites.

The post holder will be expected to undertake the following duties:

- To attend and lead all relevant project meetings within the employing organization (this will also include the BSS conferences).
- To help plan, organize, assess and deliver educational events (monthly webinars and six day courses over a year).
- To develop and document key performance indicators (KPIs) for educational events.
- To provide leadership for agreed projects.
- To liaise and engage with different professional organisations and other sector colleagues, as appropriate.
- Provide timely and effective advice and leadership working with managers and staff.
- Provide written reports on project progress, including risks and issues.
- Attend educational modules, conferences and development opportunities associated with the Fellowship.
- Participate in all aspects of the Fellowship scheme and its evaluation.
- Act as an ambassador for the Fellowship scheme and promote clinical leadership.
- Contribute and/or develop and lead campaigns to increase awareness of the impact of sleep to health and how to improve sleep.

The duties and responsibilities outlined above are not intended to be exhaustive, may vary over time and are subject to management review and amendment.

Recruitment Profile

<p>About You This section details the personal attributes we require for this role. If you feel these describe you we would welcome your application</p>	
<p>Behaviours and Values</p> <ul style="list-style-type: none"> • Places the interests of patients and public at the heart of what they do. • Actively promotes the NHS Constitution and Values through personal behaviour and interaction with others and by the standards and example they set for those they work with • Commitment to the promotion of equality and diversity in the workforce by operating in accordance with HEE and NHS policy, good practice and support of the equalities agenda • Promotes a safe environment for the exchange of views and ideas • Contributes to improving and maintaining a healthy safe and pleasant working environment • Communicates complex concepts and subject matter clearly, adapting approach for different audiences and avoiding jargon. • Aware of the impact of own behaviour on others and takes responsibility to address any personal development needs. • Promotes innovation, organisational learning and the sharing of best practice. • Leads by example, role modeling a supportive, inclusive culture, with a focus on quality and 'can do' attitude, inclusive management style encouraging engagement and input from all levels within the organisation. • Acknowledges and is appreciative of the work of others and team effort. • Operates with integrity and treats services users, partners, and colleagues with respect and dignity at all times. Constructively challenges and accepts constructive challenge from others • Actively communicates with all levels of staff effectively. • Diligent and conscientious. 	<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Skilled communicator able to select from, and utilise, a range of negotiating and influencing strategies appropriate to different audiences and environments. • Ability to communicate complex information appropriately for the audience using a variety of media. • Able to effectively manage a completing and rapidly evolving set of work priorities. • Resilient and capable of sustaining themselves in a demanding, rapidly evolving working environment.

Experience and Knowledge	Qualifications and Training
<ul style="list-style-type: none"> • Knowledge of basic principles of medical education, and workforce development in healthcare to include different approaches and commissioning. • Knowledge of healthcare education and training systems. • An understanding of current health and care policy and system. • Ability to ensure best use of resources and best value for money. • Demonstrated ability to present effectively to a wide range of audiences including senior stakeholder groups. • Demonstrated ability of working with administration teams and within committees to achieve set goals. • Demonstrated experience of facilitating multidisciplinary team meetings. • Knowledge of maintaining confidentiality and implementing data legislation requirements including information governance. 	<ul style="list-style-type: none"> • Clinically qualified and registered with a regulatory body • Bachelors Level or equivalent in healthcare education or sleep medicine or equivalent. • Evidence of continuing professional development • Knowledge of sleep medicine acquired through postgraduate education or equivalent experience

Benefits Information

About the Benefits		
What's great about this post?	What's the terms and conditions?	
<p>The opportunity to work with clinical and academic directors including Prof Joerg Steier, who is the lead clinicians in sleep medicine at GSTT and the President of the BSS. The Fellow will be educationally and clinically supervised by Dr Shruthi Konda and Dr Megan Crawford (BSS Education Leads). The Fellow will also receive support and expertise, including project management support, from the BSS Education Committee. They will also have the full support of the multiprofessional sleep teams across our organisations.</p>	<p>The following terms and conditions apply to this post:-</p>	
	<p>Salary</p> <p>Usually starting at the minimum and progressing on an incremental scale</p>	<p>Band 8a or equivalent depending on professional background.</p>
	<p>Hours of Work</p>	<p>37.5 per week</p>
	<p>Permanent, Fixed Term or Secondment</p>	<p>12 months, Fixed Term</p>
	<p>Leave and Bank Holidays: Pro rata of 27 days per year and 8 bank holidays, pro rata if part-time. Leave increases to 29 days per year after 5 years' service and 33 days per year after 10 years' service</p>	
What other opportunities are available to me?	Other useful information	
<p>We'll be committed to your training and development from day one. You will be exposed to various opportunities and support networks within the BSS organisation.</p>	<p>Job-sharing and part-time working is welcomed. Please indicate this on your application form.</p> <p>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</p>	

