

# PROGRAMME MANAGER ROLE PROFILE

<p><b>Outline</b></p>	<p>The Programme Manager has overarching responsibility for the trainee and his/her experience throughout the scheme. They offer consistency and guidance to trainees during their placements. The Programme Manager acts as a first point of contact for the trainee to escalate any concerns or issues regarding their placement and education and they will also offer guidance and support for trainees throughout the scheme. The Programme Manager cannot be the Placement Manager of a trainee.</p>
<p><b>Key Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Work closely with both trainee and Placement Manager in the placement setting to ensure the trainee is meeting competencies and also gaining the right level of experience in his/her placement.</li> <li>• Work closely with the regional GMTS lead to highlight any issues/risks with the placement.</li> <li>• Meet regularly with the trainee at least once a month to spend time updating the trainees competencies and ensuring work targets are on track and achievable.</li> <li>• Work with the placement manger to ensure that work objectives are achievable and stretching for the trainee and that they are fully supported to achieve them.</li> <li>• Work with the regional leads to identify the best placement managers who model excellence in leadership.</li> <li>• Take on overarching responsibility for the performance management of trainees and provide feedback to placement managers and trainees where necessary.</li> <li>• Ensure quality of placements for trainees and manage the performance of the Placement Manager where necessary.</li> <li>• Monitor and update the performance management online tool (GENI) with progress and undertake performance reviews and sign off of competencies in the absence of the Placement Manager.</li> <li>• Work with the trainee to identify suitable flexi placement options and develop a suitable proposal for sign off.</li> <li>• Support the trainee to source a mentor/coach outside of the host organisation and in line with guidance on mentor/coach.</li> <li>• Work with and support the trainee and regional lead to identify a suitable second placement and support the organisation through the assurance process offering guidance.</li> </ul>

	<ul style="list-style-type: none"> <li>• Proactively champion the trainee through own networks and encourage networking opportunities.</li> <li>• Seek local development opportunities for the trainee.</li> <li>• Keep up to date with the scheme policy and guidance and work collaboratively with the GMTS local leads.</li> <li>• Work with the trainee as they begin their journey from the scheme into substantive posts, scoping out opportunities and career advice.</li> <li>• Stay up to date with national leadership and NHS policy.</li> <li>• Support the trainees with first line pastoral care and support the trainees to become resilient leaders.</li> </ul>
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Extensive leadership experience.</li> <li>• Not be the trainee's placement manager.</li> <li>• Working at band 8a or above.</li> <li>• Have capacity to fulfil the role outline above.</li> <li>• Be well networked and connected.</li> <li>• Coaching/Mentoring skills.</li> <li>• Extensive skills and experience of developing people.</li> <li>• Use evidence based and best practice in learning and development.</li> <li>• Evidence of proactively sponsoring and championing people.</li> </ul>
<b>Measurable</b>	<ul style="list-style-type: none"> <li>• Attendance at briefing sessions, network meetings and mandatory meetings.</li> <li>• Trainee, Placement Manager and feedback.</li> <li>• Placement and Scheme evaluations.</li> <li>• Participation in OD capacity and capability work locally and nationally (i.e. with national Leadership Academy and local leadership team).</li> </ul>
<b>Requirements of role</b>	<ul style="list-style-type: none"> <li>• Attend programme and placement manager training locally.</li> <li>• Take an active role in the programme manager network.</li> <li>• Regular meetings with the trainee and regular informal check ins.</li> </ul>