

PLACEMENT MANAGER ROLE PROFILE

<p>Outline</p>	<p>The Placement Manager is essentially the line manager for the trainee during a placement and is an expert in developing fast track learners. The Placement Manager role is an essential and crucial role in the successful development of trainees as she/he has day to day responsibility for the trainee and their development. The role will work in partnership with the Programme Manager to ensure that the trainee receives a high quality placement which has key learning and development opportunities and fully supports the trainee to meet their competencies and utilise their educational learning within the placement. The Placement Manager will ensure that the trainee is given a stretching placement which enables them to meet core competencies and offers opportunities and exposure to broader learning to enable them to become rounded individuals who can lead people regardless of speciality.</p>
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • To work in line with the ethos and values of the NHS leadership Academy and to promote the value in excellent leadership which is diverse and inclusive. • To be an exemplar of good leadership and to be an active role model for trainees. • To offer opportunity and exposure to trainees across the organisation and wider networks. <p>The Placement Manager will:</p> <ul style="list-style-type: none"> • Work with the Programme Manager to offer a broad and varied orientation to the NHS (1st year only). • Successfully induct the trainee into the organisation and team/s. • Provide day to day expertise and support to the trainee. • Be available to the trainee and agree to meet regularly for 1:1 meetings. • Appraise and give both positive and constructive feedback where necessary. • Review progress and against learning objectives and competencies and complete performance reviews and update the online platform GENI in a timely manner. • Complete probation reviews every 2 months in first year and thereafter complete performance review every 6 months for the rest of the placement. • Enable a safe environment for trainees to learn and explore. • Identify learning opportunities for trainees to be able to put theory into practice. • Work in partnership with the Programme Manager and have regular catch ups and updates regarding the trainees' overall progress.

	<ul style="list-style-type: none"> • Monitor and update the performance management online tool (GENI) with progress and undertake performance reviews and sign off competencies, absence and annual leave. • Ensure that trainees meet core competencies and that their work stretches them and is not restricted to just these. • Support the trainees to develop their own self-awareness and emotional intelligence.
Essential Criteria	<ul style="list-style-type: none"> • Working at band 7 or above. • Must be working in the same specialism field as the trainee. • Cannot also be the trainees Programme Manager. • A wealth of experience of developing fast track learners and meeting their needs. • Demonstrate interpersonal skills, empathy and emotional intelligence. • A good working knowledge of the NHS Graduate Scheme and understand the expectations and intended outcomes of trainees. • Demonstrable leadership qualities and experience of leading and developing people. • Extensive leadership experience. • Have capacity to fulfil the role outline above. • Be well networked and connected. • Use evidence based and best practice in learning and development. • Evidence of proactively sponsoring and championing people.
Requirements of the role	<ul style="list-style-type: none"> • Attend placement manager training locally. • Take an active role in the Placement Manager network (currently being developed). • Regular meetings with the trainee and also regular informal check ins. • Partnership working and regular catch ups with the trainee's Programme Manager.