**LEET Job Description**

All LEETS will be expected to:

* Develop networking opportunities within the wider deanery and HEE teams and the local primary care community
* Develop a major project over the year that is written up and presented to their cohort and mentors
* Attend key meetings within the GP Speciality Training programme (Patch) and the school as required
* Attendance at regular LEET support meetings
* Keep a log of how and when their LEET time is used and on what activity to ensure they remain within the additional time offered. This should be shared with their ES.
* Promote their work to their GPST peers
* Promote their work to their training practice and local trainer’s groups
* Develop leadership and educational skills via the HEE South West leadership programme
* Take opportunities to further management skills
* Gain a better understanding of the local and national position of primary care in relation to CCGs, public health and secondary care.
* Attend recruitment training and taking part in Stage 3 of the GP Recruitment Process
* Work sustainably including sensible use of office equipment, facilities, and supplies, considering carbon expenditure when travelling, working electronically where possible
* Adhere to the guidance on the Deanery website for the LEET programme

LEET Person Specification:

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| **Criterion** | **Essential** | **Desirable** |
| Qualifications | Current GPST3 in HEE South West region | BSc, or other relevant qualification\* |
|  | Excellent performance on Severn GPST programme including evidence by ARCP reviews | Evidence of taking on additional roles and learning opportunities whilst in Severn |
| Experience | Leadership role at undergraduate or postgraduate level |  |
|  | Experience of teaching at undergraduate or postgraduate level | Knowledge and/or experience in medical or educational research |
| Skills | Evidence of high level strategic thinking |  |
|  | Excellent verbal, written and presentation communication skills |  |
|  | Evidence of excellent professional working relationships |  |
|  | Computer literacy\* |  |
|  | Positive, proactive approach; “Can do” attitude. |  |
|  | Ability to travel\* |  |
|  | Awareness of the need for Sustainable Healthcare |  |
| Confidentiality and professionalism | Awareness of the sensitivities & confidentiality issues of working closely with the senior management team at Severn |  |
| Support | At training practice\* |  |
|  | From local educational team\* |  |

\*assessed by application form