



Faculty of
**Medical Leadership
and Management**

FMLM Trainee Steering Group

General Secretary Recruitment Pack



CONTENTS

Advertisement	3
Interview Structure	5
Terms of Reference for FMLM TSG	6
Personal and Role Specification for FMLM TSG General Secretary	13
Statement of Inclusivity	17



ADVERTISEMENT

The Faculty of Medical Leadership and Management (FMLM) is offering the opportunity for trainee members to join the Trainee Steering Group (TSG). The TSG is a group responsible for representing the views and interests of trainee members within FMLM. The purpose of the TSG is to promote the values of FMLM to trainees and to provide strategic direction for medical leadership and management for its trainee members.

FMLM is currently inviting its trainee members to apply for the position of TSG General Secretary. The General Secretary role is integral to the operations of the TSG. You work closely with the Chair and the remainder of the officer team and with FMLM staff to optimise operational activities and productivity of the committee, but also contribute to higher level strategic decision-making. If appointed to this role, you would rescind your regional or other externally appointed lead role within the TSG.

As the General Secretary you will:

- Be encouraged and supported to promote and highlight the work of the TSG and FMLM, expanding the influence the TSG has regionally, nationally and internationally.
- Lead and maintain operational aspects to the TSG including organisation of meetings, meeting record keeping, recruitment and governance processes.
- Work collaboratively with the Chair and other TSG members and relevant FMLM staff members.
- Contribute to higher level strategic planning and, thus, the overall direction of the TSG, ultimately representing trainee leadership and management on behalf of FMLM.

In addition, there is an opportunity for significant professional and personal development via access to FMLM training opportunities, mentorship, and experiential learning through leading and delivering projects. The FMLM is committed to developing leadership and management among trainees. Joining the TSG will give you the chance to have your say on how this is achieved and delivered.

Eligibility: UK-based trainees (doctors in training), with FMLM membership at the time of application.



Faculty of
**Medical Leadership
and Management**

To Apply: Applications are made by returning the application form to tsg@fmlm.ac.uk, copying in tsg.chair@fmlm.ac.uk by 11th December at 6pm. Interviews will commence **at the point at which potentially appointable applicants have been received**, and so the application window may close before this date, or extend after 11th December.



INTERVIEW STRUCTURE

Successful applicants will be invited to participate in a **short informal interview** one evening at some point between **7pm and 9.30pm** during a weekday. If these times are unsuitable, we will do our best to accommodate you. The interview will be conducted by 2-3 existing TSG members and will last around 20 minutes. The interview also offers you an opportunity to discuss any questions you may have regarding FMLM and the TSG.

The interview follows a value-based recruitment model, with questions focussed on the themes outlined in the table below.

QUESTION THEMES
Commitment to medical leadership & management & its role in healthcare.
Knowledge & understanding of the FMLM, the TSG & its activities.
Organisation, self-motivation & innovation.
Inclusive, reflective & accountable team-member.

TERMS OF REFERENCE

FMLM Trainee Steering Group

1. Purpose

The TSG is a representative group ensuring the views and interests of trainee members are represented to FMLM. Its purpose is to promote FMLM's values to trainee members and to provide a strategic direction for medical leadership and management for its trainee members. The TSG also promotes the value of trainee leadership within healthcare and the need to achieve equity of opportunity at all times.

2. Composition of the committee

The composition of the committee represents the diversity of its membership:

ROLE	TERM	APPOINTMENT
Chair (TSG executive member)	Two years (plus six-month handover period if required)	Internal application, appointed by ballot, TSG members as voting members. If no appointable candidates self-nominate internally, will be recruited externally
Deputy-chair (TSG executive member)	Two years	Internal application, appointed by ballot, TSG members as voting members. If no appointable candidates self-nominate internally, will be recruited externally
General Secretary (TSG executive member)	Two years (plus a six-month handover period if required)	Internal application, appointed by ballot, TSG members as voting members. If no appointable candidates self-nominate internally, will be recruited externally
Communications lead	Two years	Competitive external application (current TSG members also eligible to apply through this process) Application process coordinated by the General Secretary or the Chair/a deputy depending on circumstances. Shortlisting and interviewing will be conducted by at



		least two members of the TSG (one of which will usually be the Chair or Vice-Chair, except if there is a conflict of interest)
Inclusion Lead (usually in addition to Regional Lead role if recruited internally, sole role is recruited externally)	Two years	Self-nomination, internal vote. If no appointable candidates self-nominate internally, will be recruited externally
International Medical Graduate Lead	Two years	Competitive external application (current TSG members also eligible to apply through this process) Application process coordinated by the General Secretary or the Chair/a deputy depending on circumstances. Shortlisting and interviewing will be conducted by at least two members of the TSG (one of which will usually be the Chair or Vice-Chair, except if there is a conflict of interest)
Regional/devolved nation/other Lead(s) to include: <ul style="list-style-type: none"> • Armed Forces • Two Scotland members (South and North leads) • Two Wales members (North-West and South-East co-leads) • Northern Ireland • Three North of England members; North Central, North West, North East leads • Midlands 	Three years	Competitive external application (current TSG members also eligible to apply through this process) Application process coordinated by the General Secretary or the Chair/a deputy depending on circumstances. Shortlisting and interviewing will be conducted by at least two members of the TSG (one of which will usually be the Chair or Vice-Chair, except if there is a conflict of interest)



<ul style="list-style-type: none"> • East of England • Three South of England members; South West, Central and South East • London 		
Deputy Regional Leads (As applicable)	Three years	Being phased out
Foundation Lead	Two years if recruited as a Foundation Year 1 doctor 18 months if recruited as a Foundation Year 2 doctor – potential to extend based on external review if taking a ‘F3’ year for a further 1 year only	Competitive external application (current eligible TSG members also eligible to apply through this process) Application process coordinated by the General Secretary or the Chair/a deputy depending on circumstances. Shortlisting and interviewing will be conducted by at least two members of the TSG (one of which will usually be the Chair or Vice-Chair, except if there is a conflict of interest)
FMLM’s National Medical Director’s Clinical Fellow (non-appointed deputy chair)	1 year	Appointed by the FMLM

3. Meetings

Meetings will be chaired by the Chair and in their absence, the deputy-chair or another appointed deputy. Decisions will be made on consensus where warranted. Voting rights are available to all members of the TSG, except for the FMLM Clinical Fellow.



Prior to meetings, all leads are expected to submit progress reports, unless advised otherwise by the Chair. The committee will meet virtually at least three times a year and will meet twice in person where possible. Inability to attend meetings due to other commitments, both professional and personal, is anticipated, along with exceptional circumstances. In such circumstances, members are requested to send their apologies to the Chair and the General Secretary with as much notice as possible.

4. Minutes

Minutes and actions of each meeting will be recorded and circulated; this will be the responsibility of the General Secretary. It is the responsibility of each TSG member to review the minutes and complete actions required.

5. Remit

To fulfil the aims of TSG, the activities of the committee include, but are not limited to mentoring, coaching, conferences, seminars, events, policy, publications, representation, social media, webinars, and leadership development. Through these activities, TSG members will:

- Promote and signpost FMLM services and TSG workstreams that support trainee development.
- Contribute to development of projects and workstreams designed to promote trainee leadership and management development and the value of trainee leadership.
- Support emerging trainee medical leaders and trainees interested in developing leadership skills.
- Align with FMLM and support local, regional and national evidence-based initiatives that promote good leadership and management practice.
- Strengthen and promote inclusivity at all levels by:
 - Helping members to recognise their leadership capabilities.
 - Contributing to equality, diversity and inclusivity workstreams.
 - Acting as an active ally, opportunistically highlighting where equity can be achieved through TSG work.
 - Promoting flexibility and other ways to promote equity of access to leadership and management development opportunities and roles.
 - Supporting applications for FMLM Associate Fellowship.
 - Promoting trainee networking at FMLM's annual in-person conference.
 - Signposting trainees to national, regional, and local events that support best practice in medical leadership and management.



6. Remuneration

All roles as part of the FMLM TSG are voluntary and non-remunerated. Individuals are eligible to claim expenses for travel and subsistence costs necessarily incurred in line with the relevant FMLM policies. We strive to provide benefits to TSG members, recognising your service, such as bespoke group leadership development sessions and events, discounts to FMLM events, ARCP recognition letters and networking opportunities alongside opportunities to participate in unique projects.

7. Time commitment

The time required for this role will vary based on the work of the TSG and FMLM at the time, including recruitment requirements. This time commitment can be reviewed with the TSG Chair and, if necessary FMLM staff members. There will be an understanding of major life events, personal and professional commitments by the Chair and FMLM staff – with as advanced notice as possible for any temporary alteration and reduction in capacity appreciated and expected where possible.

The general secretary can expect to attend the quarterly TSG meetings and TSG development sessions. They are likely to be invited to attend some one-hour meetings with the chair and FMLM staff or FMLM communications officer on average every quarter. There will also be informal meetings and communications regarding the TSG between the Chair and officer team in between formal meetings, usually in the evening by mutual agreement and with due notice. Total time commitment on average should be 2 hours per week but may increase during peak recruitment times to three or four, with other weeks at other times 30 to 60 minutes per week. A letter outlining the position the general secretary holds can be provided for those who require this in order to obtain professional leave or support from their training programme to attend meetings.

There will be a three to four month introductory/pilot period after which time you will be able to review the role and your experiences with the TSG Chair. This is designed to be a supportive and enabling process, allowing for reflection on aspirations, suggestions and needs so that the Chair can help facilitate any action or outcomes needed by them. However, this is a novel initiative and therefore your feedback on the process will be valued, and a review of its use will occur within the first year of piloting.



The same TSG process regarding reduced engagement within a role will apply. You will be expected to communicate with the Chair as soon as possible (ideally prospectively) regarding any current or foreseeable issues which will significantly affect your ability to fulfil your role, outlining how this will affect your work and the projected length of time affected or time at which you will check in again with an update on your availability. You are not expected to provide detailed reasons of the issues affecting you, and confidentiality will be maintained at all points.

If you do not communicate with the Chair as above, and if you have not attended a TSG meeting, contributed to TSG work or discussions or demonstrated activity within your appointed role for three months, the Chair will contact you to check whether they can provide further support and better enable you within your role, whether there are temporary matters affecting your engagement and so on. This will be done in a sensitive, constructive way, discretely. If you do not respond to this communication in any form within one month, you will be regarded as having stepped down from your role.

Should you respond and be found to have had no exceptional reasons and continue to contribute to work within the remit of your role within the following three months, the Chair will contact you again. At this point, it will be clarified if any subsequent exceptional circumstances have occurred, and if not, you will be asked to step down from your role.

8. Accountability framework

TSG members (and their associated activities) are accountable to the TSG Chair, who in turn reports to FMLM's Senior Leadership Team (SLT) regularly, usually on a monthly to bimonthly basis.

Your behaviours and approach to your role should be in keeping with the FMLM Leadership and Management Standards and [Code of Conduct](#).

Formal publications, for example for peer reviewed publication or publication via the FMLM, will follow FMLM's internal procedure for ratification.

Whilst it is acknowledged that this is a voluntary role, and events may occur rapidly causing personal circumstances to swiftly change, it would be gratefully appreciated if individual/s holding this role provide at least three months noticed of an intended departure date from this role.



9. Role specification

If deemed necessary, amendments, modifications and variations of the role specification can be instigated through discussion and agreement between the relevant parties, usually the individual within the current role and the executive team.

10. FMLM support

On appointment to the role, the FMLM will provide a copy of the terms of reference and an appointment letter. An annual summary letter will be provided for evidence of the role and achievements, which can be displayed in your portfolio for ARCP reason, in addition to an end of role letter.

TSG GENERAL SECRETARY PERSONAL AND ROLE SPECIFICATION

PERSONAL SPECIFICATION FOR ALL TSG ROLES		
	Essential	Desirable
Academic & Professional	<ul style="list-style-type: none"> • Doctor in training within the UK • Member of FMLM 	<ul style="list-style-type: none"> • Extra-curricular qualification in management/clinical leadership • Opportunities sought for experience in management/clinical leadership
Knowledge	<ul style="list-style-type: none"> • Good understanding of the aims and aspirations of the TSG and FMLM 	<ul style="list-style-type: none"> • Attendance at FMLM/TSG events or relevant leadership and management events
Interests	<ul style="list-style-type: none"> • Demonstrates ongoing interest in leadership and management 	<ul style="list-style-type: none"> • A track record of consistent involvement in management and leadership projects • A track record of consistent work within any leadership roles held in the past
Skills	<ul style="list-style-type: none"> • Ability work in a transparent, efficient, and accountable manner as a team player • Experience of actively participating in events, committees, activities, or projects 	<ul style="list-style-type: none"> • Experience of managing/leading teams at a local/regional/national level
Personal	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Excellent ability to communicate and work within virtual teams • Evidence of being reliable, organised, and self-motivated, clearly demonstrating initiative 	<ul style="list-style-type: none"> • Ability to think creatively and innovatively • To generate and positively contribute ideas, suggestions, and feedback



	<ul style="list-style-type: none"> • Fosters a culture of continuous improvement • Open to the perspectives of others and works well in a team • Responsive and proactive • Compassionate and demonstrates civility at all times • Able to commit sufficient time to discharge the duties of the role 	
--	--	--

ROLE SPECIFICATION FOR GENERAL SECRETARY

Remit	<p>The TSG General Secretary will:</p> <ul style="list-style-type: none"> • Provide accountability to the TSG chair and the FMLM staff leads for the TSG with regular updates on work • Work closely and collaboratively with the Chair, deputy chairs and communications lead for the TSG • To maintain and promote equality, diversity and inclusivity principles at all times • Uphold the FMLM Code of Conduct and lead in close alignment with the FMLM’s Leadership and Management standards • Hold a strong understanding of the goals and workstreams of the TSG. • To chair meetings in the absence of the TSG chair and deputy chairs (or where parties are unable to chair but are present) in exceptional circumstances and if the general secretary agrees to • Deputises for the chair, appointed deputy chair or communications lead through pre-agreement, for example, due to major life events • Contributes to oversight of communications <u>within</u> the TSG, works collaboratively with the Chair, Communications lead and officer team regarding this • Manages and maintains the FMLM TSG email inbox, including responding promptly and professionally to member queries, providing regular updates to the Chair, FMLM, officer team and main TSG group as appropriate. Checks and responds to emails at minimum on average once a week
--------------	---



	<ul style="list-style-type: none">• Coordinates, in collaboration with the TSG Chair, internal and external recruitment processes in a timely manner and co-develops a sustainable recruitment strategy that is in keeping with the current and future needs of the TSG• Works collaboratively with the chair and Inclusive Leadership lead to reform, review and update processes and with FMLM staff and the Communications lead regarding advertisements• Key role in managing the TSG Dropbox, Google Drive accounts and member excel contact list spreadsheet, working with communications lead to ensure that the TSG members' webpage is up to date• Coordinates and minutes TSG meetings (liaises with the Chair regarding timings, organising date availability for members, sending out invites and producing meeting notes contemporaneously)• Contributes to ensuring action points from meetings are taken forward• Helps in coordinating and, where appropriate, organising TSG leadership development sessions• Works collaboratively with the chair and deputy chair regarding strategic planning for events such as FMLM conference sessions• Aids communication between FMLM and the TSG• Upon discussion and agreement with the Chair and officer team, may lead on workstreams, projects or TSG member support such as webpage updates• Provides informal mentorship for TSG members• Contributes to strategic planning, operational and governance reviews of the TSG• Remain up to date with developments relating to the work of the TSG, healthcare, matters relating to clinical leadership and management
Eligibility	<p>The candidate must demonstrate:</p> <ul style="list-style-type: none">• Investment in the principles and practices associated with promoting equality, diversity and inclusivity• Commitment to collaborative, compassionate and accountable leadership and teamworking principles• Ability to demonstrate strategic thinking, timeliness, initiative and accountability accompanied by an open mindset



- Ability to self-motivate effectively and sustainably
- Ability to move fluidly and effectively between leader and follower roles
- Excellent ability to problem solve in a realistic and evidence-based way
- Excellent verbal, written and non-verbal communication skills
- Excellent time management and task prioritisation skills
- Sound knowledge and understanding of the work of the TSG and FMLM
- Sound knowledge and understanding of the context behind junior doctor and wider medical leadership and management and of the healthcare sector
- Understands and, ideally, has past experience of working within non-NHS organisations
- Strong skills in self-reflection and self-development



STATEMENT OF INCLUSIVITY

The TSG strives to ensure that equality, diversity, and inclusivity is embedded in all that we do, firmly believing that our collaborative efforts and activities are stronger and more innovative the more diverse and inclusive we are as a committee. It also ensures that we better reflect the views and needs of aspiring trainee leaders, as well as the patients we serve in our clinical roles.

To the TSG, diversity and inclusion is an essential aspect of our work. We are committed to progressing our vision through our TSG Equality, Diversity, and Inclusivity Strategy, and via the introduction of a values-based approach to recruitment. We also promote inclusive leadership through our various activities, for example, the TSG Leadership Commitment promotes access to leadership opportunities which incur no personal financial commitment or investment of non-working time, for all trainees. We also ran the first of our Inclusive Leadership Webinar in Winter 2021 with extremely positive feedback and have since appointed a dedicated Inclusivity Lead.

However, the TSG acknowledges that inclusivity and equity of opportunity can be highly individualised and personal in nature, so, how does this relate to the TSG recruitment process?

We are currently working towards providing alternative means to submit applications, and ways to minimise potential unconscious bias, such as unconscious bias training for members of the TSG.

After receiving your application, it will be blinded prior to being reviewed. We aim to interview as many applicants as we can and provide interview question themes in advance to assist with preparation. To aid recruitment planning we provisionally schedule interview dates in advance, but if these do not suit, we will try to re-organise to a more convenient date and time for candidates where possible.

For our current round of recruitment, we are also trialling means to enable applicants with protected characteristics to support diversity and inclusion. If you identify as having a protected characteristic, please feel able to approach the TSG for a discussion about the recruitment process prior to the application deadline or interview.

During the interview you may request a break (at any point) and for any question to be repeated, or the meaning of words or phrases clarified. If you require further adjustments to the interview



process, please inform us in advance and we will do our best to accommodate you. Any personal information discussed as part of the application or interview process will be kept confidential.

Everyone is welcome on the TSG. We look forward to receiving your applications and invite any feedback on how we can improve our recruitment and interview process further.