**FMLM Trainee Steering Group**

**Chair Recruitment Pack**

**CONTENTS**

Advertisement 3

TSG Application Form 4

Interview Structure 6

Terms of Reference for FMLM TSG 7

Personal and Role Specification for FMLM TSG Chair 16

Statement of Inclusivity 22

**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 Chair, or Co-Chair.

The appointed TSG Chair role is essential to the successful and effective working of the TSG. The Chair holds the highest responsibility for, and involvement in, the strategic direction of the TSG. They are the overall steward for the Group, enabling and supporting TSG members to work collaboratively to deliver upon the TSG workplan priorities and uphold the sentiments within the TSG’s mission statement.

This role provides a wealth of self-development and experiential learning opportunities for the appointed person. Of note, if you are an internal TSG candidate and successful in being offered this role, to take this up, you would be required to rescind your regional or portfolio lead role within the TSG.

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

**To Apply:** Applications are made by **returning the application form below to** [**tsg.chair@fmlm.ac.uk**](file:///Users/josiecheetham/Downloads/tsg.chair@fmlm.ac.uk)**by Monday 19th August at 6pm.** Interviews will commence following this if any of the applicants are deemed by the reviewing panel to be eligible for, and meet the standard to be, invited for interview. Of note, any internal candidates for the TSG Chair role will be automatically disqualified from being a recruitment panel member. Any TSG member who feels they have a conflict of interest, for example, a close professional or personal relationship with a candidate, and is invited to be part of the recruitment panel must declare this to the Chair, who will decide whether they are able to take part in the recruitment process. Where possible, a member of the FMLM leadership team will form part of the recruitment panel, both during the application form appraisal process and the interview.

**APPLICATION FORM**

**Personal Details**

|  |  |
| --- | --- |
| Full name |  |
| Name of any co-Chair applicant |  |

|  |  |
| --- | --- |
| FMLM number |  |

|  |  |
| --- | --- |
| Position applied for |  |

|  |  |
| --- | --- |
| Year of primary medical |  |

qualification

|  |  |
| --- | --- |
| Grade and speciality |  |

|  |  |
| --- | --- |
| Hospital and deanery |  |

|  |  |
| --- | --- |
| Expected CCT date |  |

|  |  |
| --- | --- |
| Email |  |

|  |  |
| --- | --- |
| Telephone number |  |

**Please answer the following questions:**

Why are you interested in this role? (200 words)

|  |
| --- |
|  |

What previous experience makes you suited to the role? (200 words)

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| --- |
|  |

Please tell us about a time where you have led a team successfully: (200 words)

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| --- |
|  |

What attributes and skills do you have that make you suitable for this role? (200 words)

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| --- |
|  |

Can you demonstrate how you have these attributes and skills with any examples? (200 words)

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| --- |
|  |

What are your main priorities for this role with reference to the TSG's wider aims and vision? (200 words)

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| --- |
|  |

Please outline the work and approach you undertook in a previous role which align with the TSG’s aims and vision, including specific examples. (200 words)

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|  |

Please outline how you would demonstrate your incorporation of the TSG’s commitment to equality, diversity and inclusivity within this role and how you have done so within your previous role/s. (200 words)

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|  |

**Referee**

Please provide the details of a referee; the referee may be contacted to aid decision making or to confirm details supplied in this application.

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|  |

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**Thank you for taking the time to complete this application.**

**INTERVIEW STRUCTURE**

Successful applicants will be invited to participate in a **short informal interview,** usually duringone evening at some point between **7pm and 9.30pm** during a weekday.Due to the involvement of FMLM staff in the interview process, you may be offered the option of an interview during working hours.If these times are unsuitable, we will do our best to accommodate you. The interview will be conducted by two to three existing TSG members and one FMLM staff member and will last around 20 minutes. The TSG Chair will be present but will not take part in the interview process. The interview also offers you an opportunity to discuss any questions you may have regarding FMLM and the TSG. If you have any concerns following the interview, for example, regarding the members forming the interview you are welcome and encouraged to approach the TSG who will take this matter forward, based on discussions with you, and any consent to action you may provide.

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 and management and its role in healthcare. |
| Knowledge and understanding of the FMLM, the TSG and its activities. |
| Organisation, self-motivation and innovation. |
| Inclusive, reflective and 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.

1. **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:   * Armed Forces * Three Scotland members (South East, South West 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 * East of England * Three South of England members; South West, Central and South East * London | 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) |
| 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 liaison officer | 1 year (may not be present if no FMLM CLF appointed) | Appointed by the FMLM |
| International trainee leadership lead | Two years, externally recruited | 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 Deputy Chair, except if there is a conflict of interest) |
| X TSG/BMJ Leader Bookclub lead | Can be held either dually with another appointed role within the TSG or as sole role within the TSG | In the future, competitive internal application, which can be converted to an external application (current eligible TSG members also eligible to apply through this process) at the Chair’s discretion.  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 Deputy Chair, except if there is a conflict of interest) |
| Leadership Commitment lead | 2 years in duration. Can be held either dually with another appointed role within the TSG or as sole role within the TSG | Competitive internal application, which can be converted to an external application (current eligible TSG members also eligible to apply through this process) at the Chair’s discretion.  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 Deputy Chair, except if there is a conflict of interest) |
| Immediate Past Chair (non-voting, observer status) | Up to two years or until subsequent Chair steps down | Voluntary position offered to the immediate past Chair of the TSG. Accountable to the Chair. Expires by default at the point of two years following demitting from post, or upon the appointment of a next-but-one TSG Chair (and creation of a new immediate past TSG Chair). Post created solely to provide past contextual information and historical knowledge to current Group members relating to the TSG upon request. Invited to formal quarterly TSG meetings, email and message-based communications. |

## 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-TSG liaison officer.

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.

## 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.

1. **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.

1. **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.

1. **Time commitment**

The TSG members are expected to actively engage with the work of the committee and must ensure they are able to devote enough time to ensure satisfactory discharge their duties. Members are strongly encouraged to liaise with the TSG Chair if there are professional or personal commitments or challenges which may affect their ability to contribute to the TSG as below.

The time required for this role will vary based on the work of the TSG and FMLM at the time. This time commitment can be reviewed if necessary with FMLM staff members and/or the TSG executive. As for all TSG members, there will be an understanding of major life events, personal and professional commitments by the TSG and FMLM staff – with as advanced notice as possible for any temporary alteration and reduction in capacity appreciated and expected where possible. When this occurs, the Deputy Chair will be expected to take up duties. However, it may be appropriate for deputising duties to be spread across the TSG executive.

The Chair can expect to attend one half day ATDG meeting every quarter, quarterly TSG meetings, any TSG development sessions arranged and relevant task and finish groups alongside requested meetings with a TSG member. They can also expect to attend one hour meetings with the FMLM staff on average every month to every other month and executive meetings on average every quarter. There will also be informal meetings and communications regarding the TSG between the Chair and executive team in between formal meetings and between the Chair and FMLM staff or TSG members. Total time commitment on average should be two to six hours per week depending on scheduled commitments, matters arising and the approach the appointed Chair wishes to take. A letter outlining the position the Chair 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.

As part of the TSG approach to supporting member engagement, we have introduced internal processes to best enable you in your role and to ensure the work of the TSG progresses as our trainee members need it to. We recognise that trainees often encounter unexpected issues which require their time and attention elsewhere and we are keen to provide an understanding and supportive environment as much as is feasible to do so.

You will be expected to communicate with the TSG executive and FMLM staff responsible for the TSG 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.

For a non-executive role, 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 for your absence and continue to be unable to contribute to work within the remit of your role in 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.

For executive positions, reflecting the critical nature of these roles to the TSG, if no response has been received after one month has elapsed, and no notice of unexpected commitments or issues to account for this, the Chair (or in case of unresponsiveness from the Chair, the Deputy Chair) will approach the executive member as outlined above. If no response has been received within one month, you will be regarded as having stepped down from your role.

1. **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. The TSG Chair is accountable to FMLM’s SLT and also to their TSG member colleagues. Any concerns about the actions of the Chair can be taken forward in the following possible ways:

* Approaching and discussing with the Chair
* Approaching and discussing with the deputy Chair, or another member of the executive (General Secretary or Communications lead)
* Approaching and discussing with the named contact for the TSG within FMLM’s SLT
* When in post, approaching and discussing with the FMLM-TSG liaison officer (National Medical Director Clinical Leadership fellow for FMLM)

Your behaviours and approach to your role should be in keeping with the FMLM Leadership and Management Standards and [Code of Conduct.](mailto:https://www.fmlm.ac.uk/sites/default/files/FMLM%20Code%20of%20Conduct.pdf#:~:text=The%20Board%20of%20Trustees%20have%20adopted%20the%20following,the%20ethical%20standards%20expected%20of%20all%20office%20holders.)

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.

1. **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.

1. **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 CHAIR PERSONAL AND ROLE SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **PERSONAL SPECIFICATION FOR ALL TSG ROLES** | | |
|  | **Essential** | **Desirable** |
| **Academic and**  **Professional** | * Doctor in training within the UK * Member of FMLM | * Extra-curricular qualification in management/clinical leadership * Opportunities sought for experience in management/clinical leadership |
| **Knowledge** | * Good understanding of the aims and aspirations of the TSG and FMLM | * Attendance at FMLM/TSG events or relevant leadership and management events |
| **Interests** | * Demonstrates ongoing interest in leadership and management | * 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** | * Ability work in a transparent, efficient, and accountable manner as a team player * Experience of actively participating in events, committees, activities, or projects | * Experience of managing/leading teams at a local/regional/national level |
| **Personal** | * 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 * 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 | * Ability to think creatively and innovatively * To generate and positively contribute ideas, suggestions, and feedback |
| **ROLE SPECIFICATION FOR CHAIR** | | |
| **Remit** | **Effective communication**   * Provide accountability to FMLM staff leads for the TSG * Provide regular updates to FMLM regarding TSG matters * Endeavour to meet regularly with FMLM staff leads for the TSG and any other opportunities offered such as FMLM staff meetings where reasonably possible * Work collaboratively with the FMLM CLF – TSG liaison officer of the TSG * Provide regular updates to TSG members on matters arising between TSG meetings * Work collaboratively with the communications lead on the TSG’s communication strategy and regular TSG contributions to FMLM’s newsletter * Remain up to date with developments relating to the work of the TSG * Promote effective communication and working between the TSG officer team, TSG members and FMLM * Establish and maintain professional relationships with all TSG members with regular communication * Act as a figurehead or spokesperson for the TSG * Represent the TSG through the Academy of Medical Royal Colleges’ (AoMRC) Academy Doctor Trainee Committee (ATDC) (non-voting seat) * Lead on promoting the TSG and FMLM externally and liaison with stakeholders * Regularly check and respond to emails received via FMLM TSG chair’s email account. * Represent the views of TSG members and, where relevant the Group consensus in their absence at meetings and other forms of discussion   **Cohesive and compassionate ways of working**   * Uphold the FMLM Code of Conduct and lead in close alignment with the FMLM’s Leadership and Management standards * Foster a positive, balanced, orderly and productive working culture within the TSG, maintaining compassion, impartiality and objectivity at all times * Ensure the TSG and its activities are in keeping with FMLM’s values and the TSG mission statement * Responsibility for upholding the TSG’s Terms of Reference * Where possible and pertinent, canvass decisions by the TSG in a democratic way * Provide informal, and, by agreement with both parties, more formal mentorship to TSG members * Lead TSG succession planning * Maintain and promote equality, diversity and inclusivity principles at all times   **Culture an effective executive**   * Ensure the effective functioning of the executive and the TSG * Work in partnership with executive members * Upon agreement, to temporarily subsume some duties of the General Secretary or Communications lead or Deputy Chair or non-executive TSG member if pre-arranged leave occurs for the TSG member where these duties are crucial and during a high priority time for the TSG   **Lead with vision and purpose**   * Lead on setting the vision, values and strategy of the TSG * Provide oversight and ultimate responsibility for TSG governance * Hold responsibility for the design, maintenance and regular review of the TSG’s workplan. Specific elements relating to this can be delegated to suitable executive members upon joint agreement. * To chair TSG meetings, or delegate when unable to attend to a suitable executive or other TSG member * To set, working in collaboration with the General Secretary, the dates and plan for TSG meetings, ensuring meeting notes are accurate and taking forward action points following meetings as appropriate and agreed * Lead on strategies to support remuneration of TSG members * Provide oversight and ultimate responsibility for recruitment * Provide an induction for all new TSG members or delegate this to a suitably equipped TSG executive member * Provide support or arrange support for TSG members in requirement of this   **Personal skills and attributes**   * Invests in the principles and practices associated with promoting equality, diversity and inclusivity * Ascribes to collaborative, compassionate and accountable leadership and teamworking principles * Able to demonstrate strategic thinking, timeliness, initiative and accountability accompanied by an open mindset * Able to motivate and lead teams effectively and sustainably * Excellent ability to project manage and innovate * Excellent ability to problem solve in a realistic and evidence-based way * Excellent communication skills, ability to influence, inspire and negotiate effectively * Able to manage potential conflict situations compassionately and effectively * Effective mentoring and coaching 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 * Understand and, ideally, has past experience of working within non-NHS organisations * Strong skills in self-reflection and self-development | |
| **Eligibility** | The candidate must demonstrate:   * Ability to work well and communicate with others at all levels. * A track record of participation in project work, with emphasis on management and leadership remit. * Experience of other leadership or representative roles in a regional or national setting. * Ideally, experience of having chaired or led a local, regional or national committee * Investment in the principles and practices associated with promoting equality, diversity and inclusivity * They ascribe to collaborative, compassionate and accountable leadership and teamworking principles * An ability to demonstrate strategic thinking, timeliness, initiative and accountability accompanied by an open mindset * An ability to motivate and lead teams effectively and sustainably * An ability to move fluidly and effectively between leader and follower roles * An excellent ability to project manage and innovate * An excellent ability to problem-solve in a realistic and evidence-based way * Excellent communication skills, ability to influence, inspire and negotiate effectively * An ability to manage potential conflict situations compassionately and effectively * Effective mentoring and coaching 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 would encourage you to consider applying for this position – we are aware of the growing evidence base relating to imposter syndrome and how individuals with particular characteristics appear to be less likely to apply for roles where they feel they do not fulfil all elements of the role specification. We would be delighted to receive your application even if you feel you do not meet all the ‘desirable’ elements of the role specification. We look forward to receiving your applications and invite any feedback on how we can improve our recruitment and interview process further.