

JOB DESCRIPTION

Title:	Project Manager
Pay:	£40,000 - £45,000
Date:	April 2023
Responsible to:	Managing Director
Accountable to:	Executive Partner

1. Job Role/Purpose:

The Project Manager will work alongside the Managing Director and Executive Partner to lead the implementation of a range of projects designed to support growth and diversification of the organisation and deliver service improvements.

2. Key Duties & Responsibilities:

KEY RESPONSIBILITIES

The main responsibilities for this role will include:

- Develop strong working relationships internally and with partner organisations
- Leading the implementation of new services and other projects designed to deliver service improvements
- Leading and writing of the development of bids for new income opportunities across NHS and private services
- Working across teams to secure resource from different departments to embed new services
- Take lead responsibility for delivery and allocation of project tasks as appropriate, identifying risks, issues and dependencies, considering best practice and current options and ultimately making decisions in the best interest of the project.
- Pro-actively manage stakeholders, responding to and resolving issues and queries as they arise through facilitation or other appropriate mechanisms.
- Be responsible for a high standard of work supporting the delivery of projects on time, to quality standards and in a cost-effective manner.
- Ensure the flexibility of the project if required to meet conflicting/changing requirements.
- Responsible for the planning and organisation of events/meetings that support delivery of projects.
- Ensuring communication tools are used to their maximum value for circulating the minutes, agenda and presentations in a timely manner.
- Demonstrate effective stakeholder management across different organisations and at all levels.
- Act as an advocate for projects within and outside of the organisation and ensure active engagement and sponsorship within the organisation as a whole.
- Ensure that the projects maintain business focus, have clear authority and that the context, including risks, are actively managed in alignment with the strategic priorities of the organisation.

- Lead the coordination of all aspects of service mobilisation e.g. gaining input from IT, business intelligence, comms and engagement, governance and operational teams as necessary
- Leading the strategic planning of team projects, identifying interdependencies across projects/functions, potential impacts on the wider organisation, resource requirements and building in contingency and adjustments as necessary.
- Proactively manage project risks and issues by maintaining risk registers and working with other team members to problem solve and identify solutions to complex issues
- Contribute to the development of performance and governance strategies and the development and implementation of improvement programmes, in accordance with the organisational priorities.
- Contribute to short, medium and long-term business plans, achieving quality outcomes

Key Working Relationships

- Work in partnership with clinical leads to develop and implement new services
- Communicate and provide highly complex information to a wide range of internal and external stakeholders
- Present complex information about projects, initiatives and services to a wide range of stakeholders
- Commit to working and engaging constructively with internal and external stakeholders on a range of issues relating to projects.
- Coordinate support from other functions/teams in order to oversee implementation of new services
- Nurture key relationships and maintain networks internally and externally
- Assist with communications, engagement and marketing activities in relation to the launch of new services

3. Other Responsibilities:

Health and Safety

- To comply with the Health and Safety at Work etc. Act 1974.
- To take responsibility for his/her own health and safety and that of other persons who may be affected by his/her own acts or omissions.

Equality and Diversity

- To carry out at all times his/her responsibilities in line with the Modality Equal Opportunities Policy and Procedure.

Risk Management and Clinical Governance

- To work within the Clinical Governance Framework of the service, incorporating Risk Management and all other quality initiatives.

Confidentiality

- To maintain confidentiality of information relating to patients, clients, staff and other users of the services in accordance with the Data Protection Act 1998 and Caldicott Guardian. Any breach of confidentiality may render an individual liable for dismissal

and/or prosecution.

- Information relating to patients, carers, colleagues, other healthcare workers or the business of the Practice may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

General

- To undertake any other duties commensurate with the role, within the bounds of his/her own competence.
- To work across the service sites as required
- In light of national policy and due the needs of the business it may be necessary for the Partnership to alter the opening hours of the service.

STATEMENT:

This job description will be agreed between the jobholder and the Executive Board to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.

Post holder:

Manager:

Date:

Person Specification

Factors	Description	Essential	Desirable	Assessment
Education / Qualifications	Educated to degree level in relevant subject or equivalent level of experience of working at a similar level in specialist area	✓		A
	Evidence of continuous professional development	✓		A
Knowledge, Training and Experience	A minimum of 2 years' project management experience in a NHS/private healthcare setting	✓		A/I
	Significant experience of managing projects with successful outcomes	✓		A/I
	Bid writing experience	✓		A/I
	Experience of presenting complex data/information to staff at all levels and persuading people to make changes based on this information	✓		A/I
	Understanding of the current NHS/private healthcare landscape	✓		A/I
	Experience of developing policies, pathways and standard operating procedures	✓		A/I
	Experience and understanding of governance systems and processes including CQC compliance	✓		A/I
	MS Word/Outlook/Excel and other software packages	✓		A/I
	Excellent organisational skills	✓		A/I
	Ability to produce error free and well-presented reports demonstrating a high level of accuracy	✓		A/I
	Tactful and diplomatic	✓		A/I



Communication skills	Skills for communication on complex matters, requiring developed interpersonal and oral/ written communication skills	✓		A/I
	Ability to pull together comprehensive draft reports, data and letters Negotiating, networking and persuasive skills	✓		A/I
Analytical	Highly competent at using initiative to solve day to day problems in a calm and professional manner	✓		A/I
	Problem solving skills and ability to respond to sudden unexpected demands	✓		A/I
	Excellent time management skills with the ability to re-prioritise	✓		A/I
Planning Skills	Ability to work under significant pressure	✓		A/I
	Ability to coordinate multiple areas of work ensuring alignment of priorities and effective communication	✓		A/I
Management Skills	Skills for managing aspects of projects ensuring they meet financial targets	✓		A/I
Physical Skills	Skills for manipulating information. Advanced keyboard skills, use of a range of software	✓		A/I
Autonomy	Ability to work on own initiative and organise own workload with minimal supervision working to tight and often changing timescales	✓		A/I

***Assessment will take place with reference to the following information**

A=Application form

I=Interview

T=Test

C=Certificate