

## SINGLE CORPORATE SERVICES

### Digital

<b>Job title:</b>	Project Manager	<b>To be completed by HR</b>  <i>Job Reference Number</i> 2022/051
<b>Reporting to:</b>	Principle Programme Manager	
<b>Accountable to:</b>	Head of Digital Transformation Programme	
<b>Pay Band:</b>	7	

As part of the Single Corporate Service, this role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

The intention for the existing primary work locations to remain unchanged as there is no desire to change base locations unnecessarily. However, as the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel from time to time. The staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

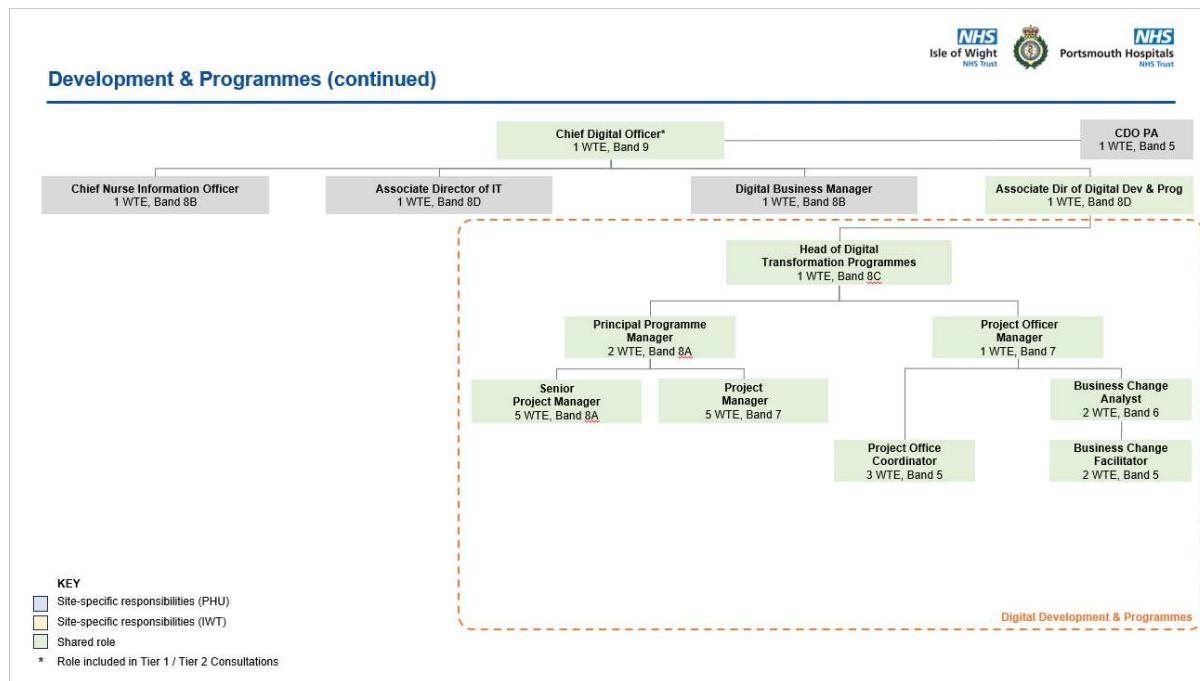
#### **Job purpose**

To project manage the delivery of projects within the Trust Digital Transformation Programme

#### **Job summary**

Working as part of the digital programme team, the project manager will lead the day-to-day management of all aspects of Digital Transformation project(s). Under the delegated responsibility of the project board, you will take one large scheme – or multiple smaller schemes – within the Digital Transformation programme through the full project lifecycle from business case, through planning, delivery and ultimately project closure

## Organisational Chart



### Specific Core Functions

- Owning the planning of the project, developing the project initiation document and agreeing project milestones, timelines and resources.
- Lead the facilitation of changes to business processes needed to realise the benefits from new digital technology
- Actively managing relationships with clinical and non-clinical stakeholders both within the trust and in other partner organisations.
- Leading the recruitment of project resources and managing their contribution to project delivery.
- Owning the development of key project documentation including project initiation document, risk and issue logs, financial tracker and benefits log.
- Identifying and mitigating issues and, when necessary, escalating them to the project board for support.
- Monitoring plans and overall progress and use of resources, taking corrective action where necessary to ensure that the deliverables of the project are produced on time, within budget and to the expected quality.
- Applying trust project management methodology (PRINCE2 and Agile) and sharing expertise to support development of junior colleagues.
- Managing the procurement process where necessary, working with external suppliers to hold them accountable for delivery of their scope of work.
- Identifying dependencies with other projects within and outside the digital transformation portfolio and working with peer project managers and the programme manager to ensure they are met.
- Communicating project plans, progress and issues through regular highlight reporting.

## Key Responsibilities

### ***Communication and Working Relationships***

- Responsible for engagement of clinical and non-clinical stakeholders across the organisation and wider health system, managing their potentially conflicting views and priorities.
- Development of communications plans, reflecting the information needs of all stakeholders.
- Responsible for producing clear, concise highlight reports on plans, progress, risks and issues for the project board and exception reports where project tolerances are breached.
- Rapidly building strong relationships with all parties - staff, contractors, suppliers and other project stakeholders - to actively manage their contributions to project deliverables.
- Able to present clearly and persuasively (both formally and informally) to stakeholders within the trust and wider healthcare system the benefits, plans and progress of projects.
- Manage difficult situations and sensitive matters when liaising with operational staff to identify efficiencies and other matters that may lead to an operational change.
- Able to use enhanced communication skills to communicate highly complex and sometimes contentious information which may or may not require negotiation and persuasive skills

### ***Analytical and Judgement***

- Required to monitoring the delivery of all elements of schemes, analysing large amounts of complex information, from multiple sources and often under pressure of time, to identify risks and issues that might derail the project.
- Identify and manage interdependencies and prioritise actions to mitigate these, escalating to the project board for support when required.
- Drawing on expert support where needed, analyse, map and review current state processes and pathways across multidisciplinary teams
- Work with relevant leads to identify benefits from project activities and ensure that these are documented and actively managed
- Required to use own judgment and to interpret and analyse highly complex facts and undertake research to compare these to different options available.

### ***Planning and organising***

- Responsible for all aspects of the day-to-day running of project(s) ensuring the project remains within agreed tolerances for time, budget and scope and, where this is at risk, developing alternative plans and submitting exceptions reports to the project board for consideration.
- Create, launch and execute robust project plans, articulating milestones, timescales, stakeholders etc., using appropriate project management methodologies that consider differing views of project stakeholders
- Ensuring all risk and issues are documented and those that need them have mitigation plans in place.
- Ensure that all records and information are maintained in a way that allows up-to-date and timely information to be available and ensure that good configuration management is adhered to.
- Plan and organise on multiple complex projects and instrumental in adapting these if required.

### ***Physical Skills***

- Ability to concentrate on complex tasks with frequent interruptions
- Energetic and resilient
- Clear verbal and written communication
- Able to work on a daily basis with computers/ keyboard

### ***Patient Client Care***

- No direct patient care.

### ***Policy and Service Development***

- To contribute to the ongoing development of processes and methodologies that support the successful delivery of projects and programmes of work
- Encourage innovation and identify opportunities for continual improvement.
- Contribute to target setting, policy development and monitoring and evaluation for improvement of performance in project area
- Advocate persuasively for the use of relevant project management and improvement methodologies across all project stakeholders.
- Responsible for implementing policies for the division.

### ***Financial Management***

- Responsible for the management of appropriate project budget ensuring the project is delivered within the scope of the budget.
- Responsible for management of all project resources under delegated authority of project board, within agreed project tolerances.
- Responsible for maintaining full records of actual and forecast expenditure against both capital and revenue budgets
- Advise on project resource costs as part of business case development

### ***Management / Leadership***

- Responsible for the line management of a department
- Contributes, with input of the programme manager, to the development of more junior staff in understanding and use of project management methodology
- Train project stakeholders on project management methodologies, including project board members on their own roles

### ***Information Resources***

- Responsible for maintaining accurate records within the Trust's project and programme management system, including regular highlight reporting, project planning, risk and issue management, and benefits identification.
- Expert use of standard office productivity software (Microsoft 365) for collaboration on project outputs and analysis and visualisation of progress (e.g. Gantt charts, burn down charts, financial tracking)
- May act as champion for one or more IT systems introduced through project work
- Required to develop statistical reports which will be comprehensive to enable these to be shared in multiple forums including executive reports

### ***Research and development***

- Undertakes complex surveys/audits relating to project benefits.
- Benchmarking with other Trusts and exploring lessons learned
- Responsible for their own learning and development including identifying and researching any areas of learning that add to the knowledge base within the programme

### ***Freedom to Act***

- Full responsibility for the day-to-day management of projects with freedom to act delegated from the project board.
- Full autonomy from project initiation through to project closure – provided project remains within agreed tolerances for time, cost and scope board oversight is by exception only.

- Act as source of expertise for project and programme management, applying this as needed to deliver project outcomes.

***Physical effort***

- There is a frequent requirement for sitting or standing in a restricted position for a substantial proportion of the working time,

***Mental effort***

- There is a frequent requirement for concentration where the work pattern is predictable with few competing demands for attention, or there is an occasional requirement for concentration where the work pattern is unpredictable.

***Emotional Effort***

- Occasional exposure to distressing or emotional circumstances, or frequent indirect exposure to distressing or emotional circumstances, or occasional indirect exposure to highly distressing or highly emotional circumstances.

***Working conditions***

- Requirement to use Visual Display Unit equipment more or less continuously on most days.

**Person Specification**

Criteria	Essential	Desirable	How criteria will be assessed
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Masters Degree or equivalent specialist knowledge</li> <li>Evidence of further professional development</li> <li>PRINCE2 or PRINCE2 Agile Practitioner</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>Highly developed interpersonal skills and ability to develop collaborative and effective working relationships with all project stakeholders and team members</li> <li>Demonstrable ability to lead large, complex projects</li> <li>Able to identify and apply project and programme methodologies with consideration to the scale and complexity of individual projects</li> <li>Ability to work on own initiative, leading and motivating other staff to</li> </ul>		

	deliver set objectives on time and within target		
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of benefits planning and management</li> <li>Knowledge of service improvement tools and techniques</li> <li>Knowledge of gathering user requirements and of user-centred design principles</li> <li>Evidence of ongoing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of healthcare information and information systems</li> <li>Programme Management qualification (e.g. MSP)</li> <li>Understanding of current Information Governance legislation and policy</li> </ul>	

**Compliance statement to expected organisational standards.**

To comply with all Trust Policies and Procedure, with particular regard to:

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.

- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004, Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.