

SINGLE CORPORATE SERVICES

STRATEGY

Job title:	Strategic Planning Lead	To be completed by HR <i>Job Reference Number</i>
Reporting to:	Head of Strategic Planning	
Accountable to:	Chief Strategy Officer / Deputy Director Strategy & Analytics	
Pay Band:	8b	

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

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and 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

The post holder will support the Head of Strategic Planning and the Head of Strategy and Transformation in delivering the objectives of the Strategy Portfolio Team, working closely with, and providing cross-cover to, the Strategy & Transformation Lead

The post holder will primarily support the Head of Strategic Planning in ensuring that the appropriate frameworks and processes are in place to manage the annual and medium term operational / business planning processes and deploy the Trust strategies accordingly. Their primary function will be to provide leadership and support to the clinical divisions and corporate services in developing their operational and business plans (via the agreed appropriate processes and framework). This will be underpinned by supporting the implementation of the Trust's strategy deployment. With the framework aligning the Trust planning to the Trust Strategy, strategic aims and true norths.

To support the Head of Strategic Planning to establish, direct and manage a complex multi-project portfolio for the deployment of complex projects to benefit clinical services and corporate functions.

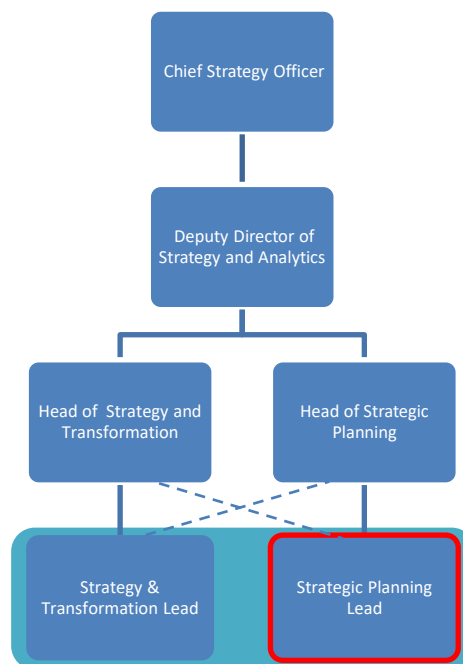
Under the direction of the Head of Strategic Planning to identify and provide effective and appropriate strategic and planning support, ranging from complex problem-solving analysis, using excellent analytical skills, facilitating workshops to support teams to think creatively to design improvements, plan delivery, lessons learnt, etc. Providing intensive support for a period of time to help achieve an output/outcome.

Job summary

- To lead the development and delivery of planning frameworks ensuring principles of good governance are embedded.
- To lead the development of operating plan monitoring and reporting and delivery templates
- To develop agreed areas of the annual operating plan and Medium-Term Plans

- To lead and manage a designated portfolio of improvement projects as related to the planning process.
- To lead the core planning team agenda and process throughout the annual planning cycle
- The post holder will be required work closely with a range of internal and external partners, including the Integrated Care Board, Hampshire and Isle of Wight Healthcare NHS Foundation Trust and social care, to track progress, slippage, risk and delivery of spend and projected spend against projects and programmes aligned to strategic and planning priorities.
- Promote a positive organisational culture related to transformation and service improvement, which promotes innovation, high quality, and performance and involves a high degree of staff participation and ownership.
- To work closely with, and provide cross-cover and support to, the Strategy & Transformation Lead, ensuring business continuity and the effective deployment of capacity across the Strategy and Planning annual work cycle.

Organisational Chart



Specific Core Functions

The post holder will work within a unified Strategy function, under the leadership of the Head of Strategy and Planning, the Deputy Director, and the Chief Strategy Officer. This role will support the development of a cohesive planning framework and process to meet the needs of both populations. The aim is to align this framework with a single strategy deployment approach across both Trusts.

Specifically, the post holder will:

Planning

- Support the Implementation of a single Trust planning framework and processes, working closely with the Head of Strategy and Planning and the Deputy Director of Strategy and Analytics and Chief Strategy Officer.
- Provide a leadership role as required to the strategy portfolio team, in supporting clinical divisions and corporate services in the development of their business plans
- Provide a leadership role in the programme of work carried out by a multi-disciplinary team of subject matter experts to support operational colleagues with their planning process (known as Core Planning Team)
- Support, in collaboration with Finance, Workforce, Analytics and Operations, in the monitoring of the annual and medium-term operational / business plan delivery.
- Assist clinical divisions and services to understand the impact of their plans and programmes on other areas of the Trust and ensure that all plans are in the best interests of the Group, through a triangulated planning approach
- Support the Head of Strategic Planning in the provision of the framework and processes for the Joint Business Case Review Committee (chaired by the Chief Strategy Officer), including benefits tracking and reporting, aligned to the operational / business plan.
- Responsible for developing new and updated delivery milestones as part of the annual and medium-term planning cycle.
- Ensure appropriate monitoring tools are performance reporting functions are in place in order to monitor the delivery of the operating plan
- Support service colleagues to understand their performance and advise senior colleagues where course correction might be appropriate.
- Lead on ensuring appropriate links and engagement are in place across operational and corporate services in order to deliver the operating plan cycle milestones
- Provide representation at relevant planning meetings / events

Partnerships

- The postholder will support the Executive SRO and the Head of Strategic Planning to develop and implement a comprehensive partnership strategy aligned with the group strategy
- The individual will demonstrate a high level of relationship management, demonstrating the ability to cultivate, nurture, and manage high-level, long-term relationships with strategic partners.
- The postholder will be expected to oversee the successful implementation of partnership activities, ensuring product/solution integration and delivery.
- An expectation that the postholder will be able to track, analyse, and report on partnership performance, KPIs, and financial impact.
- The postholder will be expected to work closely with internal teams to ensure alignment and effective partner engagement.

Other

- Provide line management and leadership for the Strategy team
- Deputise for the Heads of Service as required
- Demonstrate high level of computer-literacy including creation and use of spreadsheets, databases, charts, reports and data analysis in formats that will enable informed decision-making, working with a high degree of accuracy
- Undertake any other duties requested as appropriate to the banding

Key Responsibilities

Communication and Working Relationships

- The post holder will be providing and receiving complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because agreement or cooperation is required or because there are barriers to understanding and/or providing and receiving highly complex information.

Analytical and Judgement

- Judgements involving complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.

Planning and organising

- Planning and organisation of a number of complex activities or programmes, which require the formulation and adjustment of plans.

Physical Skills

- The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

Patient Client Care

- Assists patients/clients/relatives during incidental contacts.

Policy and Service Development

- The post holder is responsible for implementing policies within a team/department and proposes changes to working practices or procedures for own work area.

Financial Management

- The post holder will observe a personal duty of care in relation to equipment and resources used in the course of their work.

Management/Leadership

- The post holder is responsible for day-to-day supervision or co-ordination of staff within the Transformation team. They will deal with work allocation and daily responsibility for the monitoring or supervision of one or more groups of staff.

Information Resources

- The post holder has occasional requirement to use computer software to develop or create statistical reports requiring formulae, query reports or detailed drawings /diagrams using desktop publishing (DTP) or computer aided design (CAD).

Research and development

- Undertakes surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Freedom to Act

- The post holder is guided by precedent and clearly defined occupational policies, protocols, procedures or codes of conduct. Work is managed, rather than supervised, and results/outcomes are assessed at agreed intervals.

Physical effort

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

- There is a frequent requirement for concentration where the work pattern is unpredictable, or there is an occasional requirement for prolonged concentration.

Emotional Effort

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

Working conditions

- Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment more or less continuously on most days.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	Educated to Masters degree level or equivalent relevant senior management experience	Advanced project management qualification such as PRINCE or the equivalent	
Experience	Experience of leadership at a senior managerial level in operational and strategic management. Experience of working on, developing, or implementing strategic, annual, business, financial and capital plans with a healthcare environment. Experience of supporting strategic long -term planning within a large acute trust or equivalent	Experience of using NHS information, benchmarking data and hospital information systems Experience of understanding and interpreting relevant national policy in a complex organization. Experience of working across both health and care settings, or other public sector bodies. Problem solving: having the capacity to analyse problems	

	Experience of developing / writing business cases Experience of coordinating projects in complex and challenging environments Ability to build engagement and adopt new strategies. Performance management: able to effectively manage performance by holding self and others to account for delivering required standards and outcomes Presentation: being articulate and skilled in presenting ideas to others. Able to prepare and produce concise and insightful reports for a broad range of audiences Prioritisation: able to manage work of self and others to accommodate competing priorities and meet demands High level of computer-literacy: including creation and use of spread sheets, databases, charts, reports and data analysis in formats that will enable informed decision-making, working with a high degree of accuracy Motivating: ability to inspire confidence in staff across the organisation and to influence and negotiate at appropriate level. Ability to motivate self and others and work autonomously as well as working effectively as part of the team	in a logical and structured way using qualitative and quantitative information, supporting the generation of innovative solutions and adapting approaches to problem-solving to achieve sustainable outcomes Analytical: able to use and interpret complex information to make robust recommendations for evidence-based practice and decision-making	
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Knowledge	Good knowledge of the NHS with up to date knowledge of patients services and evidence of CPD Knowledge and experience of supporting the development, implementation and maintenance of Business planning policy and change management knowledge and skills within the NHS. Understanding of ICBs and the broader health and care environment, with particular reference to integration and its impact on hospital services and strategic direction.	Detailed understanding of NHS Trust regulatory requirements and performance expectations	
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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 everyday 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.