

Job Description

Title: Project Manager

Band: 7

Reports to: Divisional Director for Medicine, Renal & Cancer Care

Responsible to: Care Group Manager

Job Purpose:

The post holder will work directly with the Care Group and Division in terms of specific projects to be undertaken.

Working as part of the Medicine, Renal & Cancer Care team, the Project Manager will lead the day-to-day management of all aspects of projects, under the delegated responsibility of the Divisional Project Board.

The post holder will be responsible for delivering projects within agreed time, cost and scope tolerances, ensuring that appropriate governance, project management methodology, stakeholder engagement, risk management and benefits realisation arrangements are in place.

Specific Core Functions

- Own the planning of projects, developing the Project Initiation Document and agreeing project milestones, timelines and resources.
 - Actively manage relationships with clinical and non-clinical stakeholders both within the Trust and in other partner organisations.
 - Lead the recruitment of project resources and manage their contribution to project delivery.
 - Own the development and maintenance of key project documentation, including the Project Initiation Document, risk and issue logs, financial tracker and benefits log.
 - Identify and mitigate issues and, when necessary, escalate them to the Project Board for support.
 - Monitor plans, overall progress and use of resources, taking corrective action where necessary to ensure that project deliverables are produced on time, within budget and to the expected quality.
 - Apply Trust project management methodology (PRINCE2 and Agile) and share expertise to support the development of junior colleagues.
 - Manage the procurement process where necessary, working with external suppliers and holding them accountable for delivery of their agreed scope of work.
 - Communicate project plans, progress and issues through regular highlight reporting.
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Key Responsibilities

Job summary

Working as part of the Medicine, Renal & Cancer Care team, the project manager will lead the day-to-day management of all aspects of projects. Under the delegated responsibility of the Divisional Project Board.

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.
- Develop 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 build 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 monitor 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 judgement 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 exception 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.
- Ensure all risks and issues are documented and that those requiring 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 multiple complex projects and be 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.

Policy and Service Development

- 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 the 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 the appropriate project budget, ensuring the project is delivered within the scope of the budget.
- Responsible for management of all project resources under the delegated authority of the 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.
- Contribute, with input from 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.
- Lead the recruitment of project resources and manage their contribution to project delivery.
- Act as a source of expertise for project and programme management, applying this as needed to deliver project outcomes.

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 and 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 enough to enable these to be shared in multiple forums, including executive reports.

Research and development

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

Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, regarding:

- 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 the duty to adhere to policies and protocols applicable to infection prevention and control.

- Always comply with key clinical care policies and protocols for prevention and control of infection; this includes compliance with Trust policies for hand hygiene, universal infection precautions and safe handling and disposal of sharps.
- Be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- Attend prevention and infection control training, teaching and updates (induction and mandatory training) as appropriate for their area of work and be able to provide evidence of this at appraisal.
- Perform duties to the highest standard with regard to the 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.
- Understand that the KSF is a competency framework that describes the knowledge and skills necessary for the post to deliver a quality service.
- Ensure your behaviour demonstrates 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 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 multi-agency 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 you may learn relating to your employment and other members of staff. All staff are expected to respect and 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.
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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.



Management Essentials

We are proud to offer a comprehensive development programme, Management Essentials, designed to equip staff with the skills and knowledge to become effective managers.

This post has been identified as a role that will benefit from this training, and you will be able to enrol in both mandatory and, relevant, optional modules upon commencement with the Trust.

Please click [here](#) for further information on the Management Essentials programme.



Leadership Insights

Additionally, our new leadership development programme, Leadership Insights, aims to help all newly promoted, existing and aspiring leaders, at every level at the Trust, to recognise, reflect and role model the core principles of people-centred leadership.

If, this is of interest to you, you will be able to enrol upon commencement with the Trust.

Please click [here](#) for further information on the Leadership Insights programme.

Person Specification

Qualifications

Essential

- Degree or equivalent specialist knowledge.
- Evidence of further professional development.
- PRINCE2 or PRINCE2 Agile Practitioner.

Desirable

- Masters Degree

Experience

Essential

- Highly developed interpersonal skills and ability to develop collaborative and effective working relationships with all project stakeholders and team members.
- Demonstrable ability to lead large, complex projects.
- Able to identify and apply project and programme methodologies with consideration to the scale and complexity of individual projects.

Desirable

- Ability to work on own initiative, leading and motivating other staff to deliver set objectives on time and within target

Skills & Knowledge

Essential

- Knowledge of benefits planning and management.
- Knowledge of service improvement tools and techniques.
- Knowledge of gathering user requirements and of user-centred design principles.
- Evidence of ongoing professional development.

Desirable

- Understanding of healthcare information and information systems.
- Programme Management qualification, e.g. MSP.
- Understanding of current Information Governance legislation and policy.

Working Together for Patients with Compassion as One Team Always Improving

Strategic approach

Clarity on objectives, clear on expectations.

Relationship building

Communicate effectively, be open and willing to help, courtesy, nurture partnerships.

Personal credibility

Visibility, approachable, backbone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity.

Passion to succeed

Patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence.

Harness performance through teams

Champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, provide feedback and empower staff, respect diversity.

Job holders are required to act in such a way that at all times the health and well-being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition, all staff are expected to complete essential/mandatory training in this area.

Print Name:

Date:

Signature: