

SINGLE CORPORATE SERVICES

Strategy Functions

Job title:	Project Manager	To be completed by HR <i>Job Reference Number</i>
Reporting to:	Programme Manager	
Accountable to:	Heads of Function in Strategy Portfolio	
Pay Band:	6	

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.

Job purpose

The postholder will work alongside a team of programme and project managers in the delivery of a challenging programme of work across the Strategy portfolio (Planning, Strategy Deployment, PMO & Transformation).

The Project Manager will convene and manage project teams and provide project management support to the operational and business leads within Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust to enable the delivery of transformation and change initiatives.

To Project manage the delivery of work assigned by the Directors, Trust's Executives and Trust Leadership Teams, and those acting on their behalf in line with the standard Programme Management framework to support improvements using various change management techniques.

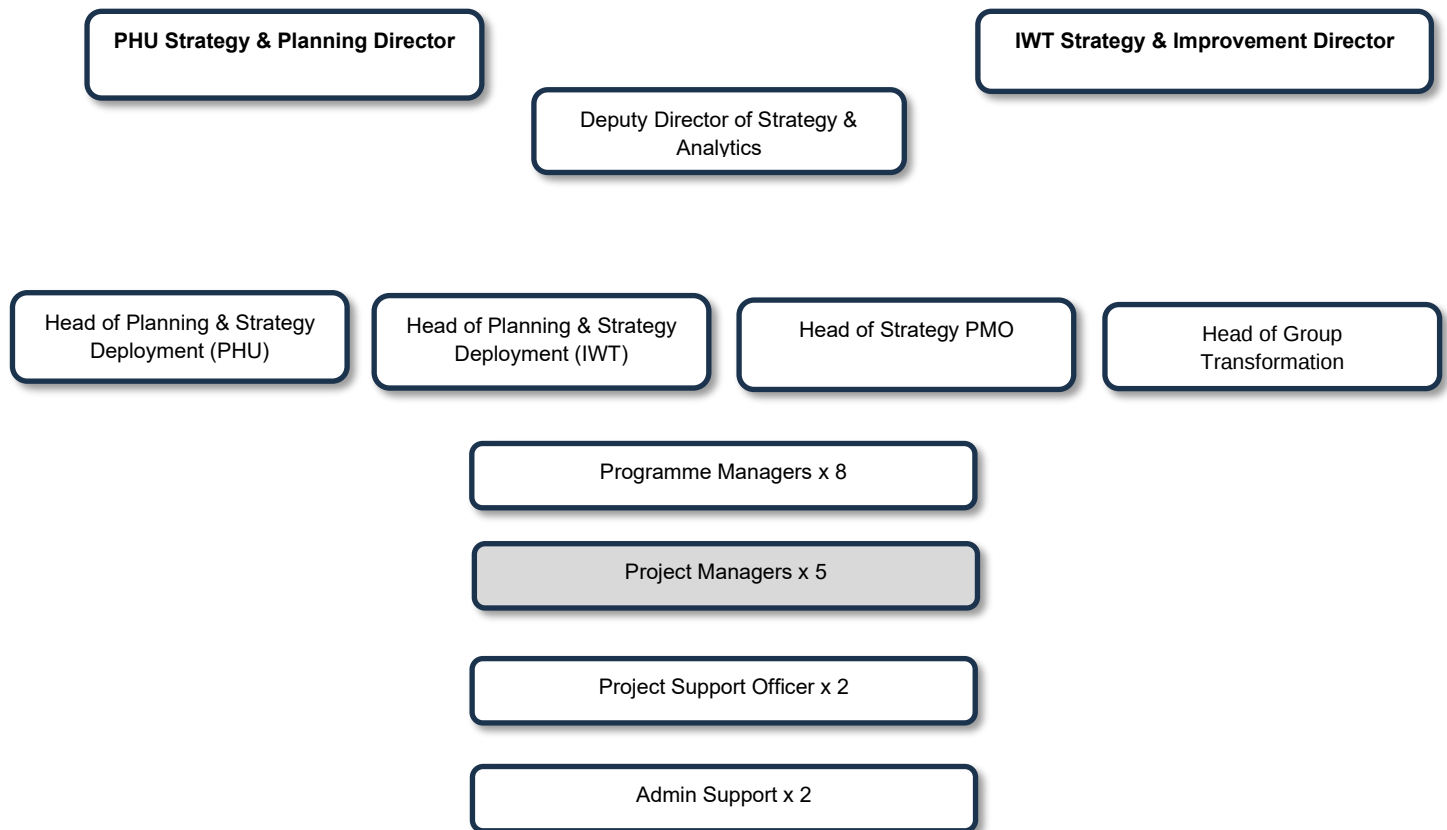
The post holder will support performance improvement across both organisations as required.

Job summary

The post holder will:

- Act as project lead and/or support specific developments and projects that will impact on services across both Trusts.
- To have responsibility for specific areas of the Trust business, across the strategy functions (Planning, Strategy Deployment, PMO & Transformation).
- Work flexibly in response to project needs across multiple sites.
- Be driven, ambitious and passionate about providing excellence in care for our communities.

Organisational Chart



Specific Core Functions

- Develop, refine, maintain, monitor, and manage relevant project plans, ensuring progress is tracked and reported in accordance with the agreed-upon methodology.
- To support the delivery of the Trusts' strategies, through participating in the delivery of Trust wide projects (as part of the strategy deployment approach) and / or projects to support the delivery of the annual operating plans. These are agreed through the Trusts' prioritisation processes
- To support, manage and coordinate projects to achieve their objectives which will include;
 - Co-ordinating meetings and management of relevant documentation
 - Facilitating project meetings
 - Analysing and presenting data to assist workstreams and programme boards in making informed decisions.
- To develop key performance indicators for relevant projects and ensure these are monitored regularly to assure project delivery.
- To ensure risks and issues are identified and escalated to the appropriate senior leaders responsible for the project.
- To ensure the Trusts' Impact Assessment (IA) process is followed for all projects ensuring appropriate version control and that IA outcomes are properly identified and tracked with a clear audit trail in place.

- To develop post-project evaluation reports detailing lessons learnt and benefits to be realised by the business.
- To work closely across finance, workforce, analytics to ensure the production of aligned plans.
- Develop excellent relationships with staff at all levels, colleagues, divisional clinical and management teams and service leads.
- Develop joint understanding of the implications and potential of service development and productivity improvement activities in relation to each service area as well as making links across the Trust overall.
- Deputise for Programme Manager(s) as required.

Key Responsibilities

Communication and Working Relationships

- The post holder will be providing and receiving routine information orally, in writing or electronically to inform work colleagues, patients, clients, carers, the public or other external contacts. The communication will include;
 - (a) Providing and receiving routine information which requires tact or persuasive skills or where there are barriers to understanding
 - (b) providing and receiving complex or sensitive information,
 - (c) providing advice, instruction, or training to groups, where the subject matter is straightforward.

Analytical and Judgement

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

Planning and organising

- Planning and organisation of straightforward tasks, activities, or programmes, some of which may be ongoing.

Physical Skills

- The post requires developed physical skills to fulfil duties where there is a specific requirement for speed or accuracy, e.g. advanced keyboard use.

Patient Client Care

- Provides general non-clinical advice, information and guidance.

Policy and Service Development

- The post holder follows policies in own role which are determined by others; no responsibility for service development, but may be required to comment on policies, procedures, or possible developments.

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 provides advice or demonstrates own activities or workplace routines to new or less experienced employees in own work area.

Information Resources

- The post holder will be responsible for data entry, text processing or storage of data compiled by others, utilising paper, or computer-based data entry systems.

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 standard operating procedures (SOPs), good practice, established precedents and understands what results or standards are to be achieved. Someone is generally available for reference and work may be checked on a sample/random basis.

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

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 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	First degree and evidence of further study or equivalent experience Post Graduate Diploma or demonstrable equivalent professional development	A recognised project management qualification	Application form and interview
Experience	Experience of hands-on project management, service development, transformation and change management, and/or business planning A high level of experience of all standard MS Office applications (including O365 and Teams) Experience of assisting in the planning of organisation-wide change activities Evidence of supporting the successful Implementation of change Experience of working in a team where cross-pollination of skills is essential Experience of operating in an environment of conflicting priorities and managing the trade- offs and compromises that result Able to present with confidence to a variety of audiences	Experience of using project management Software Experience of complex change programmes	Application form and interview
Knowledge	Knowledge, gained through experience, of developing	A level of knowledge of complex project / programme delivery	Application form and interview

	standard processes to enable successful project delivery Knowledge and practical experience of Lean tools and their use in an improvement environment Knowledge and experience of assisting in the deployment of organisation-wide change activities Computer literacy to include working knowledge of Microsoft Office software (e.g., Teams, Project, Word, Excel, PowerPoint & Outlook).	Knowledge and understanding of the NHS and both Trust's strategic objectives.	
--	---	--	--

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.