

Job Description

Title: Project Manager

Band: 6

Staff Group: Admin & Clerical

Reports to: SWASH+ Service Manager

Job Purpose:

The Project Manager will be responsible for leading the end-to-end delivery of digital projects within the SWASH+ Service Management Team (SMT) on behalf of the SWASH+ consortium. This role is critical in ensuring the timely, on-budget execution of initiatives that enhance digital capabilities and service efficiency across radiology services. Working closely with both clinical and non-clinical radiology staff, as well as other key stakeholders and suppliers, the Project Manager will cultivate strong working relationships to support collaborative delivery. They will oversee all phases of project management, from planning and stakeholder engagement to execution, monitoring, and project closure.

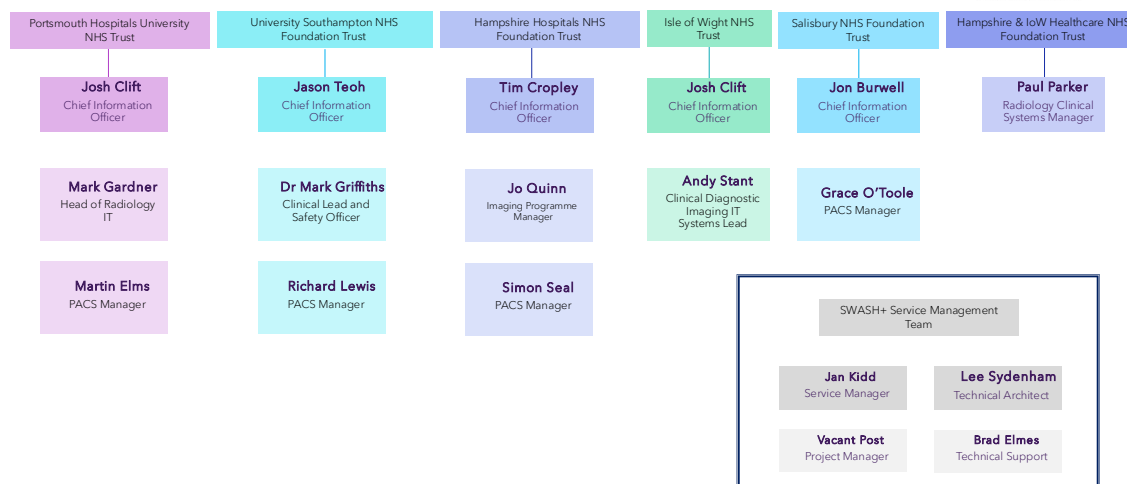
The post holder will be expected to operate independently with minimal supervision and bring prior experience within the SWASH+ environment. They will also be accountable for producing high-quality project deliverables, aligning with organisational goals and contributing to the overall digital transformation strategy.

Key Responsibilities,

- Owning the planning of the project, developing the project initiation document and agreeing project milestones, timelines and resources.
- Coordinate with Clinical and Non-clinical staff 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.
- Managing project resources and 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).
- Supporting 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 SWASH+ Consortium-and working with other members of the SMT and PACS Managers to ensure they are met.
- Communicating project plans, progress and issues through regular highlight reporting.

Organisational Chart

SWASH+ Consortium



Other

This job description does not purport to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility



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

- Master's degree or equivalent specialist knowledge.
- Evidence of further professional development
- PRINCE 2 Foundation or PRINCE 2 Practitioner certificate

Experience

Essential

- Highly developed interpersonal skills and ability to develop collaborative and effective working relationships with all project stakeholders and team members.
- Able to identify and apply project and programme methodologies with consideration to the scale and complexity of individual projects.
- Ability to work on own initiative, leading and motivating other staff to deliver set objectives on time and within target.

Desirable

- Demonstrable ability to lead large, complex projects.
- Previous experience of patient workflows, patient care and working within the NHS.

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.
- Understanding of diagnostic imaging services and systems (Specifically PACS & RIS).

Desirable

- Understanding of healthcare information and information systems.
- Project Management qualification (e.g. PRINCE2).
- 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, nurtures partnerships)

Personal credibility (visibility, approachable, back bone, 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, 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: