

Job Description and Person Specification

Job Title	Project Manager
Directorate	Medical Directorate
Department/Team	Business and Operations
Location	Flexible
Grade	Monitor – 3.2, TDA – 7
Reports to	Challenged Provider Policy - Programme Manager
Contractual notes	FTA / Secondment – 12 months (with possible extension) Will involve some travel between sites
Job Summary/ Purpose	
<p>NHS Improvement is responsible for overseeing foundation trusts, NHS trusts and independent providers. We offer the support these providers need to give patients consistently safe, high quality, compassionate care within local health systems that are financially sustainable. By holding providers to account and, where necessary, intervening, we help the NHS to meet its short-term challenges and secure its future.</p> <p>NHS Improvement is the operational name for the organisation that brings together Monitor, NHS Trust Development Authority, Patient Safety, the National Reporting and Learning System, the Advancing Change team and the Intensive Support Teams.</p> <p>The Challenged Provider Project Manager will provide support to the Head of Challenged Provider Policy and the Programme Manager on the key challenges facing the provider sector and the development of sustainable solutions , covering the following key areas;</p> <p>Supporting the development of policy and the model for intervention for those trusts designated as being in ‘Special Measures for Quality’ or ‘Challenged’ by ensuring effective systems and timely, clear and accurate briefing, note-taking, data and interpretation.</p> <p>Supporting the set-up and delivery of projects and systems of accountability, working with colleagues on the strategic planning, scoping design and delivery.</p> <p>Reviewing and approving proposals / bids for funding to support trusts through the analysis and interpretation of highly complex information and comparison of available options to best support the trust with their specific challenges. Ensuring that the bids not only meet the relevant criteria, but also that the proposed programmes of work are appropriate and suitable to the challenges which are faced by each individual trust.</p> <p>Providing feedback to trusts including challenging the proposals / bid information which has been submitted, communicating highly complex information where highly developed skills are required in order to do this effectively.</p> <p>The Challenged Provider Project Manager will need a background in programme and project delivery as well as a proven expertise and ability to actively respond to constantly changing demands and pressures. The role will need to combine project management and data gathering with the skills of subject matter and policy expertise to ensure NHSI is delivering high quality programmes within a framework of accountability.</p>	

Key Accountabilities

Work with CP Programme Manager, CP Policy Head, related policy teams and external partners to support the Special Measures Agenda and ensure that NHS Improvement Executive Directors and other key stakeholders are appropriately briefed;

Manage day-to-day operational aspects of project(s);

Work with the Regional Teams and Improvement Directors to commission, collate and produce clear project documentation and data for use in weekly reporting, briefings, workshops and meetings.

Provide the secretariat of the programme oversight and governance Boards, managing forward agendas, collating papers, following up actions, taking and circulating notes;

Manage the Special Measures budget, ensuring that invoices are dealt with timeously and that POs are raised appropriately.

Create and maintain reports on Programme and Project budgets for the Programme Manager and CP Policy Head.

Provide status updates on project / programme performance which will be highly complex and potentially sensitive / contentious, to seek the agreement / co-operation of stakeholders and sponsors.

Support the development and approval of relevant business cases and procurements associated with NHS Improvement programmes, including financial analysis and budgetary control.

Contribute to the development and implementation of Special Measures and Challenged Provider policy

Demonstrate competencies relevant to the role level and be a role model for NHSI's values.

Role Dimensions

Key Relationships (External)

NHS Trusts, Foundation Trusts and other healthcare providers

CQC

Department of Health

Other key National Bodies (e.g. NHS England, CQC, Health Education England, Public Health England, etc.)

NHS Professionals

NHS Procurement Hubs Supplier Project Managers and Account Managers

Key Relationships (Internal)

Forge positive working relationships in order to support an effective matrix approach to achieving NHS Improvement objectives with other NHS Improvement Directorates

Numbers and types of staff managed

N/A

Budget Management

Support the management of a £16m central special measures budget

Lead for approving spend from the central special measures budget

Person specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree level qualification or equivalent experience of working at a senior level in specialist area. 	<ul style="list-style-type: none"> Change Management qualification Programme and Project Management qualification (e.g. PRINCE2 Practitioner, PMP, MSP Practitioner)

Experience & Knowledge	<ul style="list-style-type: none"> Evidence of post qualifying or continuing professional development Must have an understanding of the background to and aims of current healthcare policy and appreciate the implications of this on engagement Strong experience of working in a portfolio and/or programme management environment. Experience of budget management. An appreciation of the relationship between the Department of Health, NHSI, other Arm's Length Bodies and individual provider and commissioning organisations 	<ul style="list-style-type: none"> Change Management experience Operational experience gained in the NHS or other healthcare system
Skills, Abilities and Attributes	<ul style="list-style-type: none"> Intermediate MS Word, MS Excel and PowerPoint skills. Ability to exercise sound judgement, maintain discretion and use initiative. Strong personal ownership of projects and willingness to work in a self-sufficient manner Excellent stakeholder management skills Results orientated with exceptional communication and interpersonal skills 	
Other	<ul style="list-style-type: none"> Will consider the most effective way to promote equality of opportunity and good working relationships in employment and service delivery and has the ability to take actions which support and promote this agenda. 	