

Job Description and Person Specification

Job Title	Assistant Delivery and Improvement Manager
Directorate	South Region
Department/Team	Delivery and Improvement
Location	
Grade	3.1 / Band 7
Reports to	Delivery and Improvement Lead
Contractual notes	

<p>Job Summary/Purpose</p> <p>The Assistant Delivery and Improvement Manager will play a key role in supporting the improvement of both NHS Trust's and FT's (Acute, Community and Mental Health), monitoring performance and undertaking insightful, rigorous analysis to develop an understanding of the underlying issues facing providers, individually and across the region, and the appropriate solutions available to directly address these issues. The individual will provide key operational support to the Head of Delivery & Improvement and Senior Delivery and Improvement Leads.</p>
<p>Key Accountabilities</p> <p><u>Management and Leadership</u></p> <ul style="list-style-type: none"> • Ensure effective leadership and coherent strategic frameworks are in place to deliver specific portfolio topics and that agreed activities are effectively delivered • Attend meetings and events as requested • Attend meetings with local trusts deputising for the Senior Delivery and Improvement Manager as and when required <p><u>Business Delivery</u></p> <ul style="list-style-type: none"> • Co-ordinate the Integrated Delivery Meetings on behalf of the regional team, leading the administration of the meetings and programme managing associated actions. • Undertake analysis to assist in the development of solutions and/or improvement strategies both at the provider, regional and STP footprint level. • Liaise with Delivery and Improvement Managers across the region and nationally to ensure sharing of best practice and consistency of approach and to make the most of knowledge sharing and learning. • Coordinate information requests and/or analysis across the entire portfolio of Trusts to meet the requirements of DH, central or bipartite requests and ensure all such requests are delivered within required timescales. • On occasion, deputise for the Senior Delivery and Improvement Manager • Co-ordinate the administration of NHS Improvement events such as Board to Board

meetings and Development workshops

- Analyse performance data to identify trends and produce summaries for the relevant bodies and to inform decision making
- Prepare intelligence briefings drawing on available information and data prior to routine trust performance and governance meetings
- Provide support to business planning and capital business case assurance for South London Trusts.

Strategy and Development

- Develop organisations and workforce by ensuring effective contributions to the creation of capacity in the NHS system, the development of NHS trusts, stimulate and support service redesign and support the development of networks spanning organisations and health and social care
- Support the Senior Delivery and Improvement Managers in the evolution of Provider Development policies

Key working relationships

The post holder will be required to maintain constructive relationships with a broad range of internal and external stakeholders.

- Participate in relevant internal and external working groups/projects, services and initiatives to provide, information and analytical advice and expertise.
- Develop and implement data collection systems that will provide accurate and timely data.
- Present information and issues, explaining highly complex issues, to a wide range of internal and external stakeholders.
- To liaise with other Managers to share best practice.

Functional Responsibilities

3.1 Project Management

- Co-ordinate Delivery Meetings on behalf of the regional delivery and improvement team, leading the administration of the meetings and programme managing associated actions.
- Contribute to performance improvement, taking a lead for identified areas where agreed.
- Provide coordination of and participate in relevant internal and external working groups and provide project advice, expertise and support where requested

- Provide relevant and timely specialist advice and guidance on own portfolio of projects/function
- Work with members of the Team to investigate the causes of any variance from target/plan and proactively contribute to the implementation of solutions.
- Management of a risk and issues tracking mechanism and its proactive resolution and escalation processes.

3.2 Financial and Physical Resources

- Provide regular reporting on the targeting of resources and monitoring their implementation from a value for money perspective.
- Provide oversight and monitoring of all aspects of Team budgets
- Evaluate projects/function within identified portfolio for delivery against financial recovery/savings plans through providing sophisticated, high quality project analysis.

3.3 Information Management

- Devise and provide improvements to current management information, analysing, reporting and suggesting procedures to enhance decision making processes.
- Ensure timely and accurate information analysis and reporting to management on agreed areas of work.

3.4 Research and Development

- Contribute to the development of key performance indicators for the successful assessment of individual and workstream success
- Delegate aspects of Research and Development activities, collating information, analysing and reporting findings.

4. **Operational Responsibilities**

4.1 Planning and Organisation

- Contribute to the strategic planning of Team projects, identifying interdependencies across projects/functions, potential impacts on wider organisation, resource requirements and building in contingency and adjustments as necessary.
- Contribute to the development of performance and governance strategies and the development and implementation of improvement programmes, in accordance with the organisation's priorities.
- Contribute to short, medium and long term business plans, achieving quality outcomes.

4.2 Policy and Service Development

- Contribute to the review and development of existing information management systems and contribute to the development of an integrated approach to, service or initiative management.
- Develop policies and procedures in own work function with an impact on the wider organisation, as required.

Role Dimensions

Key Relationships (External)

- NHS England
- Clinical Commissioning Groups
- NHS Trusts, Foundation Trusts and other healthcare providers, Department of Health
- Other key National Bodies (e.g. CQC, Health Education, England, Public Health England, etc)
- Government Office and other regional bodies
- Local Authorities
- Patient/Public Representative Bodies
- Relevant National and Local Policy Leads

Key Relationships (Internal)

- Delivery & Improvement Director, Head of Delivery & Improvement, Senior Delivery and Improvement Leads
- Equivalent colleagues in other sub-regions.

Numbers and types of staff managed

- Delivery and Improvement Support Officer (Band 5)

Budget Managed

Person Specification

Factors	Description	Essential	Desirable
Knowledge, Training and Experience	Educated to degree level in relevant subject or equivalent level qualification or significant experience of working at a similar level in specialist area	✓	
	Post-graduate degree in Management Studies or equivalent		✓
	Significant experience of successfully operating in a politically sensitive environment	✓	
	Evidence of continued professional development	✓	
	Demonstrated experience of co-ordinating projects in complex and challenging environments	✓	
	Experience of managing risks and reporting	✓	
	Experience of drafting briefing papers and correspondence at SMT level	✓	
	Experience of monitoring budgets and business planning processes		
	Understanding of the public sector		
	Demonstrated experience in a Healthcare environment		✓