

Job Description Programme Manager

Overview of the Role

This role will report into the Associate Director - Health Improvement as part of the Health Improvement team. The primary focus for the postholder will be around our Children and Young People and Cardiovascular Disease programmes.

The Programme Manager will be required to foster excellent relationships within Primary and Social Care alongside those in secondary care, to ensure innovators are supported. The expectation will be that the postholder will have the ability to develop and manage multiple concurrent innovation projects.

Main Duties and Responsibilities

- Managing the full project life cycle with a significant focus on change management and service modernisation.
- Working closely with clinicians, health professionals and patient forums to ensure that the anticipated benefits that the innovations in clinical pathways can bring are fully realised.
- Deputising for the Medical Director and Associate Director as and when required.
- Acting as a point of contact and a problem solver for colleagues in other HIN's ensuring they are directed effectively and efficiently to solutions using our experience in NENC
- Ensuring that all aspects of the programmes meet and support local, NHS and national standards
- On-going requirement to act with minimum guidelines setting standards for others
- Working to achieve agreed objectives and is given freedom to work under own initiative
- Working autonomously guided by general health organisational or occupational policies and regulations and has a requirement to interpret these
- Reporting to the National Programme Lead/Medical Director and provide reports of the highest quality to the Steering Group/Programme Delivery Group as required
- Developing strong relationships with the NENC ICB CVD team and the NENC Child Health and Wellbeing Network to deliver high profile programmes of work
- Delegating tasks and activities to project support officers where required
- Working with the wider HI NENC Team and partners organisations to support innovation to grow and develop across the North-East and North Cumbria

This job description is designed to identify key responsibilities of the post. It is not an exhaustive list of duties and will be subject to amendment as necessary in consultation with the post holder.

Person Specification

To be successful in this role you will:

Knowledge

Essential

- Working knowledge of the NHS, higher education and the healthcare industry sector, as well as working infrastructures and cultures
- Comprehensive specialist knowledge of project management practices and processes

Desirable

- Experience of working in one or more of either the NHS, universities or the healthcare industry sectors

Qualifications

Essential

- Be educated to degree level or equivalent level of qualification or experience e.g. IT, Business, Health or have extensive relevant experience

Desirable

- Hold a current recognised programme management qualification, preferably PRINCE2 Practitioner or equivalent experience in programme management techniques

Skills and Experience

Essential

- Significant experience working in quality improvement or project management roles
- A proven track record of successful transformative and innovative working within health or health-related settings
- Excellent written and oral communication skills, including engagement with key stakeholders
- Proven analytical and problem-solving skills
- Excellent IT skills, including proficiency in the Microsoft Office suite and use of video conferencing

Desirable

- Experience of evaluating programmes of work
- Experience of Project Management Tools (E.g. MS Project, Verto)



Values and Behaviours

HI NENC has developed a clear vision for the direction of the company. A set of values and behaviours have also been developed and agreed to underpin this vision and these are listed below.

Applicants and employees will be expected to demonstrate an understanding of and commitment to these values and behaviours, which will be assessed through the recruitment, selection and appraisal processes.

Support - We are respectful of others, value their opinions, are approachable and inclusive in all that we do.

Collaborate - We promote connections, and open and honest professional working environments where knowledge and experience is shared.

Achieve - We are committed to delivering high quality work, pushing the boundaries, setting high ambitions, sharing our successes and celebrating our achievements with pride.

Adapt - We work with positivity, agility and flexibility, adapting our approach and solutions in response to the challenges at hand.

Innovate - We encourage creative thinking by adopting an open-minded approach, providing a safe space to fail and learn without judgement.

