



## **JOB DESCRIPTION**

<b>Job title:</b>	National Cancer Recovery Programme Manager
<b>Department:</b>	Strategic Programme for Planned Care
<b>Accountable to:</b>	National Director, Strategic Programme for Planned Care
<b>Managerially Responsible to:</b>	Assistant Director, Strategic Programme for Planned Care
<b>Managerially responsible for:</b>	All staff within the National Cancer Recovery Programme
<b>Base:</b>	Bocam Park/Hybrid working is supported
<b>Band:</b>	Band 8C

### **1 JOB PURPOSE**

- This role is to support the development and implementation of the National Cancer Recovery Programme which is part of NHS Wales' response to Welsh Government's [Transforming and modernising planned care and reducing NHS waiting lists | GOV.WALES](#) to provide intensive local and regional support to health boards and trusts to make the productivity and efficiency improvements required to deliver the national optimal pathways for Cancer.
- The programme is aimed at leading and co-ordinating supportive actions to aid recovery of cancer services from the Covid pandemic but ensure that interventions and commitments implemented in the immediate term align with foreseeable future demand and shift towards optimised delivery models as the foundation of long term sustainable transformation.
- The programme reflects the plan in seeking to embed a number of key outcomes as guiding principles for the delivery of Cancer recovery and transformation:
  - Focusing on those with greatest clinical need
  - Reducing clinical variation

- Increasing the capacity of the health service
  - Transforming services to be sustainable for the longer term
  - Improving outcomes and reducing pressure on primary and secondary care
  - Identifying, managing and intervening more rapidly and earlier in disease
  - Creating a sustainable integrated health system which reduces inequalities
- The Programme is focused on co-ordinating the NHS Executive's national Cancer intervention, including its programme team, activities and funded projects. It will support health boards and trusts to deliver more efficient and productive cancer pathways, by identifying and implementing changes that will help improve care and patient outcomes, as well as deliver efficiencies such as the reduction of unnecessary diagnostics and interventions and improved timeliness of pathways.
  - Integral to this activity is the need for continuous improvement and transformational change across a range of our services and approaches and the role of the programme manager is to support this at national, regional and local levels in a variety of ways.

The remit of the role is broad and, whilst the post holder will need to manage multiple programmes with national strategic impact and reputational risk for NHS Wales, it provides an exciting opportunity to make a significant impact on improving the outcomes and experience of cancer patients, their friends and families. This is an exciting and significant national leadership role in the NHS. As managerial lead of the programme, working closely with the National Clinical Lead for the Cancer Recovery and the wider Strategic Programme for Planned Care, the post holder will be responsible for the design, planning and implementation of the national Cancer intervention, together with the infrastructure available to deliver the programme.

## **2 KEY RESPONSIBILITIES**

### **2.1 Leadership and Management**

The post holder will:

- ❖ Contribute to the NHS Wales planning mechanisms and strategy development, leading and delivering work at a national level.
- ❖ In conjunction with the National Clinical Lead for the Programme, provide effective leadership and management support to the national Cancer Recovery Programme, its associated sub-groups and any other relevant related I, to develop and deliver a programme of improvement.
- ❖ Provide effective leadership and support to the staff of the programme and associated individuals and teams who are involved in the work streams.
- ❖ Ensure that there is an effective assurance process in place that regularly assesses the delivery of the programme and identifies risks and concerns to the accountable individuals/organisations.
- ❖ Develop a level of expertise within fields relevant to the programme and disseminate through leadership within the programme team and the wider stakeholder organisations.

- ❖ Present information and issues relating to the programme effectively, explaining the complexities and inter-dependencies to a wide range of internal and external stakeholders.
- ❖ Manage, motivate and develop staff within the programme to ensure that they are effectively focused on being able to deliver their designated work to a high quality.
- ❖ Effectively lead and manage the programme ensuring that it has the right skill mix to deliver its work and that there are appropriate people and performance management arrangements in place including recruitment, induction, appraisals, training and resource building to ensure projects are managed effectively and resourcing is used to best effect.
- ❖ Deputise for the Assistant Director at Board meetings, conferences and speaking engagements as requested.

## **2.2 Strategic and Partnership working**

- ❖ Work effectively with a wide range of partners including the wider NHS, Welsh Government, third sector organisations, academic institutions and the public to support a collective and tangible improvement in the outcomes and experience of patients with cancer in Wales.
- ❖ Support the development of improvement and implementation plans in relation to promoting best practice in the diagnosis and treatment of Cancer (i.e. the national optimal pathways), implementing new technologies and maximising capacity to support delivery.
- ❖ Work with NHS organisations to develop their system wide, sustainable transformational improvement and quality strategies linked to the Single Cancer Pathway.
- ❖ Engage with NHS organisations to influence the prioritisation of cancer services within organisational integrated medium term plans.
- ❖ Work effectively with the Quality, Safety and Improvement Directorate of the NHS Executive to tailor the national and local improvement support required for NHS organisations to improve compliance with the national optimal pathways for cancer.
- ❖ Work effectively with the Performance and Assurance Directorate of the NHS Executive to tailor the business intelligence and supportive intervention required to improve compliance with the national optimal pathways for Cancer.
- ❖ Work effectively with the Finance, Performance and Delivery Directorate of the NHS Executive to gain appropriate support for required planning and delivery and relevant benchmarking data.
- ❖ Work effectively with the Strategic Clinical Network for Cancer to ensure the work of the programme is aligned with the strategic clinical leadership and optimised pathways for improved service delivery set out by the network.
- ❖ Promote service and performance improvement through a range of approaches, scrutinising and advising on pathways and plans.
- ❖ Foster close working relations with other programme and network managers and the wider NHS Executive team.

- ❖ Represent the programme and its interests at national and international meetings as required, acting independently, decisively and effectively in sensitive and political situations.
- ❖ In conjunction with the Programme Clinical Lead, ensure that there are sufficient horizon scanning arrangements in place to engage and collaborate with other countries to learn and share best practice.

### **2.3 Planning and Programme Management**

- ❖ Be accountable for the development and successful implementation of the operational strategy and work plan of the programme, including putting in place effective risk management and contingency arrangements, and ensuring that this is incorporated into the programme plan.
- ❖ Ensure that there are effective programme management, project management and resource allocation arrangements in place to effectively execute the work programme.
- ❖ Support and influence the wider NHS, as appropriate, in developing and delivering a coordinated approach to local, regional and national planning and programme management for large scale change programmes.
- ❖ Ensure that, where appropriate, programme objectives are aligned to those of other organisations, influencing health board planning and prioritisation of cancer services within IMTPs.
- ❖ Work closely with NHS and Welsh Government officials to ensure that plans adapt according to any relevant changes in the context.
- ❖ Contribute to the strategic and operational planning of the NSH Executive.

### **2.4 Communication and Engagement**

- ❖ Working closely with the wider NHS Executive and communication colleagues, to develop and deliver an effective communications strategy for the programme work streams..
- ❖ Lead and coordinate the programme team in the planning and delivery of events and workshops, supporting and promoting the programme and its work streams, ensuring the optimal environment is created at all times whilst discretely and sensitively supporting participants.
- ❖ Ensure that the provision of all types of information to influence and educate providers at board and operational level, Welsh Government and the public is provided in a clear, understandable and audience-appropriate manner that makes best use of technology where appropriate.

### **2.5 Information Management**

- ❖ Be responsible for the development, management and maintenance of information systems across the programme.
- ❖ Ensure information is held and managed in accordance with information governance requirements.

- ❖ Ensure that information management needs are met in order to enable effective planning and monitoring and work with colleagues across the programme and other network(s) in doing so.
- ❖ Interpret highly complex and specialist information drawing conclusions and recommendations for activities to improve systems in the programme team.
- ❖ Ensure programme evaluation is in place to further develop and improve the learning experience as well as using this information for other purposes.
- ❖ Ensure the development and completion of monitoring and performance reports and recommend improvements to the process.

## **2.6 Policy and Service Development**

- ❖ Working with the lead clinicians, be responsible for ensuring that proposed changes to the content, implementation and interpretation of guidelines which may impact delivery and or the programme are described and reported to the relevant body.
- ❖ Coordinate the development of policies and processes where there is a gap identified that will hinder successful delivery of strategic objectives. Where the identified processes are relevant for the programme/NHS Executive, make recommendations and instigate the appropriate approval process.
- ❖ Maintain a good knowledge of emerging policies from Welsh Government and outside of the health economy to inform the work of the programme and wider Executive.
- ❖ Be cognisant of the content of the programme that may impact on the way services are developed, managed and delivered in NHS Wales, for example, sustainable primary care service delivery and reconfiguring of clinical pathways.

## **2.7 Finance and Resources**

- ❖ Reporting to the Assistant Director, be accountable for the utilisation of the programme pay and non-pay budget (c£1m) and the £1m allocation for Cancer transformation (and/or any subsequent/additional funding streams).
- ❖ Act in a way that is compliant with the Standing Orders and Standing Financial Instructions of Public Health Wales (the host organisation) in the discharge of this responsibility.
- ❖ Coordinate the procurement of activities/ resources to support the delivery of objectives. This includes defining and agreeing requirements, writing specifications, selection of suppliers and ensures services procured provide value for money in accordance with the policies and procedures of Public Health Wales (the host organisation).
- ❖ Responsible for working with finance colleagues for budget setting, forecasting and financial monitoring to ensure adherence to the budget and, following analysis of budget reports, make recommendations to the Director/Assistant Director, Strategic Programme for Planned Care.
- ❖ Constantly strive for value for money and greater efficiency in the use of resources, giving due consideration to all relevant factors including risk, quality and other

factors, and to ensure that budgets operate in recurrent financial balance year on year.

### 3 PERFORMANCE APPRAISAL

Performance will be appraised and objectives agreed on an annual basis with the Director/Assistant Director, Strategic Programme for Planned Care, as part of the performance management and development arrangements within the NHS Executive.

### 4 PROFESSIONAL OBLIGATIONS

The post holder is expected to ensure that they maintain their continuous professional development and any professional body requirements as appropriate.

### 5 LANGUAGE

Welsh and English languages have equal status in Wales, conferred by the Welsh Language Act. The Act requires public bodies (whether they are based in or outside Wales) which deliver services in Wales to respect the right of people to access and use public services through the medium of Welsh.

Though the post holder will not be required either to speak or learn Welsh they will need to display real empathy towards the language and demonstrate leadership on this issue, in order to strengthen bilingual services within the NHS in Wales.

### 6 POLICIES AND PROCEDURES

All employees need to be aware of the organisation's policies, procedures and protocols relating to their service and work within the guidelines at all times.

Employees have a major role in suggesting and implementing improvement to services and in exercising professional responsibility for both themselves and their peers within an open 'no-blame' culture.

### 7 PERSON SPECIFICATION

The following are the essential and desirable criteria for the post holder.

<b>1 Education/Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to Masters level or equivalent experience	X	
Demonstrable evidence of leadership and management development	X	
Higher degree and/or management qualification		X
<b>2 Personal qualities</b>	<b>Essential</b>	<b>Desirable</b>
Strong commitment and passion for improving health and reducing inequalities	X	
Forward looking, scans horizon and interested in new thinking and innovation	X	

Adaptable to situations and able to work well against a background of change and uncertainty	X	
Strong personal commitment to working collaboratively and ability to build effective relationships with people of all capabilities and attitudes	X	
Commitment to team-working, and respect and consideration for the skills of others	X	
Self-motivated, pro-active and passionate about delivery	X	
High standards of professional probity	X	
Motivates and encourages people to strive for service and personal improvement	X	
<b>3 Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of operating effectively at a strategic level within a health commissioning or providing organisation	X	
Substantial proven operational experience in working across healthcare organisations and delivering effective change programmes	X	
Significant experience in, and or understanding, of, the challenges and opportunities of improving cancer services and patient outcomes and experiences in Wales		X
Significant and proven experience of working and contributing at Board level or at near Board level in a different organisation	X	
Proven experience in working at national level with peers within NHS Boards and with senior Governmental officials across different disciplines	X	
Demonstrable experience and successful track record of achieving results in a senior and complex leadership role	X	
Experience in building personal and professional credibility with Board, management and clinical teams and staff	X	
Proven experience of effective budgetary management for organisations, divisions and teams	X	
Experience of large scale investment planning and business case development for large scale change programmes and new developments	X	
Understanding of, and experience in, the Strategic Planning and Performance Frameworks for NHS Wales	X	

Significant experience in corporate governance and risk management and in embedding these within an organisation, division or team	X	
Extensive experience of collaborating effectively with other statutory/Third Sector organisations to plan and deliver services		X
Evidence of actively participating in service improvement and effectiveness	X	
Demonstrable experience in leading and managing complex change and programme and project management	X	
<b>4 Skills</b>	<b>Essential</b>	<b>Desirable</b>
Ability to think strategically and to contribute fully to the NHS's strategic development of cancer services and its effective implementation	X	
Ability to present complicated information clearly and simply and to respond robustly and openly to challenge	X	
Well developed engaging and empowering leadership and emotional intelligence	X	
Ability to effectively lead and manage a highly complex portfolio and deliver a wide range of objectives within the time and resources available	X	
Ability to work with other members of the Collaborative and willingness to contribute to wide range of corporate issues as required	X	
Excellent oral and written communication skills	X	
Effective interpersonal and influencing skills	X	
Good presentation skills	X	
Sensible negotiator with practical expectation of what can be achieved and experience in effectively resolving conflict	X	
High level of skill in relationship building and able to operate in an environment of complex relationships	X	
Leadership skills to build and promote a strong presence for Public Health across the NHS and other sectors in Wales	X	
Highly developed analytical skills	X	
Computer literate and substantially numerate	X	
Financially literate and strong budget management skills	X	
<b>5 Knowledge</b>	<b>Essential</b>	<b>Desirable</b>

Awareness of the challenges and opportunities for the NHS and other public services in Wales	X	
Extensive knowledge of the complex system in which the NHS operates	X	
Knowledge of best practice models in managing changes and programme managing change within a complex environment		X
Knowledge of good practice in operational services and modern day business management techniques		X
Cognisance of the social, economic, fiscal and political environment in Wales	X	
Awareness of the seven principles of standards in public life applicable to all in public service		X
Knowledge of information management and technology as it applies to organisational effectiveness and delivery of results		X