



Black Country Healthcare
NHS Foundation Trust

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Healthcare today.

**JOB
DESCRIPTION**

Band 6 Digital Project Facilitator

Post Title: Digital Project Facilitator

Department: Digital Transformation Team

Location: Peartree

Directorate: Corporate

Band: 6

Hours: 37.5

Contract Type: Fixed Term (12 Months)

Responsible to: Project Manager

Responsible for: Delivery of work packages and other assigned tasks



Together with you to achieve **healthier, happier lives**



Job Purpose

As part of the Digital Transformation team within the Digital Services Department this post will provide Project Facilitation and support to both the department itself and more widely across the Black Country Health Care NHS Foundation Trust. The postholder will provide facilitation and support for the delivery for a variety of small-scale projects, work packages and other assigned tasks which generally have an IT component. The post holder may be required to work at any site at any time throughout the duration of their employment.

Main Duties/Responsibilities

The Digital Project Facilitator is responsible to the Project Manager for the delivery of the following activities:

- The Project Facilitator will contribute to the building of strong relationships with project sponsors, clients, and end users alike.
- Support any delivery objectives using a project and programme delivery framework and in line with requirements set out by the Head of Digital Transformation.
- Ensure that key project information is communicated effectively.
- Develop and draft project documentation such as Project Brief, Project Initiation Document, Work Package descriptions.
- Facilitate and coordinate supplier and stakeholder meetings and provide reports and presentations to the relevant stakeholders and boards.
- Monitor and manage resource plans to ensure there is appropriate tracking of resource utilisation.
- To note monitor and escalate project risks and issues as appropriate.
- Identify, manage, track and report on project risks and ensure agreed reporting arrangements are maintained. Communicate risk and issue management plans to senior management, stakeholders, and project teams.
- Capture data and provide interpretation and analysis as required in order to support project related decisions.
- To contribute to the development of post project documentation such as Process maps and Standard Operating procedures.



- As part of the Digital Services department of the Trust this post will be responsible for Project Managing a range of small-scale projects and work packages for users within the Trust and organisations outside of the Trust within the local integrated care system.
- The job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by their line manager.
- The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the Department and the Trust.

Key Working Relationships

- The post holder will be required to support senior managers with sponsor and user relationship management.
- The post holder will be required to communicate and provide information to a wide range of internal and external stakeholders.
- Commit to working and engaging constructively with internal and external stakeholders on a range of contentious issues.
- Nurture key relationships and maintain networks internally and externally.
- Assist with Freedom of Information requests, keep under review the framework and in accordance with the legislation.

Functional Responsibilities

Operational

- As a Digital Project Facilitator, the post holder will be required to both internally and externally deliver projects, initiatives and services to time and in a cost-effective way.
- To operate in a highly political and sensitive environment
- Comply with time recording requirements of the Digital Transformation service function.
- Act in a way that is compliant with Standing Orders and Standing Financial Instructions in the discharge of this responsibility.



- Constantly strive for value for money and greater efficiency in the use of these budgets and to ensure that they operate in recurrent financial balance year on year. Staff Management.
- Highlight exceptions and risks ensuring mitigating action can be taken to keep the programme on track.
- Drafting reports summarising status on issues, appraising outcomes, and providing progress reports for the Head of Digital Transformation.
- Collate as required, qualitative and quantitative information and contribute to project 'products'.

Trust Values

Employees, workers, and / or contractors will be expected to uphold the values of the Trust and exhibit the expected Trust behaviours aligned to the Trust's values. Individuals have a responsibility to ensure that they display the Trust values and behaviours in carrying out their job and that individuals feel able to challenge (or raise a challenge) when other colleagues' behaviours breach the spirit of Trust values.

Equality, Diversity & Inclusion

The Trust gains strength from the diversity of its staff and patients and is committed to being a safe and inclusive space for all people regardless of their age, disability, gender, race, religion or belief, sexual orientation, marital status, gender reassignment, or pregnancy/maternity. It recognises that it can only fully realise this commitment by proactively opposing bigotry in all its forms, including (but not limited to) ageism, disablism, sexism, racism, xenophobia, antisemitism, islamophobia, homophobia, biphobia, transphobia, and enbyphobia. All staff members are required to understand their role in ensuring the Trust is not only compliant with its responsibilities under the Equality Act 2010 but fulfils this deeper commitment. This shall include completing all mandatory equalities training, familiarising themselves with relevant policies or plans such as the Trust's Equality, Diversity and Inclusion Strategy and its Anti-Racism Action Plan, and proactively engaging with the work of the Staff Networks, Spiritual Care Team, Community Inclusion Team, and Equality, Diversity, and Inclusion Team.



Confidentiality and Data Protection

Staff are to familiarise themselves with the Employer's data protection policy when this is available, which sets out its obligations under the General Data Protection Regulation, the UK Data Protection Act 2018 and all other data protection legislation. You must comply with the Employer's data protection policy at all times, and you agree that you will only access the systems, databases, or networks to which you have been given authorisation and only for the purposes of your work for the Employer. The Employer will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Employer's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Employer's Data Protection Officer.

Data Quality

The post holder should ensure any data/information prepared for either internal or external analysis is 'fit for purpose' i.e. that it is accurate, valid, reliable, timely, relevant, and complete.

No Smoking

The Trust has a no smoking policy. Smoking is not allowed on any Trust premises.

Health and Safety

The post holder will take personal responsibility for any Health & Safety issues and obligations under the Health & Safety at Work Act. The post holder should also be aware of and comply with other relevant legislation and policies e.g. Fire Regulations.

Clinical Governance

All employees are required to actively contribute towards the Trust's clinical governance systems, taking responsibility as appropriate for quality standards, and work towards the continuous improvement in clinical and service quality.



Infection Prevention & Control

Infection prevention & control is everybody's responsibility, it is a requirement for all Trust staff to comply with all Trust infection control policies and procedures.

- All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace.
- All staff must adhere to the Trust's Hand Decontamination Policy
- All staff are expected to behave in a manner which protects patients, public and colleagues from infection risks within the scope of their role.
- All staff should have infection control training at induction and annual infection control updates as required.
- All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

Safeguarding Adults

Safeguarding is 'Everybody's Business'. It means protecting people's health, well-being and human rights. It includes protecting their rights to live in safety, free from abuse and harm; taking their views, wishes, feelings and beliefs into account. In the West Midlands, the main statutory agencies work together to promote safer communities, to prevent harm and abuse and to deal with actual or potential when concerns arise. These Organisations which include Black Country Healthcare NHS Foundation Trust work together to achieve these outcomes by working within the Safeguarding Adults multi-agency policy and procedures for the West Midlands and adhering to the local Safeguarding Adult policy and procedures. Staff can contact the Trust Named Nurses for Safeguarding Adults or a member for advice and support if they have concerns. It is an employee's responsibility to comply with all current legislation and relevant Safeguarding training as breaches may lead to an employee being subject to disciplinary action.

Safeguarding Children

All members of staff have a responsibility to ensure that children and young people are safe from abuse or harm. Employees must comply with Local Safeguarding Board Child Protection Policy and Procedures and Black Country Healthcare NHS Foundation Trust Safeguarding Children Policy. Staff can contact the Trust Named



Nurses for Safeguarding Children or a member for advice and support if they have concerns. It is an employee's responsibility to comply with all current legislation and relevant Safeguarding training as breaches may lead to an employee being subject to disciplinary action.

Professional / Managerial Codes of Practice

The post holder is expected to abide by the relevant codes of practice of the registering body for healthcare professionals, and, where applicable, the NHS Code of Conduct for managers.

Policies and Procedures

The post holder is required to abide by all policies and procedures of the Trust.

Pandemic / Other Emergencies

In the event of a pandemic being declared, the post holder may be required to adjust their days of work, hours of attendance, work base, and duties to support the delivery of services.

Job Description

This document is not intended to be an exhaustive list. Other duties, responsibilities and work base appropriate to this role / grade, may also be required. The manager will discuss this with the post holder where necessary.

Post Holder's Signature:

Date:



Additional Information

About Us

Black Country Healthcare NHS Foundation Trust provides specialist mental health, learning disability, and community healthcare services for the population of the Black Country. Across the whole of the region, we provide:

- Adult and older adult mental health services
- Specialist learning disability services
- CAMHS

Black Country Healthcare NHS Foundation Trust was formed on 1 April 2020, after NHS England and NHS Improvement approved the merger of Black Country Partnership NHS Foundation Trust and Dudley and Walsall Mental Health Partnership NHS Trust.

Combining resources, strategies and talented workforce enables us to deliver a wider variety of outstanding services that are based on best practice and are continually improving.

As a public body, we are accountable to the people we serve. The Trust Board is responsible for determining the strategy and overall direction of the Trust in an open, honest, and transparent manner.

We're using our position as an NHS Foundation Trust to strengthen our ties with the local community. We have a large and growing membership, and we're always encouraging people to join our Trust as members. Members are kept informed of what is happening in the Trust, and their advice is sought on ways we can improve the effectiveness and responsiveness of our services. Trust Values and Behaviours

Trust Values and Behaviours

Black Country Healthcare NHS Foundation Trust has a set of Trust Values and Behaviours to improve the experience for our patients and our staff. This means that in undertaking this role the post holder is expected at all times to behave in a way that demonstrates commitment to the delivery of thoughtful patient care and continuous improvement as detailed in the table below.



Our Trust Values are:

Together with you to achieve

**healthier,
happier
lives**



Caring

We care for everyone as individuals, being compassionate, empathetic and kind with a willingness to help.

Enabling

We enable ourselves and others to act with confidence and authority in order to achieve the best outcome for everyone.

Working Together

We work together in partnership, being inclusive by understanding and valuing others to achieve the best results for everyone in everything we do.

Integrity

We act with transparency and honesty; respecting and valuing others to do the right thing at the right time for everyone.

Employment Benefits

- NHS Pension Scheme
- Annual Leave
- Cycle to Work Scheme
- Staff Support
- Lease Car Scheme
- Childcare Vouchers
- Long Service Awards
- Flexible Working & Parental Leave
- Statutory and Occupational Maternity, Paternity and Adoption Leave
- NHS Discounts and shopping vouchers [Additional Information](#)
- Health & Wellbeing
- Annual appraisal
- Support with continuing professional development.



Job Description – Digital Project Facilitator

- Research and innovative practice.
- Partnership work with Unions
- Occupational Health Service

