

Job Description

Job Title:	Resourcing Transformation Project Lead
Band:	Band 7
Responsible to:	Joint Head of Resourcing Transformation
Accountable to:	Joint Head of Resourcing Transformation
Responsible for:	Project Management of Resourcing Transformation

Acute Provider Collaboration

The aims of the Acute Provider Collaborative are to:

- Create a single ambition and delivery plan for our specialist networked services and define Bristol as a centre of excellence for tertiary clinical care, education, and research.
- Work together to maximise support for primary, community and social care partners to enable effective integrated care delivery and ensure acute capacity is used where it can add the most value.
- Design the operating and business models for clinical and non-clinical acute services over the next 2, 5 and 10 years to optimise the cost and quality effectiveness of acute services.
- Create the organisational and cultural conditions to enable and empower our teams to deliver our collective ambition and optimise use of our specialist capabilities.
- Realise our shared ambitions to be at the forefront of embedding technologies to improve clinical services and enhance integration across the health and care system to give all of our patients the best experience of care.

Job Summary

An ambition of the Acute Provider Collaborative Corporate Services Programme is to move towards a single resourcing team across both acute trusts with an opportunity to expand the service offer more widely across the ICB. The postholder will be working with the Joint Head of Resourcing Transformation to provide professional programme management expertise to develop a Joint Resourcing Function across both Acute NHS Trusts in BNSSG (University Hospitals Bristol

& Weston NHS Foundation Trust, and North Bristol NHS Trust) to ensure that the programme delivers in line with expectations.

The Project Lead will oversee and develop the work programme for the Resourcing Transformation Project, ensuring it is delivered within the agreed constraints.

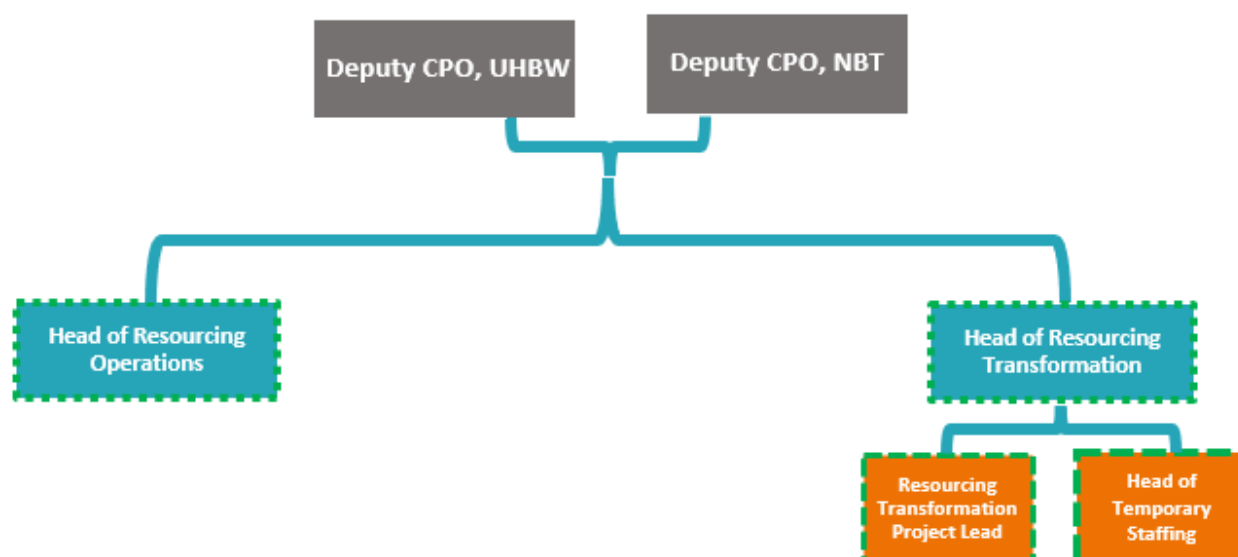
The Project Lead will report to the Joint Head of Resourcing Transformation and provide project management skills to enable the development and implementation of a single Resourcing service across both hospital trusts, including the opportunity to expand the service offer more widely across the BNSSG ICS. The post will involve close liaison with team members across UHBW, NBT, and BNSSG's Integrated Care System.

Key Working Relationships

The post holder will have key relationship with the following teams, departments, and organisations:

- Joint Head of Resourcing Transformation and Acute Provider Collaborative Corporate Services Programme Manager
- HR Service leads and teams within organisations
- Wider Acute Provider Collaborative Team
- Relevant internal and external working groups/project groups across organisations
- Communications lead across organisations

Organisational Structure



Core Functional Responsibilities specific to the role:

The post holder will work under the leadership of the Joint Head of Resourcing Transformation and work closely with the Acute Provider Collaborative Team, Resourcing, HR and workforce Leads to:

- engage with the recruitment teams to motivate and support them to achieve the project deliverables and managing conflicts of interest from stakeholders
- lead and coordinate the delivery of the projects across the Acute Provider Collaborative
- develop project plans and collect appropriate data (qualitative and quantitative) and evaluate impact of the work stream activities
- prepare reports as requested for both Trust Boards and meetings and Acute Provider Collaborative Boards and meetings and other Governing structures as directed.
- establish links with other system and Southwest region wide programmes which impact on own work
organise information sharing learning events/webinars, ensuring learning is shared across the Acute Provider Collaborative and more widely.
- Manage a large, complex 12 month project from initiation to delivery to include:
 - To use advanced problem solving skills, business skills, solid verbal and written communication skills, excellent relationship building skills, as well as strong leadership and team management skills to manage the project.
 - To undertake detailed project planning, developing, and utilising a robust project plan that will incorporate multiple smaller work stream activities.
 - To implement and monitor agreed plans to ensure they are delivered within time, costs and the quality specified.
 - To identify, record and resolve project risks and issues, manage scope and budget, oversee design, development, and deployment activities.
 - Deliver timely, accurate, and comprehensive progress reports to achieve full project visibility.
 - To facilitate change management and issue resolution.
 - To manage each identified stage of the project ensuring all relevant milestones are attained and where necessary escalate deviations to the Acute Provider Collaborative. When necessary to recommend and initiate remedial action to ensure the project remains on schedule, in budget and to quality specification.

- To identify, recruit and liaise with key members of each organisation to ensure effective engagement with the project.
- Communicate the project, where appropriate to all levels of the healthcare community within and outside BNSSG utilising excellent communication, organisational and presentational skills.
- To negotiate, influence and resolve issues with key internal and external stakeholders, involving senior level negotiation to obtain high level commitment to the project.
- To produce fully costed option appraisals for activities and recommendations from the work streams.
- To liaise with senior management, stakeholders, regulatory bodies, external agencies and everyone contributing to the project.
- Lead and motivate cross-functional work stream project teams and share and co-ordinate work and resource allocation of the work stream activities.
- Implement and monitor proper usage of appropriate standard project management methodology
- Liaise with work stream leads to collect and disseminate information; and adopt best practice.
- To produce reports to update the Trust People Committees and Acute Provider Collaborative
- To participate in and organise project reviews, carry out evaluation of the impact of the activities of the work streams and provide information on lessons learnt and suggestions for implementation.
- To manage the handover of the project activities and implementation suggestions to operational staff within the organisation.
- To ensure termination of the project is documented and signed off with the Acute Provider Collaborative.
- To adhere to relevant Code of Practice of Professional body
- To ensure that when creating, managing, and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures, and guidelines

Working Conditions

- The post is office-based, and the location is flexible across UHBW / NBT sites and home working. There will be a requirement for the post holder to travel to Bristol Royal Infirmary and Southmead sites throughout the life of the project.
- Requirement, on occasion, to attend other sites or organisations to attend meetings individually or with other team members.

Physical effort

- Light physical effort to use a computer within an office environment. Occasional requirement to attend meetings at locations other than the base office, e.g., within hospital departments.

Mental effort

- Frequent requirement to concentrate and make decisions in a fast-paced working environment.
- Requirement to concentrate in a busy, open-plan office environment while respecting colleagues' privacy.
- Planning and managing individual programmes of work.
- Managing ambiguity of messages.
- Strict management of priorities and deadlines.
- Work pattern may be unpredictable due to unforeseen requirements.
- Potential for interruptions to work which may require immediate response.

Emotional effort

- Possible infrequent exposure to distressing or emotional circumstances.
- The role involves a high level of interaction with other parties both in person, by videoconference, and by telephone.

This job description is a broad reflection of current duties, but it is not exhaustive. It will be regularly reviewed to reflect priorities and developments during the on-going appraisal and performance review process.

Person Specification – Resourcing Transformation Project Lead (B7)

Supporting Evidence

Key skills and knowledge in the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description	Essential	Desirable
Knowledge and Experience	Strong management and leadership skills with a proven record of motivating people	√	
	Knowledge of transactional HR services and experience of working in complex people teams	√	
	Understanding the role and function of workforce in service delivery, patient outcomes and experience	√	
	Ability to manage databases and data analysis using and maintaining appropriate data management systems such as eRosters	√	
	familiarity with IT packages such as Microsoft Excel and Powerpoint	√	
	Evidence of the ability to confront and manage challenging issues taking a problem solving approach	√	
	Ability to interpret complex data, carry out gap analyses and develop recommendations for consideration including report writing skills	√	
	Proven staff management experience as a line manager with experience of recruitment, performance management, motivate and develop teams and working in partnership with those outside the organisation		√
	Evidence of robust project participation/delivery at an organisational level	√	
	Evidence of the delivery of sustainable change management and service improvement projects	√	
	Experience in or knowledge of process mapping	√	
Skills and Abilities	Ability to work collaboratively and lead and sustain effective working relationships both internally and externally to the organisations	√	
	Self-motivated and resilient, with the ability to preserve order to achieve objectives and have the flexibility to take the views of others	√	
	Demonstrates understanding of Trust values and the role they play in the delivery of workforce needs	√	
	Advanced communication skills both written (complex report writing) and spoken,	√	

	including formal presentation/facilitation skills		
	Ability to present effectively to large groups including senior staff and external bodies	√	
	Politically astute and able to work with those with differing views to own		√
	Experience of working across the health economy to deliver objectives		√
Qualifications and training	Educated to degree level or equivalent qualifications	√	
	PRINCE2 or equivalent project management qualification	√	
		√	
	Evidence of managing successful projects	√	
	Evidence of postgraduate qualification equivalent experience		√
	Quality improvement methodology training/change management qualification		√
	Leadership course completion/qualification		√
Aptitudes	Ability to perform effectively under pressure while delivering high quality outcomes within agreed timescales whilst maintaining a professional approach	√	
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	Inspirational, innovative and dynamic	√	
	Proven experience of working successfully as part of several teams	√	
	Must be able to demonstrate behaviours consistent with both Trust's values	√	
	Ability to work with a great degree of flexibility, adaptability and initiative	√	
	Interact with a variety of organisational levels, adapting style accordingly	√	
	Enthusiastic and target-focused with an ability to build effective working relationships at a number of levels	√	