

Project Manager

Job Description

Job Title:	Project Manager
Division:	Jameson
Base:	Gordon Hospital
Grade / Salary:	Band 7
Hours:	37.5 hrs per week
Tenure:	Permanent
Responsible for:	No staff management responsibilities
Responsible to:	Business, Strategy & Transformation Manager

Our Vision

Wellbeing for life: We work in partnership with all who use our services to improve health and wellbeing. Together we look at ways of improving an individual's quality of life, through high quality healthcare and personal support.

Our Values

- Compassion: Our staff will be led by compassion and embody the values of care outlined in our Staff Charter.
- Respect: We will respect and value the diversity of our patients, service users and staff, to create a respectful and inclusive environment, which recognises the uniqueness of each individual.
- Empowerment: We will involve, inform and empower our patients, service users, carers and their families to take an active role in the management of their illness and adopt recovery principles. We will ensure our staff receive appropriate direction and support, to enable them to develop and grow.
- Partnership: We will work closely with our many partners to ensure that our combined efforts are focused on achieving the best possible outcomes for the people we serve.

Job purpose:

We are looking for a values-led, compassionate and capable Project Manager, with a demonstrable commitment to improving and supporting mental health, learning disabilities and autism. This post will work across the Jameson Division within Central and North West London NHS Foundation Trust (CNWL) which provides adult

mental health and learning disability services. They will be working on the transformation initiatives across the division that have been established or will soon be developed to deliver the vision and commitments set out in the NHS Long Term Plan (LTP) for people with mental health needs.

This post will be focussed on specific projects for the key system-wide transformational initiatives for mental health as outlined in the national LTP mental health implementation plan 2019/20 – 2023/24 <https://www.longtermplan.nhs.uk/wp-content/uploads/2019/07/nhs-mental-health-implementation-plan-2019-20-2023-24.pdf> working in collaboration with the Urgent and Acute Mental Health Strategy and Transformation Manager in the team against an agreed portfolio of work. The post-holder's portfolio will include supporting on the delivery of urgent and acute mental health transformation and innovation projects, such as designing and delivering crisis alternative services across CNWL.

Duties and Responsibilities

The post holder will:

- Be responsible for the day to day management of the identified projects across the programme and will be a single point of contact, ensuring delivery against timelines; escalating issues and reporting highlights within the governance process as appropriate
- Agree tasks and resources required to meet project objectives and manage the project within and according to the agreed budget and timescales. They will need to ensure deadlines are met and work is delivered to a high standard
- Produce robust and realistic project plans for driving forward transformation initiatives, using appropriate methodology and leading to the implementation of actions and outcomes required to deliver the projects in line with locally agreed timescales
- Maintain a full and accurate audit trail of key decisions, actions and outputs, including but not limited to risk and issue logs, project/milestone plans, update/highlight reports, and action plans, and make adjustments if targets/deadlines are not met
- Produce audience-appropriate documents, reports and presentations on a regular basis for meetings, Committees and Boards in accordance with the agreed governance arrangements
- Use appropriate software to create and maintain appropriate project documentation including project initiation documents, business cases, project plans, project briefs, risk and issue logs and communication plans

- Work with clinical teams, managers and existing Strategy & Transformation Managers and Service Improvement Managers to develop new ways of working, ensuring that the clinical perspective and clinical staff are central to the work of the projects
- Ensure the patient voice is at the heart of transformation planning and delivery, engaging in co-production from initial scoping discussions all the way through to agreeing evaluation and the desired outcomes of change
- Provide support to relevant Boards, and chair project and or workstream meetings as appropriate. They will also be required to attend programme meetings to provide updates and facilitate discussions to seek key decisions
- Manage internal and external barriers to change
- Effectively identify and manage key stakeholders to enable project delivery
- Interpret and analyse complex information and make decisions on a range of programme issues where there may be more than one course of action
- Required to work collaboratively across the Transformation landscape when other programmes or projects are in a resource intensive period, providing a flexible, varied project support as required

Data & Audit Collection

- To assess baseline performance and monitor progress by developing comprehensive auditing/reporting mechanisms and by analysing existing data
- To collect, disseminate, analyse and present appropriate quantitative and qualitative data, as required. This will include the need to regularly review and maintain an overview of relevant research, best practice, topic specific literature, national updates and benchmarking reports produced by NHS partner organisations

Training & Education

- To develop and deliver training sessions and workshops for service leads and their teams when appropriate
- To plan and support the delivery of project related workshops and events; ensuring that the skills, knowledge base and learning is transferred to appropriate stakeholders

Other Duties

- To maintain confidentiality and integrity at all times
- To adhere to all Trust policies
- To maintain a flexible approach to the work of the project in order to meet the target
- To undertake any other duties that may be required which are consistent with the grade and responsibility of the post. Sickness (or attendance) record that is acceptable to the Trust, to be checked at interview
- Declared medically fit by Occupational Health Department to perform the duties of the post.
- The postholder must have the ability to understand and implement the Equal Opportunities Policy at a level appropriate to the job

Rider Clause

This is an outline of the postholder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Department.

Person Specification

	Essential Criteria	Desirable Criteria
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> - Good standard of education (Degree level or equivalent appropriate experience) - Formal project management qualification or experience to equivalent level (e.g. PRINCE2) 	
SKILLS/ABILITIES	<ul style="list-style-type: none"> - Excellent oral and written communication skills - Strong analytical skills - Ability to exercise judgement when presented with complex problems ensuring that the implications of any decisions are thoroughly considered - Ability to persuade clinicians and senior managers to provide information to deadline. - Ability to prioritise and communicate issues to colleagues - Ability to motivate others and negotiate deadlines - Ability to build excellent working relationships and gain respect and confidence of others - Able to work effectively as part of a team - Ability to accurately interpret and present data in appropriate formats - Excellent planning and organisational skills, with the ability to prioritise work and manage multiple tasks - Excellent IT skills - Ability to analyse situations and to provide a resolution - Demonstrable leadership experience with evidence of affecting change, process redesign and establishing monitoring/evaluation mechanisms within an NHS setting 	<ul style="list-style-type: none"> - Understanding of the existing mental health landscape
EXPERIENCE	<ul style="list-style-type: none"> - Experience of project management and strategic service development in a complex organisation. - Experience of managing projects in complex organisational environments - Experience of Microsoft Office software - Track record of meeting deadlines and delivering objectives in a timely 	<ul style="list-style-type: none"> - Good working knowledge of the wider NHS agenda including sound understanding of NHS targets and national initiatives - Experience

	<p>manner</p> <ul style="list-style-type: none"> - Experience of working in and managing a team - Knowledge of project management tools and techniques and how to use them effectively - Experience of managing change projects - Experience of development of training materials, presentations, and awareness programmes - Experience of gathering and analysing data from a wide variety of sources and using a variety of software packages 	<p>supporting and delivering digital projects within a healthcare setting</p>
PERSONAL QUALITIES	<ul style="list-style-type: none"> - Team player - Confident - Calm - Flexible - Self-motivated - Approachable 	
OTHER	<ul style="list-style-type: none"> - Ability to work at other sites if requested 	