

Job Description

Job Information	
Job Title:	Senior Project Manager
Directorate / Service:	Corporate/ Trust PMO
AfC Band:	7
Accountable to:	Head of Service
Reports to:	Programme Manager
Base Location:	LOHFT sites
AFC Job Code:	AS.SE.R0211
ESR Position Number:	21499485

Job Summary

The aim of the Senior Project manager will be to lead on the implementation of projects across the Trust in line with local and National priorities and strategies. The post holder will be expected to deliver projects on time, on budget and within agreed timescales. To help build project management capacity across the Trust, the incumbent will be expected to apply best known methods and adhere to the Trust's project management methodology.

The post holder will have direct management responsible staff within Trust PMO including Project Managers and Project Coordinators, as well as having Project Management responsibility for project teams, which may include staff outside of the immediate service area.

Key responsibilities

Project Management

1. Provide project management expertise within the Trust supporting the delivery of the Trust's strategic roadmap.
2. Have direct responsibility for a number of projects, for the full lifecycle from initiation to project closure, taking a lead role on high priority/critical projects.
3. Have supervisory responsibility for junior members of the Trust PMO team. Oversee the successful delivery of a number of projects managed by their direct reports.
4. Ensure that all projects are managed in accordance with best known methods and LUHFT project management standards.

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5. Ensure that each project is supported by a robust governance structure, applying a coaching approach to the support provided to Project Sponsors, Project Steering Groups and Project Teams.
 6. Monitor the progress of the project against the original business case and project initiation document, ensuring where necessary the project is able to adapt to changing requirements and that plans are adjusted accordingly so that the deliverables are on time, to specified quality and within budget.
 7. To analyse and evaluate many diverse conflicting issues associated with the completion of a project and decide how resources are to be used.
 8. Be responsible for developing and tracking the progress of project plans, including resource planning, using project approved software.
 9. Ensure regular reports are provided to appropriate stakeholders as defined within the programme governance.
 10. To identify and manage risks and issues associated with the project(s), including the development and implementation of contingency plans.
 11. Ensure all implementation plans are synchronised with training and operational commitments and include post implementation review plans
 12. Working closely with the Service Improvement Team to ensure that appropriate business re-engineering activities take place, where appropriate, to support the successful delivery of the key outputs of the project.
 13. Ensure that appropriate plans, documentation and procedures are in places when handing a project over to business as usual as part of project closure.
 14. Where required, to work with the Trust executive team to discuss project priorities and progress.
 15. To make routine presentations, covering complex issues to groups of staff on topics associated with programmes/projects.
 16. Represent other departmental managers at meetings, events, seminars, or progressing tasks where this is appropriate.

Performance Management

17. The post-holder will be required to contribute to the development and implementation of Key Performance Indicators and Critical Success Factors for Trust PMO.
18. The post-holder will be required to monitor and manage delivery against these targets and produce regular management update reports detailing performance levels and provide supporting information to explain improvements or degradation in service and action taken to resolve situations and to achieve progress.
19. The post holder will work to achieve agreed objectives and is given freedom to do this in own way working within broad professional policies. Freedom to act without reference to the Programme Manager.
20. Provide full support for internal and external audits of their projects and act on recommendations as appropriate.
21. Ensure that Post Implementation Reviews and Lessons Learned activities are initiated on completion of projects and are acted on to inform all future work.
22. Dedicate the required concentration required to collate, analyse, check and report

on complex information, while coping with on-going project issues and interruptions

Clinical Governance / Quality

n/a

Education and training development

1. The post holder will have managerial responsibility for directing and monitoring the work of a project and assessing any developmental requirements.
2. Ensure that both themselves and their team have an Appraisal and Personal Development Plan (which is reviewed six monthly). Identify and agree training requirements for staff, including mandatory training. Arranging other personal development training and as part of personal development plans or the needs of the organisation.
3. The post holder will also be expected to train others within the Trust on Project Management techniques.

Equality and Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation (the Equality Act 2010) and to:

Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice.

Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services.

- Recognise and report behaviour that undermines equality under Trust policy.
- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.
- With the support of managers develop an equality and diversity objective through the personal development review process.

Values and Behaviours

We are Caring

We are kind to each other and always show compassion to ourselves and others.

We know we are doing this when:

- We are always **kind** and **compassionate** to ourselves, our patients, families and colleagues;
- We **recognise** and **appreciate** each other, taking pride in working here and

- our contribution to success;
- We are **professional** and always seek to deliver the best standards of care.

We are Fair

We treat people equitably and value their differences.

We know we are doing this when:

- We value **everyone** for their unique contribution and we embrace diversity;
- We are confident in **speaking up** and we support all our colleagues to do the same;
- We are **open and honest**.

We Are Innovative

We work as a team to continuously improve the way we deliver and transform health care.

We know we are doing this when:

- We **continuously improve** the services we deliver and pioneer new ways of doing things;
- We **learn from mistakes**, striving to ensure we get things right first time;
- We **create and share knowledge** with each other, patients and our professional communities.

Infection Prevention & Control

All staff will adhere to infection control policies and procedures at all times and carry out role specific duties as per roles and responsibilities.

Confidentiality

Confidentiality/Data Protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours). All staff should ensure that they are familiar with and adhere to all Trust privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.

Freedom of Information

In accordance with Freedom of Information and other associated legislation, the Trust may be required to make public recorded information available upon a request, or do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained in a document that is published in accordance with such legislation.

Management of Risk & Health and Safety

All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Trust in meeting its statutory requirements. All employees will proactively contribute to the management of risk by identifying hazards in the workplace which have the potential to cause harm, raising issues of concern and risk to the appropriate level.



Safeguarding Children and Vulnerable Adults
All trust employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults. Familiarisation with and adherence to trust Safeguarding policies is an essential requirement of all employees, as is participation in related mandatory/statutory training.
IT Skills
All staff are expected to have or to gain a minimum of basic level IT skills to enable them to use the Trust IT systems to support Trust services and needs. All staff should be familiar with relevant IT systems and security policies and procedures.
Records Management
All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc. which have been created or gathered as a result of any NHS activity. All individuals within the Trust are responsible for any records they create or use. Please ensure that records are retained in accordance with the Records Management Policy and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.
Information Quality
All staff must ensure complete and accurate data is collected to the highest standard at all times. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform to national standards and are fit for purpose. All staff should comply with the Information Quality Policy.
Professional Responsibility
As per any required registration & LUHFT policy
Clinical Responsibility
n/a
Administration Responsibility
n/a
Research
<ol style="list-style-type: none">1. Undertake regular surveys to ensure the continued high performance of both the project(s) and the team of staff for which the post holder is responsible.2. Any 'good practice' developed as a result of local developments should be shared widely within the local health community and beyond.



Strategic role
<ol style="list-style-type: none">1. The post holder will work with national and local strategies, policies and guidance and develop plans, through collaborative working, that will lead to the successful delivery of projects2. The post holder will be involved in (and in some cases will lead on) the development of policies and procedures to support the new capability delivered as an outcome of a project(s).3. The post holder will regularly liaise with senior managers, service leads, clinicians and corporate departments as well as external NHS organisations, suppliers, local government and other key stakeholders.4. The post holder will plan and organise the allocation of work to Project Teams in such a way that makes best use of the resources of the team and provides the best possible service to customers.
HR Management
<ol style="list-style-type: none">1. The post holder will have full line management responsibility for a team of staff. This will include dealing with standard line management issues such as performance management, reporting, and escalation of disciplinary and grievance issues where appropriate.2. The post holder will also be expected to Project Manage a project team that could be made up of staff from across different services areas across the Trust.3. Responsible for ensuring key issues and updates are communicated to all staff within Programme and Project management and that robust communication process are in place for their own staff particularly in relation to the wider organisational development and business objectives4. To provide leadership to staff within the Trust demonstrating high standards in order to ensure that a high quality of service is maintained.5. Participate in writing job descriptions, person specifications and adverts in line with the LUHFT recruitment guidelines as well as in short listing and interviews.6. Monitor the staffing needs of their teams, considering budgetary implications, exploring possible alternatives to recruitment of either contractors, permanent or casual staff and making appropriate recommendations.7. All staff have the responsibility to ensure they participate fully in a performance review and appraisal process ensuring that any key work objectives, targets, key performance indicators are reviewed on a regular basis with their line manager and contribute to an end of year performance appraisal.
Financial Responsibility
The post holder will manage a full budget(s) associated with project(s) being delivered, highlighting any cost pressures to their line manager and where appropriate through to Project/Programme Boards.
Change of Job Description
The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Trust.



Liverpool University Hospitals
NHS Foundation Trust

Person Specification

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AfC Band:	7	AfC Job Code:	AS.SE.R0211

Person Specification				
	Qualifications	Essential	Desirable	Assessment
1.	Relevant first degree or equivalent experience or Relevant Diploma, other higher degree or equivalent experience or A clinical, nursing or therapies qualification for those projects requiring clinical expertise	√		
2.	Formal project management qualification or ability to demonstrate substantial experience and success in delivering projects	√		
3.	PRINCE II Practitioner	√		
4.	MSP Foundation		√	
5.	Lean Practitioner		√	
	Experience	Essential	Desirable	Assessment
6.	Substantial experience of working in a project environment	√		
7.	Experience of managing a series of complex, large inter-related projects or substantial clinical experience for those projects requiring clinical expertise	√		
8.	Experience of managing a project team	√		
9.	Substantial experience of using Microsoft Office applications	√		
10.	Experience of working with colleagues at all levels including clinicians	√		

11.	Experience of working on unfamiliar topics requiring rapid assimilation of new technical knowledge	√		
12.	Experience of effecting change in an organisation with no direct line management responsibility	√		
13.	Experience of dealing with and communicating complex and contentious information	√		
14.	Experience of working in an NHS environment.		√	
	Knowledge	Essential	Desirable	Assessment
15.	Thorough understanding of the benefits of using Project management standards and the ability to adapt these to meet the requirements of the project	√		
16.	A good understanding of the application of information and IT systems to support patient care	√		
	Skills	Essential	Desirable	Assessment
17.	Teaching and presentation skills	√		
18.	Analyses of non-routine data, interpretation and resolution	√		
19.	Excellent interpersonal and facilitation skills including oral and written communication skills and ability to deliver presentations to a large audience	√		
20.	Negotiation, motivation and influencing skills	√		
21.	Ability to present project management techniques and tools	√		
22.	Ability to discuss project management technical details with non-technical users	√		
23.	Ability to lead a team of diverse individuals to deliver projects to meet aims and objectives	√		
24.	Planning and organisation skills with the ability to manage numerous conflicting priorities	√		
25.	Ability to check own and others work to ensure all products are of a high quality	√		
	Other	Essential	Desirable	Assessment
26.	Clinical staff will be required to maintain professional registration with appropriate clinical body.	√		
27.	Able to commute to all sites within the local health economy	√		