Post Title:	Programme Manager – Innovation Adoption
Directorate:	Health Innovation Wessex
Grade:	8a
Hours Per Week:	37.5
Term:	16 months fixed term
Accountable to:	Associate Director
Accountable for:	Performance and outcomes of Innovation Adoption projects to deliver Health Innovation Wessex programmes.
Main Purpose:	The Programme Manager - Innovation Adoption will be responsible for one or more innovation adoption programmes, putting in place appropriate programme and project collaborative arrangements, actively seeking appropriate funding, and promoting dissemination of the Health Innovation Wessex programmes. The programmes that the programme manager is responsible for will change as the Health Innovation Wessex's portfolio of programmes evolve throughout the year.

Key Working Relationships:

- Health Innovation Wessex Senior Leadership Team
- Health Innovation Wessex Programme Managers and wider team
- Key national commissioners
  - Office for Life Sciences
  - NHS England
- NHS Trusts (acute, mental health, community, ambulance)
- General practice and Primary Care Networks (PCNs)
- Local authority teams including social care and public health
- ICS teams, including digital teams and ICS Senior Teams
- Wessex academics / researchers in corresponding fields
- Wessex Health Partners
- Other Health Innovation Networks and programme managers leading similar programmes
- key partners including Wessex Applied Research Collaborative (ARC), Wessex Clinical Research Network (CRN), Wessex Cancer Alliance, and local authorities.
- Working and supporting innovators in the industry field to develop and implement innovations
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- Other stakeholders such as voluntary sector, industry, and Small and Medium sized Enterprises
- National organisations delivering in specific and relevant areas of time-limited projects

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General duties:	**Managing Innovation Adoption Projects**

- Proactively managing Innovation Adoption Project(s) to deliver the Health Innovation Wessex overarching Innovation Adoption Programme
- Identifying and evaluating the impact of innovative service developments and technology solutions on patient outcomes and NHS services
- Gathering data on quality improvements and efficiency savings and evaluating and advising on potential impact of system wide implementation
- Developing implementation models in collaboration with appropriate stakeholders, evaluating feasibility of project implementation across Health Innovation Wessex partner organisations
- Co-ordinating a set of key stakeholders and supporting the development of a programme or project, providing direct project management for all or some elements of a project as necessary
- Working with partners to understand and agree the appropriate roles for all parties involved to ensure added value and maximum impact

Health Innovation Wessex Project Management and Delivery

- To deliver Innovation Adoption project(s) through the development and management of project plans to ensure effective realisation of innovation adoption programme outcomes
- Produce Innovation Adoption project monitoring reports, and take effective action to ensure Innovation Adoption Projects deliver within the agreed timeframe
- Manage delegated project budgets in accordance with Wessex Health Innovation Wessex financial rules and practices
- To link in and contribute to cross-cutting/ Health Innovation Network wide programmes

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Project Planning

- To support the Associate Director in the development of a delivery plan for the appropriate Innovation Adoption programme
- To develop and manage innovation adoption project plans within the appropriate Innovation Adoption programme
- To support and co-ordinate internal and external funding applications for development and/or implementation of projects
- Develop detailed knowledge of the innovations the programme supports, it's the resulting benefits and the potential barriers to adoption
- To contribute to the design of an adoption plan led by the subject matter champion in the Health Innovation Network
- Building strong relationships with early adopters/potential early adopters. Understand and capture what works for them/what doesn't and what they bring to the adoption process
- Sharing learning/insights with the Innovation Adoption team to inform a dynamic adoption plan
- Contributing to the development of a spread programme, identifying "early majority adopters" and developing a timetable that balances Health Innovation Wessex input and support with rapid adopter ownership of the innovation

Reporting and Project Dissemination

- Provide regular reports to individual project support groups within the relevant programme, including monitoring data for the national and regional teams
- To deliver formal project output evaluation reports, including impact on future workforce development requirements
- To prepare effective promotional material for projects and key outcomes for a range of platforms including the website and social media

Relationship building and liaison

- To ensure effective communications between project partners in the design and delivery of an innovation adoption project; and effective communication with all stakeholders within the Health Innovation Wessex Programmes
- To create, develop and maintain effective relationships with key working partners
- Building confidence and transferring skills and knowledge to early majority adopters
- Working with clinicians, managers and other partners to transfer skills and knowledge to them to lead further adoption to late majority

Income Generation

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- Responsible for identifying opportunities for Health Innovation Wessex to diversify and expand its income sources in support of its Wessex members by understanding stakeholder needs across industry, academia, the NHS, third sector both in UK and internationally; and shape commercially attractive value propositions for specific stakeholders

Budget and value of projects

- Responsible for delegated project budget, planning and forecasting
- Ensure project budget is managed in accordance with Health Innovation Wessex financial rules and practices

People Management

- To project manage the delivery team members for specific innovation adoption projects
- Ensuring all staff work in accordance with organisational policies and procedures

Analysis

- Use of analytical information to influence programme strategic direction
- Gathering data on quality and innovation improvement and efficiency savings and evaluating and advising on potential impact of system wide implementation
- Evaluating the outcomes, in particular any financial benefits and the strengths and weaknesses of implementation model(s)
- Analytical and judgement skills; analysis of data, assessment of projects and identification of areas for collaborative working; develop strategies, plans advice in areas where opinion differs

Policy development/ service improvements

- Responsible for developing and sustaining a broad knowledge and understanding of the direction of national policy, and policy context shaping opportunities for innovation and for applying this knowledge to the shaping of local policies and frameworks for innovation support and adoption
- Responsible for building and curating Health Innovation Wessex's knowledge and understanding of the funding and regulatory infrastructure

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- Responsible for contributing to the ongoing design, development and operation of the Health Innovation Wessex's "innovation pathway"
- Responsible for contributing and delivering a Health Innovation Wessex strategy, to support the development of strategic plans nationally and across the region and link these to the opportunity for large scale change in innovation policy, processes and spread
- Build strong links with Industry and identify gaps where Health Innovation Wessex could facilitate the development of marketable solutions

Spread, roll-out and scalability of projects

- Develop models for the spread and roll-out of projects
- Prepare business cases including cost-benefit analysis and predictive models of potential scaling-up activities for projects

Information systems

- Utilising appropriate software and reporting tools to accurately produce programme outcomes/ monitoring / progress in line with mandatory national NHS England contract and The Health Innovation Network metric reporting requirements

R&D

- Responsible for identifying appropriate research and development opportunities within the project and overseeing the integrity of evaluation/research as it progresses

Communications

- Networking, influencing and persuading at a national and local level
- To ensure effective communications between project partners and stakeholders in the design and delivery of the Innovation Adoption programme
- Working with the Health Innovation Wessex communications function and partner communication functions to develop highly creative ways of engaging with the NHS, innovators and the public on the Innovation Adoption work programme

Values and Behaviours

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- Comply with corporate policies and processes and model the values and behaviours adopted by Health Innovation Wessex, demonstrating a culture of collaborative, agile cross-team working and a commitment to delivering quality service and outcomes.
- Whilst staff are appointed to specific roles, there will be a need for all staff to be prepared to be deployed flexibly to reflect the needs and priorities of the Health Innovation Wessex. This includes adapting style and approach to meet business/commission needs to deliver within resource and financial budgets.

This job description is not exhaustive and is intended to be a guide to the principal generic duties and responsibilities required of the post only. It may be amended at any time with the agreement of the post holder and the post holder's line manager.

Health and Safety:	Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare
Infection Prevention and Decontamination of Equipment:	All staff are reminded of their responsibility to adhere to Trust and Departmental Infection Prevention Policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients
Child Protection/Safeguarding	All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and Departmental Child Protection and Safeguarding policies including employment checks
Confidentiality	All employees of University Hospital Southampton NHS Foundation Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential **Any employee who wilfully disregards Trust and Departmental policies may be liable to serious disciplinary action including dismissal** This job description will be reviewed yearly as part of the annual individual performance review, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the post holder
Last Updated	19 April 2024