

## Job description for Joint Strategy & Partnerships Project Manager

### About us – team NHFT

As a **health and wellbeing organisation** here at **team NHFT** we are dedicated to continually **innovate** and **strive to make a difference** to our community and those working for our Trust, we aim to serve the people of Northamptonshire and surrounding areas with **safe, quality care**. We deliver this from an understanding of our local healthcare needs, economy and the changing demands of our community.

**Our mission**, **making a difference for you, with you** was chosen by our staff and stakeholders. It means in everything we do and through every service we provide, we want to make a **positive difference in people's lives** – for **those we care for**, **those we work with** and **those who work with us**. **Everyone is part of our team**.

Our core strategy is to be an **employer of choice**, **a great place to work** and be known for a **diverse and inclusive culture** whose staff feel **valued**. We provide a range of NHS services including physical, mental health and specialty services provided in hospital settings and out in the community within schools, GP clinics and patients own homes.

Here at NHFT we pride ourselves on our 54321 roadmap, pictured here which encompasses our **PRIDE values**, **leadership behaviours**, **teams**, **enablers** and **our mission** all of which are driven by **our vision of 'being a leading provider of outstanding, compassionate care'**. We are extremely proud to say this has also been recognised by the Care Quality Commission (CQC) and our CQC rating of **Outstanding for team NHFT**.



## This role...

Our Strategy and Partnership team is looking to recruit an exceptional individual who wants to join us to deliver outstanding project management and change across Northamptonshire Healthcare NHS Foundation Trust and our buddy organisation, Leicestershire Partnership NHS Trust.

The Strategy and Partnership Team across NHFT and LPT is a small, high performing team who work flexibly across the two Trusts. Our team want to support NHFT and LPT to deliver outstanding care, where appropriate we want that care to be in partnership with others (other NHS organisations, social care providers, local voluntary and community organisations, with service users and their carers and other stakeholders). In this role, you will report to the Strategy and Partnership Manager for LPT/NHFT and work closely with all members of the team.

The Partnerships Project Manager will be responsible for the day-to-day support, facilitation, and monitoring of specific projects across the Leicestershire Partnership and Northamptonshire Healthcare NHS Group and with other partner organisations. The role holder will ensure projects are planned, managed, and delivered effectively in line with the Trust's guidance for managing projects. Our Strategy & Partnership projects enable the individual Trusts or Group to achieve strategic objectives and support organisational performance. You will lead or engage in a broad range of projects in a role that requires collaborative working, excellent project management and facilitation skills, and a 'can-do attitude' with a strong focus on delivery.

Our Strategy and Partnerships function includes:

- **Working in partnership** internally and externally with stakeholders to deliver our Trust vision and enhanced outcomes for the local population.
- **Strategy and Business Planning** – Leading on Trust Strategy, the NHS annual planning cycle and delivery assurance.
- **New Models of Care** Developing and evolving novel models of care and the governance systems and processes necessary for delivering joint working.
- **Business Development** – Identifying, bidding, and retaining new or existing services.
- Strategic development of our **Charity partnerships**.

You are an experienced project manager, with specialist knowledge of project management methodologies, acquired through degree level or professional PRINCE2 project management qualifications and gained ideally within the public sector or other large, complex organisations.

Strategy & Partnerships remit often involves the development of new models of care, new service design or strategic initiatives. The Partnerships Project Manager will be involved in the development of protocols relating to their project portfolio to support business change or business development.

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You will be responsible for day-to-day supervision of any project administrative support working with you on your portfolio and also provide specialist project related training and / or advice to colleagues as required. This may include clinicians, managers and staff at a variety of levels.

This role will require high levels of concentration and attention to detail working on documents, writing reports, protocols, project related surveys and analysing project related issues and data.

You will be proficient in the use of a range of IT applications, including Microsoft Office, Microsoft Teams and Project Management software tools.

Your solid experience of working with managers and leaders within and across organisations will enable you to work flexibly across different locations primarily within the county and occasionally in the East Midlands. This will be a joint post with Leicestershire Partnership NHS Trust. You must have demonstrable skills of working in partnership, with previous experience of handling confidential and commercially sensitive information.

We expect that in a typical week with us, you could be leading and engaged in individual projects within NHFT and LPT as well as externally with other organisations.

## About you

Behaviours and Values	Knowledge and Experience
<ul style="list-style-type: none"> <li>• Able to demonstrate compassionate leadership qualities time as part of an empowered team.</li> <li>• Approachable and accessible to service users &amp; colleagues.</li> <li>• Reliable and consistent in approach, demonstrating empathy and an open communication style.</li> <li>• Demonstrate flexibility in working patterns and practices and ability to respond to change.</li> <li>• Ability to accept challenge and to challenge others in a constructive and considered manner.</li> <li>• Ability to work autonomously as well as part of a team, to prioritise own work in a dynamic work environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Specialist knowledge of a wide range of project management procedures and techniques, and project management knowledge up post graduate diploma or equivalent level</li> <li>• Educated to degree level plus post graduate diploma in PRINCE2 professional project management methodology qualification or demonstrable knowledge and experience.</li> <li>• Demonstrate strong analytical and judgment experience and knowledge in data analysis, interpreting complex facts and using information.</li> <li>• Proven track record in project planning, organisation and co-ordination of complex activities, including the adjustment of project</li> </ul>

<ul style="list-style-type: none"> <li>• Encouraging self &amp; others to make realistic self-assessments of their knowledge and skills and challenge any complacency or actions that are not in the interest of the public and/or people using the services.</li> <li>• Communicate professionally and with empathy in potentially demanding and challenging situations.</li> <li>• Flexible, enthusiastic, and committed outlook.</li> </ul>	<p>plans to achieve objectives, targets and project management quality standards.</p> <ul style="list-style-type: none"> <li>• Demonstrable experience of successful project management and learning gained across a broad portfolio of projects, ideally within the public sector or large, complex organisations.</li> <li>• Facilitation experience and knowledge of facilitation techniques in the running of stakeholder workshop events.</li> <li>• Experience of working with a variety of stakeholder groups in and across large organisations.</li> <li>• High level of numeracy, analytical experience and knowledge and ability to handle complex information.</li> <li>• Evidence of recent and on-going C.P.D. / Learning.</li> <li>• Proven track record and significant experience of successful partnership working.</li> <li>• Proven track record in using confidential &amp; commercially sensitive information.</li> <li>• Knowledge of National and Local NHS structure, policy and strategic initiatives.</li> <li>• Knowledge of how NHS providers are commissioned to deliver services.</li> <li>• Professional curiosity and an enquiring mind with proven experience of continual improvement.</li> <li>• Skills and experience in process mapping utilising relevant software.</li> <li>• Physical skills obtained through practice include advanced keyboard and mouse skills to facilitate the use of computer applications. Utilisation of projection and presentation equipment including video conferencing.</li> </ul>
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Excellent communication and relationship management skills. Able to communicate at all levels of the organisation, provide and receive complex</li> </ul>	<ul style="list-style-type: none"> <li>• Required to present relevant information to large groups using appropriate media and techniques. The presentation media may include PowerPoint presentations or the production of documents or leaflets to effect</li> </ul>

information that may be sensitive or contentious to some stakeholders.

- Provides and receive highly complex, sensitive, or contentious information to ensure that the appropriate agreement or co-operation required to deliver projects is achieved. This information is used to develop project plans and associated documentation and for planning and monitoring.
- Advises Project Boards, Project Teams and staff of the importance of complex projects; negotiates with and motivates site staff on project delivery, including linking in with other initiatives.
- Communicates very sensitive information about performance and change; makes formal presentations to large groups.
- Excellent relationship management and influencing skills.
- Possess strong analytical and judgment skills; highly competent interpreting complex facts, assessing and comparing information.
- Required to carry out impact assessment on options in relation to budgets, staff and other resources, timetables, and quality of outcomes.
- Interpretation of the impact of project changes in relation to agreed levels of tolerance on current project activities, resources (both staff and budgetary), quality and acceptability of outcomes and timescales.
- Appraisal of resources required to complete the project within the 'Cost, Time, Quality' triangle and therefore the calculation of the project budget.
- Make recommendations where there are conflicting views on the projects and where there

communication to staff, patients and the public affected by the projects.

- Project support in relation to the procurement process of goods and services. Development and implementation of project communication plans.
- Negotiating and influencing change by working with diverse stakeholder professional groups and organisations
- Light physical effort is necessary for this post including periods of driving in all weathers.
- Ability to travel between venues and the use of you own car for work purposes.
- Aware of own strengths and development needs.
- Highly developed presentation skills.
- To work unsupervised in an autonomous manner.
- Plan and organise a broad range of complex activities adjust plans on an on-going basis. Agree these plans with the Project Boards in light of strategic and operational project goals.
- Supporting the development of business cases to Trust standards
- Planning includes task identification, duration, resource requirement and determination of critical path to determine project length. Additional work on contingency planning and risk and issue analysis
- The plans must be clearly and concisely presented in project documentation including project mandates, project initiation documents, highlight and checkpoint reports, GANNT charts and PRINCE2 standard reports.
- Project planning should encompass all aspects of the project, adjusting if targets are not met. This must be reflected in assessments on budgets and other resources being reported accordingly and reflected in the project plan.
- Responsible for policy implementation and development of project management service.
- Proposes changes to new products, systems, reporting.

is a need to make decisions on complex issues.

- Highly proficient planning and organisational skills and demonstrable ability to plan and organise a broad range of activities, including the adjustment of project plans to achieve objectives, targets and project management quality standards.
- Excellent knowledge of Microsoft Office, with expertise including MS Teams, Project Management software.
- Experience of coordinating and leading meetings.
- The ability to prioritise own workload and prioritise and manage multiple projects, including competing priorities.
- Facilitation technique skills.
- Proven team worker with ability to motivate others.
- Development and maintenance of Issue and Risk logs that detail potential issues and risks with respective actions.
- Individuals are responsible for the delivery of all aspects of projects' planning activities and products, both long term and day-to-day.
- Individuals are required to manage time planning, estimation and allocation of resources including staff, budgetary control and prioritisation of workload within projects.
- All spending must be agreed within project plans, monitored and variance outside of set tolerances reported to the Project Boards.
- Frequent requirement to travel between sites.

- Required to handle multiple projects or work packages and the appropriate budgets as identified in the produced business cases.
- Responsible for project documentation to support project administration to PRINCE2 and Trust standards.
- Responsible for introducing, adapting and improving systems to input, store and disseminate information used in statistical analysis; responsible for one or more information systems for collection of performance/statistical/epidemiological information.
- Assist with the definition and delivery of communications strategies.

Responsible for project information systems to ensure the accurate documentation, reporting and audit of projects  
Physical – The role is desk based with requirement to attend meetings throughout the working week.

Frequent high levels of concentration is required for drafting project documentation and project plans, checking documents, writing reports and protocols and analysing statistics. Dealing with interruptions relating to staffing or project issues.

Multiple projects at different phases require multi-tasking and responsiveness to change.

Dealing with deferred achievement over long-term projects.

Frequent Concentration is required when analysing statistical information, interruptions from customers; there is a requirement to concentrate for long periods on complex data analysis.

Occasional distressing or emotional circumstances in relation to change management issues relating to staff roles, functions and working practices. There is a need to be sensitive to the actual and perceived impact of the projects on staff, patients and the public.

## About the role – linking with our 4 Leadership Behaviours



### ENGAGING PEOPLE/WORKING TOGETHER

- Able to negotiate conflicting priorities, taking account of available skills within the team.
- Liaise and work collaboratively with other professionals; Provide effective liaison and relationship management with people at all levels, including a broad range of key internal and external stakeholder organisations,
- Arrange and participate in internal and external meetings or events which may involve complex or sensitive subject matter. Make a difference by contributing to and enabling the work of the members.
- Manage and communicate information, risks, issues, and dependencies, including briefings and reports to project leads, project teams, sponsors, and a range of internal and external staff.
- Deliver presentations on progress in the delivery of individual projects and the overall programme.
- Demonstrate understanding of the wider health economy strategic plans.
- Practice the ability to persuade and influence staff on to facilitate successful projects and programmes delivery.
- Support the development of internal and external communications where required by regular contact with the teams, stakeholders, and communications team.
- Ensure that service users remain at the center of all decision making.
- Lead specific portfolio of projects. Engage with staff in different situations to improve our partnership working.
- Participate in our leadership model, supervision, and appraisal processes.

### BEING AUTHENTIC

- To ensure accurate, current records are maintained and audited.
- Participate in bid development, writing, presentation, and other business development opportunities.
- Encourage openness and honesty in self and others.
- Lead specific pieces of working, holding Strategy & Partnerships Team and others to account for their delivery in these projects.
- Acknowledge and take responsibility for errors to develop practice and harness the learning both locally and across the organisation.
- Undertake complex and detailed information analysis of specific projects/reports requiring high levels of concentration.
- Ensure that data collected is analysed, reported by the team as appropriate and monitor the processing of data and information.



## TAKING RESPONSIBILITY

- Ensure that project documentation completed to a high standard and in line with Trust project governance. Ensure project documentation is up to date and progress reports are provided to accountable groups in a timely manner.
- Ensure projects risks, opportunities and issues are appropriately managed in line with the Trust risk assurance framework. Log and encourage lessons learned and organisational learning.
- Provide assurance to various stakeholder groups. This will include monitoring progress against plans and providing the test and challenge to those responsible for the delivery of project benefits.
- Support delivery of Strategy & Partnerships team objectives and its work portfolio.
- Take responsibility for the demands of your own workload, the needs within the Strategy & Partnerships Team and organisation. You will plan your own workload, manage your time effectively, prioritise workload appropriately and use your own initiative when non-routine situations arise.
- The post holder will demonstrate excellent project management knowledge, qualifications, experience, and skills.
- Act as a role model to colleagues from across NHFT.

## EMBRACING CHANGE









- Manage time and resource effectively, taking account of multiple needs.
- Develop, implement, and evaluate proposals, bid documentation and opportunities.
- Participate in changing practice in order to improve care and outcomes.
- At all times enable support NHFT's vision to be a leading provider of outstanding, compassionate care.



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## Benefits

Find out more about us at [www.nhft.nhs.uk](http://www.nhft.nhs.uk)

Salary 	Location of work 	Permanent/fixed term 								
<b>Agenda for Change, Band 6</b> You will be paid on the 27 <sup>th</sup> of each month. If this date falls at a weekend you will be paid on the Friday before this date.	Remote working form home, However, however, you will be expected to flex across both Northamptonshire and Leicestershire (and occasionally further afield) to meet service needs.	<b>This is a permanent position.</b>								
Hours/pattern of work 	Annual leave and bank holiday entitlement 	 Pension entitlement								
37½ hours per week normally worked as Monday-Friday. There may be very occasional weekend working. You may be asked to participate in the Trust on-call rota. Any additional payments are in line with Agenda for Change. Amendments to normal working patterns can be made in line with the flexible working procedure after 26 weeks employment.	<table><tr><td>Length of service</td><td></td></tr><tr><td>On appointment</td><td>27 days + 8 days</td></tr><tr><td>After five years' service</td><td>29 days + 8 days</td></tr><tr><td>After ten years' service</td><td>33 days + 8 days</td></tr></table>	Length of service		On appointment	27 days + 8 days	After five years' service	29 days + 8 days	After ten years' service	33 days + 8 days	Details on the benefits of the NHS Pension Scheme can be found here:  <a href="https://www.nhsbsa.nhs.uk/nhs-pensions">https://www.nhsbsa.nhs.uk/nhs-pensions</a>
Length of service										
On appointment	27 days + 8 days									
After five years' service	29 days + 8 days									
After ten years' service	33 days + 8 days									
Health and Wellbeing  Because your health matters too	Learning and Development 	Equality and diversity 