

JOB DESCRIPTION AND PERSON SPECIFICATION

Maternity Project Manager

BAND 8a

Job Title: Maternity Neonatal Project Manager

Band: Band 8a

Team: Chief Nursing Officer

Directorate: Nursing & Safeguarding

Responsible to: Head of Maternity Programmes

Location: Usual office base: Unex Tower (Stratford)

But required to work at any establishment at any time throughout the duration of their contract, normally within the location of the ICB

Staff will be supported to work from home subject to the requirements of the role.

Context of the role

Leading and supporting continuous improvement in quality and efficiency of maternity and neonatal services across NEL.

The Senior Project Manager will support the transformation of Maternity & Neonatal projects/ programmes across North East London Local Maternity System (LMNS). The post holder will be accountable to the LMNS for delivering on a number of complex projects as part of the Long-Term Plan (2019), Three Year Delivery Plan, Better Births (2016) NCCR. This includes working in a wider partnership with a broad range of stakeholders across an Integrated Care System, putting women and their families at the centre of any service development, or initiatives.

Role specific duties and responsibilities

The post holder will undertake the following duties and responsibilities

- Project management for the Neonatal workstream
- Collect, monitor and report on neonatal metrics for NE London.
- Monitoring and Supporting the LMNS in delivering recommendations at National, Regional and local levels including meeting requirements relating to the Ockenden recommendations, CNST.
- Lead on reviewing and updating NE London LMNS policy and guidelines related to the neonatal workstream. Chair System call where required
- Support and Monitor implementation of neonatal In-utero transfer guidance across the system
- Support the implementation of the ATTAIN framework
- Providing professional support to the Heads of service and Clinical Directors in relation to neonatal services.
- Support the implementation of the Saving Babies Lives Care Bundle (SBLCBv2) in relation to this workstream e.g. the pre-term birth workstream

Key Relationships

The post will require extensive, constructive relationships to be established and maintained both within north east London and with the wider context of maternity. These will include:
NEL ICS: Clinical SRO for maternity, Chief Nurse and the NEL LMNS Stakeholders, including the chairs of the local MVPs.

A broad range of internal and external stakeholders, including Directors of maternity, maternity service users, maternity service providers, maternity voice partnerships, commissioners, the local voluntary and charity sector, the Regional maternity team (London), London Clinical maternity network, UCLP Mat Neo Sip and the National Maternity Transformation Programme.

Management and Leadership Responsibilities

- Lead and project manage the agreed programme of work liaising with the individual providers and ELHCP as required. This requires the ability to work in a matrix management structure leading a broad range of complex activities.
- To liaise proactively and appropriately with senior managers across the partner organisations to conduct impact analysis of changes including quality and equality impact assessment to ensure changes are managed effectively.
- Provide direction to project team members and others required to support delivery of work stream priorities.
- Lead project group meetings including administration and chairing of the group where required.
- Plan and lead workshops to design and review service changes, bringing together diverse groups of staff to design and motivate the group to deliver change.
- Provide rapid feedback to teams as changes are implemented; facilitate adjustments to plans in where required.
- Manage risks associated with programme delivery and benefits realisation.
- Analyse and synthesise data from a wide range of sources including qualitative and quantitative data relating to performance, compliance, experience and other aspects of service delivery.
- Present highly sensitive and contentious information to a variety of audiences including staff at all levels. Navigate contentious issues in a sensitive manner, showing empathy and understanding, balancing the human dimensions of change with the business needs.
- To liaise proactively and appropriately with senior management teams across the partnership to develop and execution of communication plans to ensure consistent messages are used to drive improvements and service change.
- Agree and develop project tracking metrics including process, outcome balancing measures, to show impact of changes and track progress against objectives.
- Coordinate production and maintenance of supporting project documents
e.g. monitoring reports, project plans, driver diagrams and action plans.
- Conduct all activity with an awareness of the potentially sensitive and/or contentious nature of information about service user, staff, other organisations and work processes.

Planning and Organisational Responsibilities

- To liaise proactively and appropriately with East London partners to design and deliver sector wide, strategic change programmes.
- Communicate effectively with a wide range of stakeholders, service leads, Women's groups and clinicians across the east London local maternity system, and ICS.
- Support the ELLMS meetings including the preparation of meetings
- To negotiate and influence diverse groups of stakeholders to implement agreed programmes of work and service changes
- Contribute to the strategic planning of Team projects, identifying interdependencies across projects/functions, potential impacts on wider organisation, resource requirements and building in contingency and adjustments as necessary.
- Contribute to the development of performance and governance strategies and the development and implementation of improvement programmes, in accordance with the ICB
- Contribute to short, medium and long-term business plans, achieving quality outcomes.

Policy and Service Development Responsibilities

- Responsible for proposing and drafting changes, implementation and interpretation to policies, guidelines and service level agreements (SLA's) which may impact service.
- Proposes changes to own function making recommendations for other service delivery.

Research and Audit Responsibilities

- Drafting reports summarising status on issues, appraising outcomes, and providing progress reports for the Directorate leads
- Collate as required, qualitative and quantitative information and lead appropriate analysis to develop robust business cases and contribute to project 'products'.
- Analyse, interpret and present data to highlight issues, risks and support decision making.

Education and Training Responsibilities

The post holder will need to maintain a good knowledge of emerging policies from government departments for example pensions, change management, constitution. This will assist in the thinking and definition of the strategy discussions for the Network and stakeholder

The post holder is required to follow all ICB policies and procedures which are regularly updated including (but not limited to):

Confidentiality / Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) 2005, post holders must apply the ICB's FOI procedure if they receive a written request for information.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the ICB's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the ICB's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the ICB to be mandatory.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

Smoking Policy

It is the ICB's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within ICB buildings and vehicles.

Equal Opportunities, Respect and Dignity at Work

The ICB is committed to equality of opportunity & diversity in the workplace; all managers and staff are responsible for ensuring that this is delivered in practice.

The ICB is equally committed to respect for other people and all managers and staff are expected to be clear of what is expected of them and for ensuring that they commit to this policy in their day to day working life. All staff are issued with a Standards of Business Conduct setting out the organisation's expectations. Managers are also issued with a Code of Conduct reflecting the Department of Health's requirements on NHS Managers.

The ICB will not tolerate any forms of bullying or harassment in the workplace. Everyone has a personal responsibility to seek to improve their own and colleagues working lives to create a healthy and productive working environment.

Sustainable Development

We recognise the impact that our ICB has on the environment and the strong links between sustainability and the health of the population. Although we are small employers we aim to embed sustainability throughout the organisation and need the help of our staff to deliver our ICB's sustainability improvements, (e.g. waste management). Staff should be aware of the importance of sustainability and the ICB's obligation to ensure (where appropriate) they can make a positive contribution to this in all areas of their work.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Person Specification

Factors	Description	Essential	Desirable	Assessment*
Education & Qualifications	Educated to master's level or equivalent level of experience of working at a senior level in the workstream specialist area.	√		A/C
	NMC registered midwife or nurse with a neonatal background	√	√	A/C
Knowledge & Experience	Extensive knowledge of the workstream specialist areas, acquired through post graduate diploma or equivalent experience or training plus further specialist knowledge or experience to master's level equivalent	√		A/I
	Evidence of post qualifying and continuing professional development in the workstream specialism	√		A/C/I
	Must understand the background to and aims of current healthcare policy in London and appreciate the implications of this on engagement.	√		A/I
	Strong background in Programme and Project management, both experience and methodology	√		A/I
	Should have an appreciation of the relationship between the Department of Health, the Strategic Health Authority and individual provider and commissioning organisations	√		A/I
	Experience of managing and motivating a team and reviewing performance of the individuals.	√		A/I
Skills & Abilities	Must be able to provide and receive highly complex, sensitive or contentious information, negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups	√		A/I
	Negotiate on difficult and controversial issues including performance and change.	√		A/I
	Problem solving skills and ability to respond to sudden unexpected demands	√		A/I
	Ability to analyse complex facts and situations and develop a range of options	√		A/I

	Comprehensive experience of project principles techniques and tools such as Prince 2 and Managing Successful Projects		√	A/I
	Must be able to prioritise own work effectively and be able to direct activities of others.	√		A/I
	Experience of working in a busy environment	√		A/I
	Adaptability, flexibility and ability to cope with uncertainty and change	√		A/I
	Willing to engage with and learn from peers, other professionals and colleagues in the desire to provide or support the most appropriate interventions	√		A/I
	Professional calm and efficient manner	√		A/I
	Effective organizer, influencer and networker	√		A/I
	Demonstrates a strong desire to improve performance and make a difference by focusing on goals.	√		A/I
	Completer/Finisher	√		A/I
	Working knowledge of Microsoft Office with intermediate keyboard skills.	√		A/I
	Needs to have a thorough understanding of and commitment to equality of opportunity and good working relationships both in terms of day-to-day working practices, but also in relation to management systems for London	√		A/I
	Previously responsible for a budget, involved in budget setting and working knowledge of financial processes	√		A/I
*Assessment will take place with reference to the following information A=Application form I=Interview C=Certificate				