

Job Description and Person Specification

Working in partnership

The Royal Wolverhampton NHS Trust
Walsall Healthcare NHS Trust



Care Colleagues
Collaboration Communities

Vision

Our vision is to 'To deliver exceptional care together to improve the health and wellbeing of our communities'. Our vision has been updated to reflect the closer working of our organisations and to focus on our core purpose of improving the health and wellbeing of our communities.

A vision is more than a few words – it reflects our aspirations, helps to guide our planning, support our decision making, prioritise our resources and attract new colleagues.

Strategic Aims and Objectives

Our strategy is based around four strategic aims - referred to as the Four Cs.



Care	Excel in the delivery of Care	
Colleagues	Support our Colleagues	
Collaboration	Effective Collaboration	
Communities	Improve the health and wellbeing of our Communities	

Our strategic aims reflect our four key areas of focus and consider the key influences from the environment within which we operate.

Our aims incorporate feedback from colleagues working for both organisations as well as the public and external stakeholders, e.g. the Integrated Care Board and other providers.

Our strategic aims are underpinned by strategic objectives (detailed later in the document) – these are more specific measures which we use to judge our achievement.

Job Description

1. Job Details

Job Title:	Project Manager
Band:	Band 7
Reports to (Title):	Lead for Service Efficiency
Trust Website:	www.royalwolverhampton.nhs.uk
Directorate:	Chief Operating Officer
Department / Ward:	Service Efficiency and Delivery
JD Number:	4986
DBS Check Required	• No DBS

2. Job Summary

The Project Manager role is responsible for co-ordinating a key strategic project as part of the Trust's Transformational Programme, as well as supporting and monitoring delivery of the cost improvement plans. This is a key role in helping the organisation achieve a fit and sustainable future.

The Project Manager is responsible for the day to day management of a project; start up, maintaining, supporting, facilitating, monitoring progress, closing and evaluating the work streams.

Transformational Projects will include complex multi-dimensional project strands that will have wide reaching impact across the organisation. This role will manage the delivery of such projects, including changing demands and pressures that may impact delivery.

The post holder is required to develop subject matter expertise to provide support and interpretation across the Trust.

The Project Manager will be based within the Programme Management Office and will be responsible for the delivery of a complex Transformational Project. They will report into a Programme Manager and Programme Board who will provide the relevant support and guidance.

Whilst this is not a clinical role, the emphasis will be on managing projects which may contain clinical elements and which require communication & interaction with all levels of clinical and non-clinical staff.

It is essential that the postholder must be able to build a strong relationship with the Project Executive Director and Lead Clinician to ensure clarity of direction, priority and pace of decision making.

3. Main Duties and Responsibilities

MAIN DUTIES

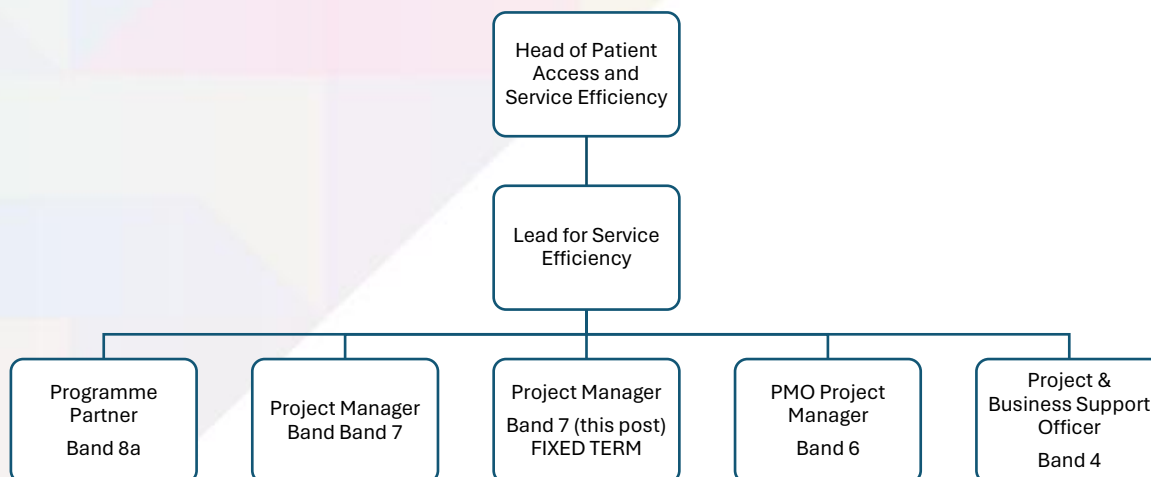
- Work with programme manager to deliver identified project objectives.
- Regular dialogue with stakeholders to identify potential cost improvement schemes.
- Co-ordinate the assessment of the scheme's financial value, quality benefits and key risks to delivery
- Develop the project plan, identifying resource requirements, investment needs, milestones, owners, KPIs, engagement and communication strategies.
- Challenge divisions on their project plans and ensure maximum value is identified and targeted within resource constraints.
- Ensure that plans are worked up in good time and that the pipeline of schemes meets with the requirements of the project planning lifecycle.
- Throughout delivery monitor progress and work with stakeholders to ensure actions are completed on time and in budget, escalating any issues and offer solutions to potential risks and issues.
- Ensure the value from the project is clear and the valuation methodology is able to separate out improvements from those associated with other schemes.
- To provide regular feedback and update on reports, issues and risks to programme board

- Review project success, identifying lessons learned and next steps to deliver further value to the Trust.
- Establishing, monitoring and reporting on budgets and milestones against the implementation plan.
- Identify the need for and propose service changes that impact beyond own area of influence.

COMMUNICATION

- Provides and receives sensitive, complex and potentially contentious information.
- Uses persuasive negotiating, empathetic and reassurance skills.
- Experience of talking to large groups, both staff and senior management, including formal presentation skills.
- To be able to respond rapidly and professionally to challenging and difficult scenarios, recommending appropriate action and implications of decision.
- To be able to command respect and demonstrate model leadership skills and behaviours as an example of best practice.

4. Organisational Chart



This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

Infection Prevention

Maintain a current knowledge of infection prevention and control practices and policies through annual mandatory updates and role specific training.

Demonstrate a current knowledge of infection prevention and control practices through the delivery of clinical care and maintenance of a safe environment in accordance with infection prevention and control practices and policies. Take part in infection prevention initiatives in the local area. Challenge infection prevention practices, reporting breaches using relevant Trust policies as appropriate (e.g. incident reporting policy).

Equal Opportunities Policy

It is the aim of the Trust to ensure that no job application or employee receives less favourable treatment on grounds of sex, disability, age sexual orientation, race, colour, nationality or ethnic or national origins or is not placed at disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunity Policy and it is for each employee to comply with and contribute to its success.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors, to observe obligations under organisational and departmental Health and Safety Policies, maintaining awareness of safe practices and assessment of risk.

Data Protection

If required to do so, to obtain, process and/or use information held on computerised or manual records in a fair and lawful way in line with the Data Protection Act 2000. To hold data only for specific purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations, as instructed.

Customer Care

It is the aim of the hospital to provide patients and other service users with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and other service users first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

Safeguarding

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures, and Trust and Wolverhampton Safeguarding Children Board and Safeguarding Adults at Risk requirements.

Smoking Policy

The Trust provides a smoke-free work environment.

Confidentiality

The Trust is fully committed to encouraging its staff to freely contribute views on all aspects of health service activities, especially those on delivery of care and services to patients. However, you shall not, either during or after the end of your employment (however it is terminated), divulge to any unauthorised person confidential information relating to the Trust. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Your obligations of confidentiality under this clause shall not prevent you from raising genuine concerns about healthcare, or a belief that criminal conduct, breach of a legal obligation, health and safety breaches or damage to the environment has been, is being, or is likely to be committed, or any information tending to show any of the above has been, is being, or is likely to be, deliberately concealed, provided that such disclosure is made in good faith and in accordance with the provisions of the Public Interest Disclosure Act 1998 and the Trust's Policy on Raising Concerns at Work-Whistle Blowing Policy, a copy of which is available from the Human Resources Department.

Development

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular appraisal with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

NHS Constitution

The Constitution establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another.

All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

Criminal Records

DBS required:

This role is an 'exempt position.' This means it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. When appointing to an exempt position we are legally permitted to obtain a standard or enhanced check through the Disclosure and Barring Service (known as a DBS check). Any request for such a check must comply with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (the Exceptions Order) and/or the Police Act 1997 (as amended). For applicants being recruited from overseas there is a requirement for us to obtain an overseas police certificate or certificate of good conduct. There are other circumstances where this might also be required, i.e. where a UK citizen has visited any other countries for an extended period of time. We will explain any such requirements to you if this applies. All overseas certificates are issued in line with the disclosure rules according to the issuing country.

DBS not required:

This role is a non-exempt position. This means it is covered by the provisions outlined in the Rehabilitation of Offenders Act 1974. In such cases, we are only permitted to obtain a basic disclosure through the Disclosure and Barring Service (DBS). For applicants being recruited from overseas there is a requirement for us to obtain an overseas police certificate or certificate of good conduct. There are other circumstances where this might also be required, i.e. where a UK citizen has visited any other countries for an extended period of time. We will explain any such requirements to you if this applies. All overseas certificates are issued in line with the disclosure rules according to the issuing country.

Sustainability and Net Zero

The Royal Wolverhampton NHS Trust is committed to sustainability and to reducing the environmental impact of its operational activities whilst supporting the NHS aim to sustainable healthcare delivery and becoming a Net Zero Carbon organisation. As a public funded organisation, we have an obligation to operate in a way that impacts the communities we serve in a positive manner. The Trust is committed to ensuring effective and efficient use of resources to support building healthy and resilient communities. All employees are expected to support the Trust sustainability commitment, the

implementation of the Trust Green Plan and other initiatives to reduce its carbon emissions to achieve net zero by 2045.

Think twice before printing!

AfC Person Specification

This document describes the qualities required for a post-holder that are not captured by the JD.

Specification	Description	Rating – Essential (E) or Desirable (D)	Method of Assessment – Application Form (AF) / Interview (Int.) / Presentation (P) / Test (T)
Qualifications <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here).</i>	<ul style="list-style-type: none"> Educated to degree level or equivalent demonstrable experience. 	E	AF
	<ul style="list-style-type: none"> Prince 2 Foundation level or equivalent project management experience knowledge to post graduate diploma. 	E	AF and Int.
	<ul style="list-style-type: none"> ECDL or equivalent qualification/experience in use of Microsoft Office suite. 	E	AF
Experience / Skills <i>(Type and level of experience required to fulfil duties).</i>	<ul style="list-style-type: none"> Demonstrable experience of working in a complex change environment with multiple stakeholders and securing their engagement to deliver change. 	E	AF and Int.
	<ul style="list-style-type: none"> Able to collect, collate multi-stranded data from a variety of sources. Regularly analysing highly complex and detailed information. 	E	AF and Int.
	<ul style="list-style-type: none"> Proven strong organisational, project management and time management skills. 	E	AF and Int.
	<ul style="list-style-type: none"> Proven ability to engage all stakeholders and include the right tasks in the work breakdown structure of a project plan. 	E	AF and Int.
	<ul style="list-style-type: none"> Ability to prioritise workload of others while balancing own workload(s). 	E	AF and Int.

	<ul style="list-style-type: none"> • Experience of influencing staff at all levels to ensure that all members of the team including users and stakeholders own project objectives. • Experience of working across organisational boundaries to achieve results. • Detailed knowledge of the NHS & implementation of projects in a hospital environment. 	E	AF and Int.
		D	Int.
		D	Int.
Communication Skills <i>(Indication type of communication and audience, e.g. face-to-face with patients, presentations to colleagues, etc.)</i>	<ul style="list-style-type: none"> • Very good interpersonal and communication skills • Ability to communicate confidently with staff at all levels, including Senior Management and at Board level meetings. • Must have excellent presentation and report writing skills. • Skilled in negotiation and influencing techniques including the ability to challenge 	E	AF and Int.
		E	Int.
		E	AF and Int.
		D	Int.
Flexibility <i>(Note here any flexibilities required by the post, e.g. Shift Working required, new tasks may need to be undertaken frequently).</i>	<ul style="list-style-type: none"> • Adaptable, flexible and innovative approach to work • Flexibility to attend occasional meetings and events at evenings and weekends as the role demands • Attend meetings off site as required 	E	Int.
		D	Int.
		D	Int.
Other <i>(Any other key issues not recorded elsewhere in JD or person spec).</i>	Maintain a positive and enthusiastic attitude towards tasks and their goals	E	AF and Int.

I understand and accept my accountabilities and responsibilities as outlined in this job description, person specification.

	Designation	Name	Signature	Date
Post Holder				

Manager				
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