

Job Title: Transformation Co-ordinator
(Place/Primary Care)

Band: Band 5

Responsible to: Deputy Place Transformation Director

Accountable to: Place Partnership Director

Location: Hybrid working including home and office location. The post holder may be required to work at any establishment at any time throughout the duration of their contract, normally within the Place designated, or as set out under the terms of their contract.

1. Job Summary

- Support transformation initiatives within the Nottingham and Nottinghamshire Integrated Care System (ICS), focusing on Place and Primary Care transformation.
- Coordinate and assist in the implementation of strategic projects aimed at improving and better integrating health and care services.
- Facilitate partner engagement and communication as part of work programmes to gather input, feedback, and support for transformation activities.
- Assist in the development and maintenance of project documentation, including plans, reports, and presentations.
- Collaborate closely with team members (including other Place Teams from across the ICS) and partners to ensure coordinated and integrated approaches to transformation.
- Contribute to data collection, analysis, and interpretation to inform decision-making and evaluate the impact of initiatives.
- Participate in team meetings, workshops, and forums to share information, exchange ideas, and contribute to problem-solving.
- Continuously seek opportunities for learning and development to enhance skills and knowledge related to Place and Primary Care transformation.

2. Key Responsibilities

- Support transformation initiatives within the Nottingham and Nottinghamshire ICS, particularly focusing on Place and Primary Care transformation.

- Dependant on size and complexity of projects, the post holder may be project lead or support to other team members.
- Assist in the administrative coordination of transformation projects and other team responsibilities, including arranging meetings/workshops/events, maintaining project documentation, and liaising with partners.
- Provide logistical support for team activities, such as arranging venues, equipment, and materials for meetings, workshops, and events.
- Support the coordination and monitoring of transformation projects, assisting with the development of project plans, timelines, and deliverables.
- To support the review of services and development of intelligence to help identify improvement opportunities.
- Help track project progress, identify potential risks or issues, and contribute to problem-solving and decision-making as needed.
- To assist with the development of business cases, service change review papers, service specifications and evaluations
- Help maintain positive relationships with partners, responding to inquiries, requests, and feedback in a timely and professional manner.
- To develop and maintain working knowledge of national/local strategic drivers and be aware of the evidence base.

3. Key Working Relationships

- Develop strong working relationships with peers in other Place and Primary Care Teams
- Work effectively with the relevant ICB colleagues in central teams
- Work closely with clinical colleagues, including Place Clinical Leads, PCN Clinical Directors, GPs, wider Primary care staff and clinical and professional staff from Place Partner organisations.
- Work effectively with colleagues within system programme governance structures, namely SRO and Programme Leads
- Work effectively with a variety of Place Partners including voluntary and community sector and local authorities.
- Close liaison with the Communications and Engagement colleagues within the ICB and PBP on public relations and marketing activities

4. Functional Responsibilities

4.1 Project Management

- Support the scoping of projects, gathering information and intelligence as required from a range of information sources

- Support project governance processes by assisting in the drafting of Data Protection Impact Assessments (DPIA), Equality Impact Assessments (EQIAs) and Service Change papers.
- Support the coordination and monitoring of transformation projects, assisting with the development of project initiation documents, plans, timelines, and deliverables.
- Help track project progress, identify potential risks or issues, and contribute to problem-solving and decision-making as needed. Provide timely and accurate updates to the project lead or relevant senior responsible officer (SRO)
- Assist in the collection, analysis, and interpretation of data related to transformation projects, helping to identify trends, patterns, and areas for improvement.
- Support in project evaluations, gathering all available data and providing analysis and recommendations about the success of the initiative.

4.2 Financial Resources

- Support project leads and SROs by contributing to financial analysis as part of projects and programmes to understand project costs, savings, and financial risks.
- Help identify products, equipment, services, and facilities for assigned activities. Placing orders and keeping mindful of budget limitations.

4.3 Staff Management

- Provide training, advice, and support on own area of responsibility.
- Support training and induction of new and existing staff.
- Participate in the recruitment process of support staff/ student placements.

4.4 Information Management

- Develop and maintain information databases to support team processes.
- Work with SAIU colleagues and partner organisations to request and receive data to support team objectives.
- Support the creation of reports summarising the status of issues and providing progress reports as requested.
- Assist in the collection, analysis, and interpretation of data related to transformation projects, helping to identify trends, patterns, and areas for improvement.
- Contribute to the development of performance metrics and indicators to measure the impact and effectiveness of transformation initiatives.
- Maintain administrative and information resources.

4.5 Research and Development

- Undertake auditing of projects, services, and initiatives.
- Carry out web based and publications research.
- Actively supports and contributes to the development of key performance indicators for the successful assessment of performance.

4.6 General

- Work with the principles of equity, integration, and prevention at your core.
- Deliver against agreed objectives and outcomes and within the timescales agreed.
- Organise meetings or events and assist in the diary management requirements of individuals in connection with portfolio of work.
- Propose changes to own project, service, initiative work, informing project leads and SROs and make recommendations for more effective delivery.
- Contribute to the review and development of existing project information management systems and contribute to the development of an integrated approach to project management.
- Commitment to learning and development, with a willingness to acquire new skills and knowledge related to health and social care transformation.
- Undertake matrix working and work flexibly supporting the wider place and primary care teams where required to achieve the best outcomes for patients.

Person Specification

Transformation Coordinator Band 5

Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description	Essential	Desirable	Assessment
Knowledge, Training and Experience	Educated to degree level in relevant subject or equivalent level of experience of working at a similar level in a related area.	X		A/I/C
	Knowledge of administrative procedures, project management or information analysis	X		A/I
	Basic knowledge of		X	A/I

	<p>project principles.</p> <p>Basic understanding of financial analysis and budget management to support project leads in assessing project costs, savings, and financial risks.</p> <p>Previous experience working in a health or care setting or delivering transformation projects.</p> <p>ECDL or equivalent</p> <p>Experience in coordinating and monitoring project activities, tracking progress, and identifying potential risks or issues.</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>A/I</p> <p>A/I</p> <p>A/I/C</p> <p>A/I</p>
Skills	<p>Strong organisational skills with the ability to maintain project documentation and provide timely updates to project leads.</p> <p>Excellent time management skills with the ability to re-prioritise.</p> <p>Problem solving skills and ability to respond to sudden unexpected demands.</p> <p>Demonstrated ability to work effectively within a team environment, collaborating closely with peers, clinical colleagues, and other stakeholders to achieve common goals.</p> <p>Excellent verbal and written communication skills to engage with partners, facilitate engagement, and respond to inquiries or feedback professionally.</p> <p>Communication skills to deal with</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

	complex and sensitive information and administrative matters, requiring developed interpersonal and oral/ written communication skills	X		A/I
	Ability to pull together comprehensive draft reports, data, and letters. Negotiating, networking and persuasive skills	X		A/I
	Skills for manipulating information. Advanced keyboard skills, use of a range of software. Advanced keyboard skills required where there are narrow margins of error	X		A/I
General	Ability to work on own initiative and organise own workload with minimal supervision working to tight and often changing timescales.	X		A/I
	Demonstrated commitment to working with the principles of equity, integration, and prevention at the core of all activities.	X		A/I
	Commitment to continuous learning and development, demonstrating a willingness to acquire new skills and knowledge relevant to health and social care transformation.	X		A/I

***Assessment will take place with reference to the following information**

A=Application form

I=Interview

T=Test

C=Certificate