

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Project Manager – 6 months Fixed term / Secondment
<b>BAND:</b>	7
<b>DEPARTMENT:</b>	Newham CAMHS
<b>DIRECTORATE:</b>	Specialist Services
<b>REPORTING TO:</b>	General Manager
<b>ACCOUNTABLE TO:</b>	Associate Director

### JOB SUMMARY

This is an exciting opportunity for a skilled project manager who is passionate about improving services for staff and service users. The post-holder will bring experience of working with mental health services, service re-design and improvement methodologies and will be confident in working across organisational boundaries to deliver projects to time and budget.

The post-holder will provide hands on support with project management and operational management of Newham (CAMHS).

The post-holder will work closely with the General Manager and Operations and Transformation manager for the co-ordination and delivery of a program of service projects including development of processes and protocols to support the operational and clinical delivery of Newham CAMHS.

The post-holder will be expected to operate effectively in a flexible and demanding environment and will be responsible for the delivery of the agreed projects.

### MAIN DUTIES AND RESPONSIBILITIES

Key responsibilities	<ul style="list-style-type: none"> <li>To lead on agreed time limited projects as well as provide operational support to the General Manager and Operations manager with said projects.</li> <li>To lead project partners in the delivery of the plans, allocating tasks as appropriate, identifying risks, issues and dependencies, considering best practice and current options and ultimately making decisions in the best interest of the project.</li> <li>To be responsible for a high standard of work supporting the delivery of the projects on time, to quality standards and in a cost-effective manner.</li> <li>To provide support to the Operations and Transformation manager with recruitment to ensure Budget Authorisation Forms are submitted and vacancies are advertised in a timely manner.</li> <li>Support Administrative team with supervision and appraisals where required.</li> <li>To support the Operations Lead on Subject Access Requests for Service users, reporting to SARs Trust lead.</li> </ul>
----------------------	--

	<ul style="list-style-type: none"> <li>To co-ordinate and consolidate NH CAMHS' operational policy including an organisational chart and lead of the delivery of an online induction programme for new starters.</li> <li>To support monitoring of compliance with mandatory training.</li> <li>To provide operational support to the General Manager in improving the service delivery and maintenance of sites in collaboration with staff in the estates department.</li> <li>To attend and contribute towards relevant meetings and other forums as appropriate.</li> <li>To provide support to the senior management team member in the development and establishment of new services.</li> <li>To provide support to the senior management team in ensuring that all operational processes and systems are in place.</li> <li>To provide support in ensuring adherence to the relevant policies and procedures of NH CAMHS and ELFT.</li> <li>To provide support with ensuring that NH CAMHS' information systems are kept current and up to date.</li> <li>To demonstrate an ongoing commitment to personal and professional development.</li> </ul>
Key Working Relationships	<ul style="list-style-type: none"> <li>Associate Clinical Director</li> <li>Psychological Therapies Lead</li> <li>General Manager</li> <li>Operations and Transformation Manager</li> <li>Clinical Team Leaders</li> <li>Various departments/teams within ELFT e.g. The Healthroster team, Estates, Finance etc.</li> </ul>
Other	<ul style="list-style-type: none"> <li>To exercise a high level of autonomy and initiative, making decisions and judgements related to the projects.</li> <li>To manage and prioritise own workload.</li> <li>To always maintain confidentiality as the individual projects may involve the provision and receipt of complex/sensitive information and data.</li> <li>To manage unpredictable situations, conflicting priorities and find solutions to problems as they arise.</li> <li>To ensure that serious or untoward incidents and any other incidents or complaints are reported through the appropriate mechanisms.</li> <li>To be aware and act in accordance with the relevant policies and guidelines of NH CAMHS and ELFT.</li> <li>Any other tasks or duties commensurate with the role.</li> </ul>

Human Resources	<ul style="list-style-type: none"> <li>Due to the requirements of the role, a Disclosure and Barring Service (DBS) clearance must be obtained by the organisation. Please be aware that from 12 October 2009 anyone who is included in the Independent Safeguarding Authority (ISA) barred lists will commit the new offence if they engage, or seek or offer to engage, in the regulated activity from which they are barred.</li> </ul>
-----------------	---

#### JOB DESCRIPTION AGREEMENT

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the post-holder.

<b>Statement on Employment Policies</b>	
In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-	
<b>Health and Safety</b>	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
<b>Equal Opportunities</b>	<p>ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p>
<b>Dealing With Harassment/ Bullying In The Workplace</b>	<p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Dignity at Work Policy.</p>
<b>No Smoking</b>	To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'
<b>Alcohol</b>	To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.
<b>Confidentiality</b>	<p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&amp;T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
	To maintain the confidentiality of all personal data processed by the

<b>General Data Protection Regulation (GDPR)</b>	<p>organisation in line with the provisions of the GDPR.</p> <p>As part of your employment with East London Foundation Trust, we will need to maintain your personal information in relation to work on your personal file. You have a right to request access to your personal file via the People &amp; Culture Department.</p>
<b>Safeguarding</b>	<p>All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.</p>
<b>Service User and Carer Involvement</b>	<p>ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.</p>
<b>Personal Development</b>	<p>Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.</p>
<b>Quality Improvement</b>	<p>The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance.</p>
<b>Professional Standards</b>	<p>To maintain standards as set by professional regulatory bodies as appropriate.</p>
<b>Conflict of Interests</b>	<p>You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.</p>
<b>Risk Management</b>	<p>Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.</p>
<b>Personal and Professional Development/Investors in People</b>	<p>The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.</p>
<b>Infection Control</b>	<p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities: Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy. Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	Project Manager – 6 months Fixed term / Secondment
<b>BAND:</b>	7
<b>DEPARTMENT:</b>	Newham CAMHS
<b>DIRECTORATE:</b>	Specialist Services
<b>REPORTING TO:</b>	General Manager
<b>ACCOUNTABLE TO:</b>	Associate Clinical Director

ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTON METHOD (S/I/T)
<b>Education/ Qualification/ Training</b>	<ul style="list-style-type: none"> <li>Educated to postgraduate level or equivalent level of experience in management</li> <li>Evidence of professional development</li> <li>Project Management Qualification</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> <li>D</li> </ul>	<ul style="list-style-type: none"> <li>S</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum of 2 years' experience in a senior admin role or similar, managing projects and teams/individuals</li> <li>Service management and implementation of operational processes and systems</li> <li>Experience of successfully managing projects to time and on budget</li> <li>Experience of working with key partners and stakeholders across organizational boundaries</li> <li>Experience of managing recruitment processes</li> <li>Psychological therapies/mental health</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> <li>E</li> <li>E</li> <li>E</li> <li>D</li> </ul>	<ul style="list-style-type: none"> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> </ul>
<b>Skills, Abilities and Knowledge</b>	<ul style="list-style-type: none"> <li>Communication skills – Ability to provide, receive and interpret complex information</li> <li>Ability to extract data in order to create performance reports</li> <li>Ability to plan and deliver policy and procedure</li> <li>Ability to co-ordinate consolidate complex information</li> <li>Ability to travel occasionally, using public</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> <li>E</li> <li>E</li> <li>E</li> </ul>	<ul style="list-style-type: none"> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>S/I</li> <li>I</li> </ul>



	<p>transport</p> <ul style="list-style-type: none"> <li>• Ability to manage unpredictable workloads and frequent demands on concentration and attention</li> <li>• Ability to lead and facilitate decision making processes</li> <li>• Ability to demonstrate excellent interpersonal skills in varied settings</li> <li>• Knowledge of equal opportunities, confidentiality and consent issues</li> <li>• Report writing and presentation skills including computer literacy</li> <li>• Knowledge of current legislation and initiatives within health</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• D</li> <li>• D</li> </ul>	<ul style="list-style-type: none"> <li>• S/I</li> <li>• S/I</li> <li>• S/I</li> <li>• S/I</li> <li>• I</li> <li>• S/I</li> </ul>
--	--	--	--

S: Shortlisting I: Interview T: Test