

## NHS Midlands and Lancashire Commissioning Support Unit – Job Description

### Project Manager – Band 6



#### Who we are and what we offer

NHS Midlands and Lancashire (ML) is part of the NHS family, both ‘of’ and ‘for’ the NHS and are pivotal in supporting major improvements in health and wellbeing for organisations across our partner Integrated Care Systems (ICSs) and their populations. We are integral to the healthcare systems we work in partnership with, and our philosophy is to face every new challenge and opportunity together with our partners. ML’s mission is to be a great place to work, to be great people to work with, striving to be better tomorrow than we are today.

**NHS Horizons** (hosted by MLCSU) exists to improve the effectiveness and sustainability of large-scale change initiatives across the health and care system in England. We do this by working in partnership with local, system-level, regional and national teams, and organisations. We focus our efforts on complex challenges that span traditional organisational boundaries and involve sectors across the health and care landscape.

Horizons’ expertise and experience as a partner in large scale change and system interventions spans but is not limited to leadership development, organisational development, networks, and rapid insight. The mechanisms we use include, **convening spaces and communities (virtually and face to face) for sense-making** enabling learning that can inform the co-design and implementation of large-scale change and enable opportunity to create, test, and share innovative approaches that release creative thinking for effective change. **Bespoke strategic design and facilitation** to focus the work on developing shared purpose, combining frameworks, models, and approaches to be most effective. **Connecting the system to more of itself**, building relationships, and shared understanding to sustain change. **Gathering insights** from the emerging evidence enabling us to learn with our partners in real-time, uncovering new resources and knowledge.

**Our Horizons vision is to be the partner of choice with people leading change for a better future.**



## Our values

We live and work in line with our organisational values. They underpin who we are and how we build relationships both within our organisation, and with our clients, partners and the patients we serve.

We strive to achieve excellence in everything that we do, where everyone matters: our patients, our clients and you.

Our success is based upon the quality and skills of our staff. We put in a lot of effort to ensure they are happy, fulfilled, supported, and valued for their contributions to the overall aims and we are also focused on reducing our carbon footprint and delivering our services sustainably.



## How we work

At MLCSU we embrace a flexible and agile working style that balances the needs of you as an individual, the team and our services. Your formal base will be remote unless you choose to work from Wellington House, Waterloo, London. You must work at least 2 days a week from the London office to receive London weighting (AfC).

Horizons is a team that places great emphasis on relationships and shared working and learning. We operate in the most part remotely and we create opportunity to regularly connect both weekly and monthly to share, learn and grow together. We create time and space to focus on how we operate effectively as a team and how we choose to operate effectively as individuals, and we are dedicated to bringing Equality, Diversity and Inclusion (EDI) to life in all of our work and supporting personal growth and development. We do deliver events in person around the country, which would occasionally require overnight stays.



## A day in the life of a Project Manager

As a Project Manager, you will support the design, implementation and management of a complex and politically important two-year commission with Sport England. The aim of this commission is to make physical activity the norm for the prevention and management of long-term conditions in the health system, taking a systems change approach.

The programme objectives that you will support on a daily basis are to:

- Align internal NHS England programmes with other national agencies
- Envision the future role of Physical Activity in delivering NHS priorities
- Strategically position Physical Activity within the development of Integrated Care Systems
- Support local systems and places in the delivery of physical activity for health improvement.

A key element of the programme is the convening and development of a national network of organisations working to connect physical activity and healthcare. The project manager will play a core role in developing the maturity of this network to help members contribute to the overall goals of [Sport England's Uniting the Movement strategy](#).

Here's an idea of how you might spend your time:

### **Stakeholder Engagement**

Communication is vital. You'll regularly connect with both internal and external stakeholders, building and nurturing relationships with project partners and members of our national network. You'll lead meetings and discussions, facilitating collaboration and the exchange of knowledge to drive the NHS and Sport England's missions forward. We do lots of our stakeholder management online, so you'll be frequently setting up and managing large MS Teams meetings and utilising functions such as breakout rooms, and getting creative with interactive on line tools such as Mentimeter, Mural and Canva.

### **Network Convening**

Manage and support the leadership of the National Physical Activity and Healthcare community of practice which brings together organisations from across physical activity and healthcare. You'll organise meetings and workshops to encourage collaboration and knowledge sharing. You will need to remain agile to support the evolving needs of the network.

### **Project & Event Management**

Each day, your role involves coordinating, planning, and scheduling various projects and events from start to finish. You'll keep a close eye on project progress, milestones, and deadlines, ensuring everything is on track and addressing any challenges that may arise. Flexibility is key, as you might need to adjust project plans to meet changing requirements as the day unfolds. You will be the key event organiser for our collaborative work, whether they are hosted in person or online.

## **Strategic Planning**

Present the complex physical activity and healthcare landscape in “plain English” standards to a range of audiences. This will include checking documents and contribute to the writing of policies, procedure, workflow documents, reports or project plans on national physical activity and health policy and strategy.

## **Research and Analysis**

Part of your daily routine involves researching industry trends and best practices related to physical activity and healthcare. You'll analyse data and information to inform your decision-making, helping shape our work.

## **Support for other NHS Horizons Programmes**

Collaboration is key in this role. You'll work across our team and support the delivery of multiple projects. Your expertise in project management will support organisational objectives and ensure cross-fertilisation of your learning in the physical activity space.

## **Staff Wellbeing and Commitment to Equality, Diversity and Inclusion**

You'll actively promote staff wellbeing and a healthy work-life balance. Your support includes support to colleagues, ensuring they can perform at their best in a flexible and accommodating work environment. A key aspect of your role involves actively promoting and working towards our organisation's Equality, Diversity, and Inclusion (EDI) goals, contributing to a more inclusive and diverse environment for all.

## **Personal Profile Development**

Building your personal and professional profile is essential. You'll engage with social media platforms to share insights, thought leadership, and relevant content. Networking with industry leaders, both within our team and externally, is part of your daily efforts to reach a wider audience.



## **Key relationships**

### **Internal**

- Your role will report to our Delivery Manager who focuses on Physical Activity and Musculoskeletal health commissions.
- Your role is within our Delivery team, and you will work closely with our Strategic Advisor and Head of Insight and Impact alongside the Delivery Manager on the Physical Activity commission.
- You will have the opportunity to work with all team members and we come together monthly in person to connect, share and learn.

## External

- Active Partnerships National Team
- Activity Alliance
- National Academy for Social Prescribing
- National Centre for Sport and Exercise Medicine
- NHS England
- Office for Health Improvement and Disparities, Department for Health and Social Care
- Richmond Group of Charities
- Royal College of General Practitioners
- Sport England
- ukactive



## Opportunities for personal development and learning

MLCSU recognise that you deserve to develop your unique skill set. We encourage our staff to adopt a culture of learning to continually evolve and develop the organisation.

We invest in our staff with formal learning and professional development opportunities alongside regular learning opportunities within team days, team meetings and on the job learning. Your line manager will have regular 1-1 meetings with you where you can discuss these.

## NHS Midlands and Lancashire Commissioning Support Unit – Person Specification

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Each quality will be assessed in your application form (A), interview (I), test (T) or certificate (C).

	Essential	Desirable	How this will be assessed
<b>Your experience</b>	Senior administration/coordinator/ event management experience with technical experience of using MS Teams.	<ul style="list-style-type: none"> <li>Experience of working in transformation, large scale change or and/or physical activity space.</li> </ul>	A/I/T
<b>Your qualifications</b>	Educated to degree level in relevant subject or equivalent level of experience of working at a similar level in specialist area.	<ul style="list-style-type: none"> <li>Further training or significant experience in project management.</li> </ul>	A/I/T/C
<b>Your skills, knowledge and competencies</b>	Demonstrates adept planning, organisational, and judgmental skills, coupled with a proactive and innovative approach. Excel as a clear communicator, proficient in writing, report writing, and presentation, with a knack for nurturing key relationships and maintaining networks.	<ul style="list-style-type: none"> <li>A good understanding of the health, social care, physical activity and sports environments and roles and responsibilities within them</li> </ul>	A/I/T
<b>Your personal qualities</b>	Able to work on own initiative, organising and prioritising own and others workloads to changing and often tight deadlines. <ul style="list-style-type: none"> <li>An ability to maintain confidentiality and trust.</li> <li>Professional, calm, and efficient manner.</li> <li>Commitment to continuing professional development.</li> <li>Positive and flexible approach to work.</li> <li>Inquisitive.</li> </ul>		A/I/T

**Your personal qualities**

Commitment to continuing professional development.