Job Description

Job title:	Cancer Surveillance Project Manager
Division:	Cancer Services/GI Services
Board/corporate function:	Various
Salary band:	6
Responsible to:	Senior Project Manager
Accountable to:	Divisional Manager for GI Services
Location:	UCLH sites

University College London Hospitals NHS Foundation Trust

University College London Hospitals NHS Foundation Trust (UCLH) is one of the most complex NHS trusts in the UK, serving a large and diverse population.

We provide academically-led acute and specialist services, to people from the local area, from throughout the United Kingdom and overseas.

Our vision is to deliver top-quality patient care, excellent education and world-class research. We provide first-class acute and specialist services across eight sites:

- University College Hospital (incorporating the Elizabeth Garrett Anderson Wing)
- National Hospital for Neurology and Neurosurgery
- Royal National Throat, Nose and Ear Hospital
- Eastman Dental Hospital
- Royal London Hospital for Integrated Medicine
- University College Hospital Macmillan Cancer Centre
- The Hospital for Tropical Diseases
- University College Hospitals at Westmoreland Street

We are dedicated to the diagnosis and treatment of many complex illnesses. UCLH specialises in women's health and the treatment of cancer, infection, neurological, gastrointestinal and oral disease. It has world class support services including critical care, imaging, nuclear medicine and pathology.

UCLH is an NHS Foundation Trust comprising: University College Hospital (incorporating the Elizabeth Garrett Anderson Wing, the Macmillan Cancer Centre and University College Hospital at Westmoreland Street), Royal London Hospital for Integrated Medicine, Royal National Throat, Nose and Ear Hospital, National Hospital for Neurology and Neurosurgery at Queen Square and Cleveland Street, Institute of Sport, Exercise and Health, Hospital for Tropical Diseases, The Eastman Dental Hospital.

1

Cancer Surveillance Project

The development of a robust integrated tracking system for patients requiring surveillance post cancer treatment is a top priority for the Trust. Working closely with the Electronic Health Record Team and tumour site leads, UCLH need to design, build, test and implement an Epic module for the tracking of cancer patients post treatment. We need to capitalise on our digital investment and capability to deliver transformation for this cohort of patients.

Job Purpose

The post holder will play an instrumental role in delivering the cancer surveillance programme, alongside ensuring UCLH delivers the benefits from its EHRS programme. This is an exciting opportunity to work at the heart of UCLH to improve cancer patient pathways across multiple tumour sites and support the Executive Board in delivering its vision for a world class hospital.

Key Working Relationships

Reporting to the Transformation Senior Project Manager, the post holder will be required to work with:

- UCLH management and leadership teams
- Clinical and operational staff throughout UCLH, including administrative staff
- EHRS programme and OD leads
- Stakeholders on specific projects, including patients, staff and external stakeholders, e.g. commissioners, STP partners and colleagues across NCL.

The post holder may be responsible for the line management of administrative staff involved in the cancer surveillance programme.

Key Results Areas

The key results areas for this post are;

- To support operationally critical projects related to transformation of services at UCLH, including the implementation of an integrated cancer surveillance system
- Successful implementation of allocated projects and initiatives, which deliver the planned benefits in accordance with the programme targets
- Working collaboratively across the Trust to devise strategies and recommendations to deliver improvements in Trust-wide cancer operations (and where applicable administration), identifying improvement opportunities and seeing these through the project lifecycle, i.e. project initiation, delivery, mobilisation and review

UCLH is an NHS Foundation Trust comprising: University College Hospital (incorporating the Elizabeth Garrett Anderson Wing, the Macmillan Cancer Centre and University College Hospital at Westmoreland Street), Royal London Hospital for Integrated Medicine, Royal National Throat, Nose and Ear Hospital, National Hospital for Neurology and Neurosurgery at Queen Square and Cleveland Street, Institute of Sport, Exercise and Health, Hospital for Tropical Diseases, The Eastman Dental Hospital.

2

Main Duties and Responsibilities

Project and planning responsibilities

1. Plan and organise a range of complex projects related to UCLH transformation, in particular process change and improvement for cancer surveillance.

2. Carry out project planning, identifying all activities, setting milestones and identifying activity owners.

3. Monitor and track project progress against plans, making adjustments if targets are not met, and providing recommendations for adjusting plans, strategies or programmes to the relevant governance forums.

4. Record, monitor and follow up project risks and issues on a timely basis, escalating to the senior project manager where required.

5. For each project analyse complex facts or situations, interpreting a range of information to formulate recommendations or propose solutions related to the project.

6. User project management experience and expertise to continuously improve the approach to project management and delivery.

Communication and relationships

1. Build effective working relationships with divisions and other stakeholders using well developed communication skills to negotiate and influence senior leaders.

2. Work closely with managers and staff in divisions to identify issues with project delivery and identify improvements that promote standardisation at an organisational level.

3. Deliver training related to projects and processes across the Trust as required, as well as formal presentations to large groups about the project(s).

4. Communicate regular project updates and risks to divisions and other delivery stakeholders which would involve imparting sensitive and complex information.

5. Persuade project boards and staff of the importance of the project, negotiate with divisions to secure support and resources for admin related projects, motivating them to be involved and provide input where needed.

Manage programme risks and issues, maintaining logs and communicating escalations clearly

1. Manage the project risks and issues log, clearly communicating escalations to the PMO and programme leads as required.

UCLH is an NHS Foundation Trust comprising: University College Hospital (incorporating the Elizabeth Garrett Anderson Wing, the Macmillan Cancer Centre and University College Hospital at Westmoreland Street), Royal London Hospital for Integrated Medicine, Royal National Throat, Nose and Ear Hospital, National Hospital for Neurology and Neurosurgery at Queen Square and Cleveland Street, Institute of Sport, Exercise and Health, Hospital for Tropical Diseases, The Eastman Dental Hospital.

3

2. Work with the PMO, Programme Leads, Programme Managers & Executives to resolve and mitigate any challenges.

3. Escalate risks as appropriate to governing bodies and relevant stakeholders.

Manage delivery of and dependencies between each project/programme to ensure the project remains on track and to budget.

1. Identify and capture the detail of all interdependencies between projects.

2. Ensure these are managed and progress accurately reported.

3. Flag any risks associated with the delivery of each dependency.

4. Ensure all project/programme resources fall within the agreed spend on resources.

5. Report to Programme Managers and Senior Project Managers as required.

Team responsibilities

1. Oversee the day-to-day management of resources on projects.

2. Train, support and mentor other members of staff on project related activities as required.

3. Line manage administrative staff involved in the cancer surveillance programme.

Financial responsibilities

1. Act as the budget holder for projects, monitoring and reporting on spend against budgets and escalating an issues.

2. For all financial aspects of the role, manage and control the budget, being involved in the procurement of any services or supplies.

3. Authorised signatory for payments in relation to projects within agreed Trust limits. Ensure that all budgets are proactively monitored and reviewed in line with financial instructions.

4. Ensure that any businesses cases produced in support of investments/disinvestments are in line with Trust policy.

Operational responsibilities

1. Collaborate on the implementation of policies and procedures in relation to the delivery of projects.

2. Uses a range of IT applications to create reports and maintain project information.

Other responsibilities

UCLH is an NHS Foundation Trust comprising: University College Hospital (incorporating the Elizabeth Garrett Anderson Wing, the Macmillan Cancer Centre and University College Hospital at Westmoreland Street), Royal London Hospital for Integrated Medicine, Royal National Throat, Nose and Ear Hospital, National Hospital for Neurology and Neurosurgery at Queen Square and Cleveland Street, Institute of Sport, Exercise and Health, Hospital for Tropical Diseases, The Eastman Dental Hospital.

4

1. Be an expert user of a number of key trust systems especially those related to Epic, booking, outpatient clinics, appointment letters etc.

2. Undertake R&D activity as required by projects, especially during mobilisation and initiation phases.

General responsibilities

1. Maintain confidentiality at all times.

2. Adhere to the Trust's Dress Code policy, and ensure a smart and professional appearance at all times.

3. Work flexibly to cover all administrative areas as requested by the supervisor, including covering colleagues or periods of absence where appropriate and within the scope of capabilities.

4. Assist with the induction and orientation of new staff in the department, showing colleagues how to complete tasks associated with the role.

Other

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

You will be expected to actively participate in annual appraisals and set objectives in conjunction with your manager. Performance will be monitored against set objectives.

Our Vision and Values

The Trust is committed to delivering top quality patient care, excellent education and world-class research.

We deliver our vision through values to describe how we serve patients, their families and how we are with colleagues in the Trust and beyond.

We put your safety and wellbeing above everything

Deliver the best outcomes	Keep people safe	Reassuringly professional	Take personal responsibility

We offer you the kindness we would want for a loved one

Respect individuals	Friendly and courteous	Attentive and helpful	Protect your dignity

UCLH is an NHS Foundation Trust comprising: University College Hospital (incorporating the Elizabeth Garrett Anderson Wing, the Macmillan Cancer Centre and University College Hospital at Westmoreland Street), Royal London Hospital for Integrated Medicine, Royal National Throat, Nose and Ear Hospital, National Hospital for Neurology and Neurosurgery at Queen Square and Cleveland Street, Institute of Sport, Exercise and Health, Hospital for Tropical Diseases, The Eastman Dental Hospital.

5

We achieve through teamwork

Listen and hear	Explain and involve	Work in partnership	Respect everyone's time

We strive to keep improving

Courage to give and receive feedback	Efficient and simplified	Develop through learning	Innovate and research

Person Specification

REQUIREMENTS	HOW WILL CRITERIA BE ASSESSED? APPLICATION / TEST / INTERVIEW / REFERENCES				
	ESSENTIAL / DESIRABLE*	A	T	I	R
Knowledge & Qualifications					
Degree and / or an appropriate professional qualification or equivalent	E	X			
Masters qualification or equivalent (or working towards same)	D	X			
Project management knowledge acquired through a Project-management qualification or relevant experience	E	X			
Sustained record of continued professional development	E			X	
Experience					
Experience of managing complex, large-scale and high-profile projects	E	X		X	
Experience of delivering process improvement and transformation projects	E			X	
Experience in operating in and managing diverse multidisciplinary team	E			X	
Experience of working with and managing external consultants and third parties	D	X			
Experience of service improvement delivery	E	X			
Skills & Abilities					
Effective use of influencing, persuasion and	E	X		X	
Negotiation skills					

Very good written and verbal communication skills	E	X		X	
Analytical and data-evaluation skills, with the ability to solve complex problems	E	X		X	
Ability to present complex data in a clear and easily understood format – both verbally and in writing.	E	X		X	
Grasp of managing project finances and budgets	E	X		X	
Work well in highly sensitive and high pressure environments	E			X	
Ability to work flexibly in a fast-changing environment	E			X	
Ability to form excellent relationships with a wide stakeholder base	E	X		X	
Good organisational skills and abilities	E	X		X	
The ability and credibility to work co-operatively within senior management	E			X	
IT Literate	E			X	
Personal Qualities					
Strong team player with high energy level	E			X	
Self-motivated with a flexible and pro-active approach	E			X	
Other Requirements					
A commitment to promoting equality and diversity in the workplace and in service delivery and development	E	X		X	

uclh

UCLH is an NHS Foundation Trust comprising: University College Hospital (incorporating the Elizabeth Garrett Anderson Wing, the Macmillan Cancer Centre and University College Hospital at Westmoreland Street), Royal London Hospital for Integrated Medicine, Royal National Throat, Nose and Ear Hospital, National Hospital for Neurology and Neurosurgery at Queen Square and Cleveland Street, Institute of Sport, Exercise and Health, Hospital for Tropical Diseases, The Eastman Dental Hospital.

8