NHS England

Job description and person specification

GENOMICS RESEARCH PROGRAMMES MANAGER			
Job title	Genomics Research Programmes Manager	**Directorate**	Finance, Commercial and Specialised Commissioning Directorate
Pay band	AFC Band 8a	**Responsible to**	Genomics Research Programmes Lead
Salary	£50,952 – £57,349 exclusive of high cost area supplements	**Accountable to**	Deputy Director, Genomics Policy and Commissioning
Tenure	Fixed term position until 31/03/26.	**Responsible for**	Directly works as part of the Genomics Unit to support the development of Research Programmes in relation to genomics, including the Genomics England Generation Study, to be delivered in partnership with the NHS.
Funding Arrangements	Programme Funded	**Base**	Wellington House, London or Wellington House, Leeds. All post holders will also be required to travel throughout England
Our Organisation		**NHS England Values and Behaviours**	

MINDFUL EMPLOYER

POSITIVE ABOUT DISABLED PEOPLE

disability confident

Stonewall DIVERSITY CHAMPION

The NHS Long Term Plan focuses on delivering integrated care to patients at the local level and we can best support the NHS to deliver this as a single integrated organisation.

Our new operating model represents a strong shift to regional delivery supported by expert corporate teams. Local health systems are supported by our integrated regional teams who play a major leadership role in the geographies they manage.

We are jointly committed to creating and maintaining a fair and supportive working environment and culture, where contributions are fully recognised and valued by all and staff feel empowered to carry out their duties to the best of their abilities. As employers we are committed to promoting and protecting the physical and mental health and well-being of all our staff. This underpins our values as set out in the NHS Constitution, supports us to be an Employer of Choice and ultimately enables our employees to support the effective care of our patients.

The seven integrated regions of our joint enterprise will work with local systems to support and improve how care is provided to patients and communities. These regions will be supported by the corporate centre providing expertise and developing policy. The focus will be on guiding and managing the delivery of services through local integrated health systems, sustainability and transformation partnerships, and devolution areas.

Having listened to our staff over the last year, we aim to create a healthy and high performing organisation, underpinned by the NHS Constitution values:

- Working together for patients
- Respect and dignity
- Commitment to quality of care
- Compassion
- Improving lives
- Everyone counts

Our people all have a part to play in helping to shape and develop our culture and in embedding and living these values.

Our behaviours: leading by example:

- We prioritise patients in every decision we take.
- We listen and learn.
- We are evidence-based.
- We are open and transparent.
- We are inclusive.

We strive for improvement.

Service and team	About the role
The NHS Genomic Medicine Service (GMS): The GMS established in October 2018 is world leading and is the first healthcare system in the world to implement Whole Genome Sequencing (WGS) into routine care. This builds upon the NHS contribution to the 100,000 Genomes Project (the Project) and encompasses ongoing genomic projects inclusive of those emerging from the Life Sciences Industrial Strategy (LSIS) and those genomic projects linked to research and development both nationally and internationally. NHS England established a Genomics Programme coordinated and led by the Genomics Unit (GU) with four main delivery components:	The Genomics Research Programmes Manager will work closely with partnership organisations including Genomics England and NHS GMS Alliances to support the delivery of research programmes on behalf of the GU. The post holder will ensure the successful delivery of genomic research programmes, ensuring that each is supported by robust and structured programme management processes and that progress against each is reported in line with agreed governance structures. The post holder will: - Manage the interface between the GU and delivery of genomic research programmes including the Study across partner organisations, ensuring

- Policy and strategy (inclusive of genomic test evaluation and strategy), industry and academic collaborations (the latter in close collaboration with NIHR and the LSIS), partnerships (Genomics England and others), Department of Health and Social Care governance arrangements (incorporating the new Ministerial National Genomic Board) and international global health genomic collaborations (Global Genomic Medicine Collaborative, NIH sponsored IGNITE network, Global Alliance for Genomics & Health).

- Operational commissioning of Genomic Laboratory Hubs (GLHs) and of the overall GMS inclusive of Genomic Medicine Service Alliances and Clinical genomic services and the assurance of delivery.

- Genomic Projects inclusive of completing the NHS contribution to the Project and any new projects arising from the LSIS and from research and industry collaborations.
- Transformation developments including in data, digital and in informatics and in the supporting and underpinning workforce

The GU is in the Finance, Commercial and Specialised Commissioning Directorate and will work with all Directorates across NHS England to deliver the overall programme of work. The GU is responsible for the development of NHS England's strategies and policies for genomics and related issues such as personalised medicine, working closely with relevant National Clinical Directors, Chief Professional Officers and their teams, national Medical Director

that a high standard of reporting, decision-making, risk management and assurance is achieved.
- Support the GU research programme function and manage the delivery of specific research programmes, including working with Genomics England, the NHS GMS Alliances and key stakeholders across NHS England upon delivery of the Generation Study (the Study);
- Act as the lead point for all matters relating to the Study for the GU;
- Provide regular updates, presenting clear and accurate information, to senior managers and partners on progress across research programmes, including the Study;
- Embed the Study into the priorities and operations of the GMS Alliances and promote its strategic importance;
- Facilitate regular updates and discussions at meetings of the GMS People and Communities Forum, and other communications and engagement meetings as appropriate upon research programmes, including the Study;
- Support the development of briefing materials, reports and documents relating to research programmes, including the Generation Study, within required timelines;
- Work closely with the Genomics Research Programmes Lead to ensure alignment of genomics research partnerships, including the Study, to the development of overarching policies and strategies for genomics research programmes;
- Provide support on issues related to the Study and escalate to NHS England as appropriate, working closely with the GMS Alliances and other partner organisations to resolve;
- Attend and provide secretariat support where required to key research partnership governance groups including the Study Clinical Assurance Group, Strategic Implementation Group, Community of Practice and Partnership Group;
- Review, including with other members of NHS England, the impact of the Generation Study to understand the impact and identify timely interventions as required;

	• Ensure that genomic research programme plans are formulated, understood by stakeholders and delivered utilising available resources efficiently and effectively.
	• Establish and update highlight reports, risk registers, issue logs, milestone reports, project plans and other project documents, as required;
	• Support the Genomics Research Programmes Lead on the business planning processes, clearly identifying links to national, regional and local priorities and business objectives;
	• Support all necessary processes and procedures to ensure that genomic research activity complies with all regulatory requirements.
	The successful candidate will need to have the ability to work in a fast-paced environment, complete work requests at short notice on occasion and deliver to tight deadlines as well as understand some of the sensitivities in relation to the information that they handle and communicate with a wide range of senior level stakeholders.

Key Job specifics and responsibilities	Key accountabilities	

Improving quality and outcomes

- To support the delivery of projects related to NHS England's strategic approach to genomics and personalised medicine, aligned with specialised commissioning priorities and the delivery of the NHS Five Year Forward View.

- To work collaboratively across the NHS England matrix, including integrating the National Director's portfolio.

Enabling patient and public involvement

Key Functional Responsibilities

Operational

- To oversee team members to deliver requirements listed above and engage and liaise with key stakeholders, in particular;
- To support the delivery of day to day activities, projects and programmes
- To manage team and drive delivery of a range of business initiatives and projects
- To operate in a highly political and sensitive environment
- Support the portfolio of initiatives in demonstrating value for money for the current spend

- To act as a champion for patients and their interests and involve the public and patients in the policy development and decision-making of NHS England.
- To ensure all public and patient contact with the office is of the highest professional standard.
- To embed patient and public involvement within NHS England at all levels of decision making.

Promoting equality and reducing inequalities

- To uphold organisational policies and principles on the promotion of equality.
- To create an inclusive working environment where diversity is valued, everyone can contribute, and everyday action to ensure we meet our duty to uphold and promote equality.

Partnership and cross boundary working

- To support the management of project interdependencies within NHS England and wider stakeholders.
- To engage with critical stakeholders and managing relationships with them to ensure continued buy-in and support for strategy and policy projects
- To manage effective communications for strategy and policy projects – including delivering highly complex, sensitive or contentious messages through written and verbal presentations
- To influence senior leaders and stakeholders working on strategy and policy projects

Leadership for transformational change

- To monitor, interpret and quality assure progress against deliverables to NHS England that often require adjustments specifically in relation to the complex corporate business agenda, strategic objectives and the business planning process
- To develop business plans and provide expert strategic and policy advice and guidance on all areas of the National Director's portfolio

Project Management

- Lead the team in the delivery of project 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.
- Pro-actively manage stakeholders, respond to and resolve conflict when this arises through facilitation or other appropriate mechanisms.
- Be responsible for a high standard of work supporting the delivery of projects on time, to quality standards and in a cost-effective manner.
- Maintain the project initiation document and associated plans with regular team meetings to monitor progress and resources.
- Demonstrate effective stakeholder management.
- Support other project managers as and when required.
- Take into account the impact of any change the projects will have on the business and oversee handover of any products to ensure full ownership and buy-in within the business Advocate the projects at senior and executive levels and ensure active engagement and sponsorship within NHS as a whole.

Financial and Physical Resources

- To model a collaborative and influencing style of working, negotiating with others to achieve the best outcomes. Embedding this approach across the Directorate

Using insight and evidence for improvement

- Using agreed methodologies, including analytical and issue based problem solving and qualitative and quantitative analysis in the delivery of strategy and policy projects.
- Undertaking research and horizon scanning to identify trends and innovations in health and healthcare that can drive future improvements.

Developing an excellent organisation

- To ensure health, safety and wellbeing of all staff within the department.
- To ensure compliance with all confidentiality and governance requirements within the department.
- To adhere to the NHS Managers Code of Conduct and any other relevant professional codes of conduct at all times.

- Act in a way that is compliant with Standing Orders and Standing Financial Instructions in the discharge of budget management responsibilities, monitor expenditure on a regular basis.
- Budget holder for assigned function/team, budget setting with the Head of Department. Responsible for ongoing monitoring of expenditure against budget and ensuring the appropriate documentation is available for scrutiny.
- Identify products, equipment, services and facilities for assigned activities, achieving stakeholder buy-in as required. Placing orders and signing invoices.
- Responsible for making recommendations, providing advice and able to prepare strategic reports/briefings for the Head of Department, and relevant forums.

People Management

- Directly manages the team of staff, responsible for day to day work assigned to Team.
- Responsible for recruitment and selection.
- Responsible for undertaking appraisal and personal development and managing any employee relations issues.
- Forge close positive working relationships, in order to support an effective matrix approach to achieve NHS objectives.
- To support, motivate and develop people within the team.
- Managing third parties (such as consultants/interims) to ensure deliverables are met in a timely manner and within budget.

Information Management.

	- Drafting detailed reports summarising status on issues, appraising outcomes, and providing progress reports for the Head of Department - Collate as required, a range of information and lead appropriate analysis to develop robust business cases and contribute to project 'products' - Analyse, interpret and present data to highlight issues, risks and support decision making **Policy and Service Development**: - Responsible for proposing and drafting changes, implementation and interpretation to policies, guidelines and service level agreements (SLA's) which may impact service. - Proposes changes to own function making recommendations for other service delivery. - The post holder will need to maintain a good knowledge of emerging policies from government departments for example pensions, change management, constitution. **Research and Development** - Plan, develop and evaluate methods and processes for gathering, analysing, interpreting and presenting data and information - Co-ordinate Research & Development initiatives, delegating as appropriate. **Planning and Organisation**: - Contribute to the strategic planning of team projects, identifying interdependencies across projects/functions, potential impacts on the wider organisation, resource requirements and building in contingency and adjustments as necessary

	• Contribute to short, medium- and long-term business plans, achieving quality outcomes **Key Working Relationships** • Operate effectively in a flexible and demanding environment and proactively engage with key stakeholders. • Work effectively with a variety of external consultancies working on other projects and programmes within other NHS directorates as required. • Communicates and provides highly complex information to a wide range of internal and external stakeholders. (verbal, written and numerical) • Deal with resulting potentially aggressive/antagonistic situations as required. • Work and engage constructively with stakeholders on a range of business sensitive issues. • Nurture key relationships and maintain networks internally and externally. • Ensure close liaison with the Communications and Stakeholder team on public relations and marketing activities. • Apply a structured change management approach and methodology in relation to change management. • May deputise for the Head of Department as required.

Person specification		Essential	Desirable	Evidence*
Criteria		**Essential**	**Desirable**	**Evidence***
Qualifications	Educated to degree level in a relevant subject or equivalent experience of working at a senior level in specialist area.	√		A/I
Knowledge and Experience	[Insert job specific knowledge/experience requirements]	√		A/I
	Extensive knowledge of specialist areas acquired through post graduate diploma or equivalent experience or training plus further specialist knowledge or experience to master's level equivalent.	√		A/I
	Evidence of post qualifying and continuing professional development	√		A/I
	Comprehensive experience of project principles techniques and tools such as Prince 2 and Managing Successful Projects.		√	A/I
	Have an understanding of the background to and aims of current healthcare policy and appreciate the implications of this on engagement.	√		A/I
	Have an appreciation of the relationship between the Department of Health and individual provider and commissioning organisations.	√		A/I
	Experience of managing and motivating a team/virtual team and reviewing performance of the individuals.	√		A/I
	Experience of identifying and interpreting national policy.		√	A/I
	Member of relevant professional body.		√	A/I
Skills and capabilities	[Insert job specific skill requirements]	√		A/I
	Must be able to provide and receive highly complex, sensitive or contentious information, negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups.	√		A/I
	Ability to negotiate on difficult and controversial issues including performance and change. Ability to analyse complex facts and situations and develop a range of options	√		A/I

	Ability to make decisions autonomously, when required, on difficult and contentious issues where there may be a number of courses of action, working to tight and often changing timescales.	√		A/I
	Demonstrates a strong desire to improve performance and make a difference by focusing on goals.	√		A/I
	Must be able to prioritise own work effectively and be able to direct activities of others.	√		A/I
	Must be able to use initiative to decide relevant actions and make recommendations with the aim of improving deliverables and compliance to policies	√		A/I
Values and Behaviours	Commitment to and focused on quality, promotes high standards in all they do.	√		A/I
	Able to make a connection between their work and the benefit to patients and the public.	√		A/I
	Ability to operate in a value-driven style consistent with the values of the public services and specifically with the new organisational values	√		A/I
	Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others	√		A/I
	Values diversity and difference; operates with integrity and openness	√		A/I
	Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others.	√		A/I
	Consistently looks to improve what they do, look for successful tried and tested ways of working, and also seeks out innovation.	√		A/I
	Actively develops themselves and supports others to do the same.	√		A/I
	Needs to have a thorough understanding of and commitment to equality of opportunity and good working relationships both in terms of day-to-day working practices, but also in relation to management systems.	√		A/I
Other	Able to travel across various sites where applicable			

* Evidence will take place with reference to the following information:	
A	Application form
I	Interview
T	Test or Assessment
C	Certificate