

JOB DESCRIPTION

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| **JOB DETAILS**  |
| **Job Title**  | Project Team Manager |
| **Reports to**  | Therapy Services Manager  |
| **Band**  | Band 7 (Subject to consistency checking) |
| **Department/Directorate**  | Clinical Support and Specialist Services |

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| **JOB PURPOSE**  |
| The Project Team Manager will provide overall project management for a portfolio of quality improvement projects within stroke care. Devon Integrated Care System has been awarded funding for Catalyst Projects to test new ways of working within the stroke pathways, and the postholder will ensure the successful delivery and evaluation of these projects within the defined time and cost constraints, and to facilitate full realisation of benefits defined in the project outline. The post holder will manage project staff as required, and work with stakeholders across multiple sites and organisations across Devon. They will play a pivotal role in facilitating and monitoring progress of these multi-centre projects and will be responsible for supporting performance improvement, the management of the project documentation and progress reporting to NHSE. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * Lead the project management for the Stroke Reablement and Psychology Workforce projects, to ensure tasks/projects are planned, managed and delivered effectively.
* Oversee recruitment, contracting requirements, estates requirement, digital requirements, data management and quality assurance, managing project finances, and leading project governance and reporting to funders and stakeholders.
* Be responsible for the management of all project documentation and will conduct or oversee quality checks of data and documentation to support the delivery of projects.
* Define the scope, objectives and resources for each project in conjunction with the Project Leads.
* Where required, coordinate referral pathways from participating NHS trusts and volunteer databases.
* Be the main point of contact for answering project related queries and resolving any technical or administrative barriers to participation or delivery.
* Prepare for stakeholder and NHSE Project Reporting meetings: generate and update project management materials including; creating comprehensive project plans; producing and distributing minutes of meetings; monitoring and updating an action log; maintaining a risk register and issue log; developing and maintaining a communication strategy and plan.
* Highlight to the Project Leads any key risks or areas of concern, and identify actions to resolve potential problems.
* Support the facilitation of workshops and away days with relevant stakeholders to co-produce service design.
* Ensure compliance with all relevant Trust policies and procedures
* Critically evaluate the success of each project and own role in it in order to contribute to continuous improvement and development of project management best practice.
* Draft an evaluation report and business case on completion of the projects to present to the ICB and ISDN.
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| **KEY WORKING RELATIONSHIPS**  |
| Areas of Responsibility: Oversee the project management for the Stroke Catalyst Projects, monitoring the project deliverables. They will have direct responsibility for the project manager.No. of Staff reporting to this role: 1 The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media. Of particular importance are working relationships with:

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| **Internal to the Trust**  | **External to the Trust**  |
| * Therapy Service manager
* Project Leads
* Patients, families and carers
* Stroke Operational Managers
 | * ISDN Rehab Lead
* Stroke Association
* Mental Health Services
* Social Care
* NHSE
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| * Stroke/ Neuro Multidisciplinary Team
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| **ORGANISATIONAL CHART**  |
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| **FREEDOM TO ACT**  |
| * Work autonomously within general policies and procedures guided by relevant national policy and regulations and the Trust’s own policies in relation to leading the delivery of the Stroke Catalyst quality improvement projects.
* On a day to day basis the role is self-directed, broad objectives will be set but the post holder will be responsible for achieving these.
* Ensure delivery against objectives, achieving quality outcomes, prioritising own workload and working to tight deadlines by monitoring against KPIs.
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| **COMMUNICATION/RELATIONSHIP SKILLS**  |
| * Communicate with a range of senior stakeholders concerning their views in relation to complex projects/plans: persuading project boards and staff of the importance of complex projects, and negotiates with and motivate sites on project delivery, including linking in with other initiatives.
* Communicates very sensitive information about performance and change, presenting information in a variety of ways, including complex formal presentations to large groups.
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| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Analyse and compare complex project data and trends in order to interpret the impact of the projects.
* Make judgements where there are conflicting views on the project and there is a need to make decisions on complex issues.
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| **PLANNING/ORGANISATIONAL SKILLS** |
| * Track and report on project portfolio performance including progress and risks reporting across both projects providing a real-time, comprehensive, and prioritised view of all projects.
* Identify areas of the projects that are not performing as expected and develop possible solutions for discussion with the Project Team, adjusting the programme plan as appropriate.
* Establish a stakeholder management plan and implementation of the communication framework for the programmes of work.
* Manage their own day to day activities as well as delegating and re-allocating work to team members.
* Lead the planning and organising of a broad range of complex programmes which form part of the overall project plans to achieve project outcomes. The adjustments and formulation of these plans will have an impact beyond the post-holder’s own area of work.
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| **PATIENT/CLIENT CARE**  |
| * Coordinate and chair stakeholder events/meetings that involve patients and their carers, but will not be responsible for direct patient care.
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| **POLICY/SERVICE DEVELOPMENT**  |
| * Project management lead for the Stroke Catalyst Projects, developing and implementing policy within stroke care.
* Propose policy or service changes in conjunction with the programme board and workstreams, which have wider implications across the integrated care system.
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| **FINANCIAL/PHYSICAL RESOURCES**  |
| * Discuss and agree all major finance sign off with the project lead (who has ultimate responsibility for the delegated budget).
* Authorised signatory on project budgets with independent sign off of up to £1K per month.
* Assist with costing and projections and coordinate distribution of costs to project sites.
* Ensure internal and external financial reports are provided in a timely fashion, meeting the standards required by the stakeholders, in collaboration with the finance team and project lead.
* Promote organisational efficiency, demonstrate cost-effectiveness and develop and maintain a culture of financial control and financial awareness ensuring that project staff work within defined budget parameters.
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| **HUMAN RESOURCES**  |
| * Line manage project managers, dealing with disciplinary and grievance matters, sickness absence management, mentor and appraisal, performance and workload allocation with responsibility to ensure those individuals undertake the activities.
* Coordinate the recruitment of staff required for the projects.
* Manage and prioritise their own workload and those of the wider project team.
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| **INFORMATION RESOURCES**  |
| * Responsible for maintaining project information systems and collate information and opinions on project plans, gathering data in order to make decisions for the future.
* Input, store, modify, analyse, process and present the information using a range of IT applications.
* Develop reports based on relevant project information to use to inform key stakeholders of ongoing developments.
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| **RESEARCH AND DEVELOPMENT**  |
| * Occasionally undertakes complex surveys related to the projects.
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| **PHYSICAL SKILLS** |
| * Standard keyboard skills are required to produce reports, presentations and project plans.
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| **PHYSICAL EFFORT** |
| * Office based work involving sitting and standing, with little requirement of physical effort. Occasionally will be required to travel to other sites for meetings (monthly).
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| **MENTAL EFFORT** |
| * Frequent concentration required for checking documents, writing reports and protocols, and analysing data and statistics.
* Daily interruptions to deal with staff or project issues.
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| **EMOTIONAL EFFORT** |
| * Rare exposure to distressing situations, if needs to negotiate with stakeholders in difficult circumstances.
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| **WORKING CONDITIONS** |
| * Rare exposure to unpleasant conditions as predominantly office based/working from home, with occasional requirement to travel to visit other sites.
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| **OTHER RESPONSIBILITIES**  |
| Take part in regular performance appraisal.Undertake any training required in order to maintain competency including mandatory training, e.g. Manual HandlingContribute to and work within a safe working environment You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infectionAs an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.You must also take responsibility for your workplace health and wellbeing:* When required, gain support from Occupational Health, Human Resources or other sources.
* Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
* Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you.
* Undertake a Display Screen Equipment assessment (DES) if appropriate to role.
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| **DISCLOSURE AND BARRING SERVICE CHECKS**  |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL**  |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  |

PERSON SPECIFICATION

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| **Job Title** | Project Manager |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**Educated to degree level.Post-graduate diploma in project management or equivalent experience | XX |  |
| **KNOWLEDGE/SKILLS**Understanding of the principles and frameworks of successful project management from a support perspective.Significant knowledge of IT systems and software applications.Understanding of evaluating and measuring the performance of health services.A good understanding of the health and social care environment and roles and responsibilities within it.Prioritisation skills with ability to manage multiple strands of work.Clear communicator with excellent oral and writing, report writing and presentation skills; capable of constructing and delivering clear ideas and concepts concisely and accurately for diverse audiences and comfortably to large groups.  | XXXXXX |  |
| **EXPERIENCE** Facilitating focus/stakeholder groups.Demonstrable Project Management, Project Analyst or Coordinator experience.Demonstrated capability for problem solving, decision making, sound judgment, assertiveness and translate it into understandable knowledge.Evaluating and measuring the performance of health services, with ability to analyse and interpret information, pre-empt and evaluate issues, and recommend and appropriate course of action to address the issuesCommunications and stakeholder management. | XXXX  | X |
| **PERSONAL ATTRIBUTES** Strong relationship building and interpersonal skills for effective networking and team working.Able to work on own initiative, with good organisational skills and attention to detail.Independent thinker with demonstrated good judgement, problem-solving and analytical skills, who is able to work as a team member and respond to unexpected demands. | XXX  |  |
| **OTHER REQUIREMENTS** The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. Ability to travel to other locations as required.  | XX |  |

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|  | **FREQUENCY****(Rare/ Occasional/ Moderate/ Frequent)** |
| **WORKING CONDITIONS/HAZARDS** | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | N |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | x |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort  | Y | x |  |  |  |
| Mental Effort  | Y |  |  |  | x |
| Emotional Effort  | Y | x |  |  |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | N |  |  |  |  |