

JOB DESCRIPTION

Job Details:

Job Title: Neurosciences Project Manager

Band: 8a

Location: Norfolk & Norwich University Hospital

Department: Transformation

Managerially Accountable to: Operations Manager - Neurosciences

Professionally Accountable to: Project Lead – Consultant Cardiologist

Team Description

The role of Neurosciences Project Manager will be aligned to the Neurosciences team for line management. Additionally, the role will work with a selection of teams across the Trust all with named delegates, primarily this role will work with.

- Medicine Division
- Clinical Support Services Division
- Stroke
- Cardiology
- Radiology
- Finance
- Estates
- Procurement
- Transformation

Job Purpose:

The role is a fixed time position, accountable to the Project Lead in support of multiple projects and development areas in relation to stroke services at the Norfolk & Norwich University Hospital (NNUH), this includes but is not limited to;

- Development of the Mechanical Thrombectomy (MT) business case
- Implementation of the MT service
- Implementation of the Artificial Intelligence (AI) in stroke service
- Support the development of clinical pathways in relation to MT
- Support the development of neurosciences at the NNUH

The post holder role and function will be integral to the implementation of developmental stroke services at the NNUH. The post holder will provide leadership

and facilitation during the implementation and early benefits realisation phase of projects supporting transition into business as usual (BAU).

A milestone plan will be in place for the post holder upon commencement, but further plan development will be required to adjust to ongoing changes as and when they occur, this work will be completed in collaboration with the wider project teams' team.

The post holder will be comfortable steering the workload of the projects to achieve the delivery of agreed objectives and milestones and to ensure the team are not distracted by out-of-scope demands.

The post holder will have experience in project management and have knowledge of NHS operational delivery, with proven experience of supporting the delivery of projects spanning multiple business areas.

The post holder is expected to establish and maintain positive interpersonal relationships with other staff members characterised by trust, mutual respect, and open, honest communication.

The post holder will be comfortable chairing working group meetings as and when as a deputy to the Project lead.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Integrity, Dedication and Excellence and demonstrate behaviours that support and encourage an inclusive culture.

Scope and Range:

The post holder will report to the Project Lead and support the project teams to effectively finalise plans and implement the MT service and other stroke initiatives into BAU, whilst maintaining a strong relationship with the teams detailed earlier.

The portfolio for this post includes:

1. Responsibility for development and support in the sustainable delivery of implementation plans.
2. Deputise for the Project Lead at key governance meetings
3. Strong relationships with:
 - a. Senior Responsible Officer (Director of Strategy)
 - b. Divisional Management Teams (Chief of Division, Divisional Operations Directors, and Divisional Nursing/Clinical Support Director)

- c. Clinical teams
 - Stroke
 - Cardiology
 - Radiology
 - d. Project Team Members
 - Finance
 - Procurement
 - Estates
 - e. HR Business Partners
 - f. Information Service Team
 - g. Transformation Team
 - h. External partners
 - i. NHS England (NHSE)
 - ii. Cambridge University Hospital (CUH)
 - iii. Integrated Stroke Delivery Networks (ISDN)
4. The production of detailed project documentation to facilitate efficient and effective challenge of initiatives

Overview of Essential Responsibilities:

Planning, Development and Delivery:

1. Develop implementation plans and deliver projects, through agreed governance and process, including project documentation, quality impact assessment and measurable objectives which evidence significant financial improvement.
2. Provide project guidance and support for projects, including development and maintenance of project plans, project update reports and contributing to detailed reporting.
3. Provide subject matter expertise in project planning enabling project teams to develop realistic plans with regards to timescales, costs, and viability.
4. Ensure appropriate data collection systems are in place or established to ensure changes and improvements are evidenced based, tangible and can be monitored.
5. To develop and manage projects in accordance with agreed targets and milestones and produce a regular progress report highlighting areas of risk, slippage or issues requiring additional support.
6. Define, develop, and finalise implementation plans in conjunction with key stakeholders – under the direction of the Transformation Team and the Project Lead.

7. Prioritisation of workload to ensure all targets and objectives are met despite diverse pressures.
8. Ability to use a range of software packages at an advanced level.

Communication:

9. Ensure the Project Lead, chiefs of divisions and SRO receive robust, timely management information that will provide sufficient information to support informed decision-making or escalation.
10. Produce regular update reports and other presentations as requested by the Project Lead, NHSE and/or Executive team. This will involve the contribution to reports for external organisations and stakeholders.
11. Ensure communication is appropriate for target audiences. Make recommendations and present findings at all levels throughout the Trust and to external partners as required.
12. Identify, involve, and incorporate the views and needs of patients, the public and stakeholders and ensure their voices are evident in all stages of the work.

Line Management/Financial Management Responsibilities:

13. Provide ad hoc day to day management to Project Teams.
14. Act in a coaching role to project teams and operational staff on project delivery to increase the capacity and capability in relation to project delivery.
15. To raise awareness and provide specialist training, where appropriate, on project methodologies or the delivery of schemes within Divisions.
16. Demonstrate and role model behaviours aligned to the hospitals P.R.I.D.E value set:
 - **People-focused** - We look after the needs of our patients, carers, and colleagues to provide a safe and caring experience for all
 - **Respect** - We act with care, compassion and kindness, and value others' diverse needs
 - **Integrity** - We take an honest, open and ethical approach to everything we do
 - **Dedication** - We work as one team and support each other to maintain the highest professional standards
 - **Excellence** - We continuously learn and improve to achieve the best outcomes for our patients and our hospital

Specific Additional Responsibilities:

None.

Functional Requirements			
Direct face to face patient contact	No	Blood/body fluid exposure	No
Managing a team who hold professional registrations	No	Prevention and management of aggression	No
Exposure prone procedures (EPP)	No	Crouching/stooping or kneeling	No
Manual handling	No	Frequent hand washing/wearing gloves	No
Night working/shift work	No	Chemical sensitisers	No
VDU user	Yes	Noise	No
Driving patients	No	Other (please state)	No

Job Specification:

	Essential/ Desirable	Means of Assessment
		Application Form/ Interview/Test
Qualifications/training and professional development Educated to Masters level with a degree or significant equivalent level of experience and competency in delivering projects in a complex environment or across multiple localities/services/divisions Project management qualification, e.g. Prince 2 Practitioner qualification or similar recognised project delivery methodology Evidence of on-going personal and professional development	Essential	Application form/Interview
	Essential	Application form
	Desirable	Application form

Experience		
Substantial project management experience including management/leadership experience	Essential	Application form/Interview
Demonstrable knowledge and experience in delivering projects and ability to lead new ways of working	Essential	Application form/Interview
Personal resilience and determination to make a sustainable, tangible contribution to healthcare	Essential	Application form/Interview
Preparation of detailed project plans and experience of project management processes	Essential	Application form/Interview
Demonstrable experience and evidence of managing and communicating complex data	Desirable	Application form/Interview
Experience of working within a team to deliver successfully against objectives	Desirable	Application form/Interview
Knowledge and clear understanding of the current NHS plan deliverables, local delivery plans and the national modernisation agenda, with experience of interpreting and applying national guidance locally	Desirable	Application form/Interview
Experience of working with a wide range of internal and external stakeholders, at all levels	Desirable	Application form/Interview

Skills, abilities and knowledge		
Excellent verbal and written communication skills with an ability to communicate well with staff at all levels	Essential	Application form/Interview
Ability to work as part of a team or on own initiative	Essential	Application form/Interview
Demonstrate ability to plan, organise and prioritise workload according to the demands of conflicting and unpredictable requests, including the ability to delegate and complete projects	Essential	Interview
Demonstrate self-awareness and understanding of personal accountability	Essential	Application form/Interview
Ability to generate and present reports and documents	Essential	Interview
Demonstrate insight in the use of financial data to influence patient care and services	Essential	Interview
Ability to receive, interpret and communicate complex data, which requires analysis, interpretation and comparison of a range of options to drive financial improvement	Essential	Interview
Ability to apply project management methodologies to plan and implement financial improvement initiatives	Essential	Interview
Excellent communication skills, both written and oral in order to influence a wide range of stakeholders of the need for change, its benefits, and to report progress in a manner that inspires confidence	Essential	Interview
Breadth of ability across Access, Excel, Word and PowerPoint	Essential	Interview
Demonstrate initiative to deal with challenges	Desirable	Application form/Interview

Excellent numeracy skills	Essential	Application form/Interview
Excellent communication skills both oral and written	Essential	Application form/Interview
Knowledge and understanding of current NHS structures and health and social care delivery systems	Desirable	Application form/Interview

Attitude, aptitude		
Deal with frequent interruptions requiring changes within work patterns and be flexible and adaptable	Essential	Application form/Interview
Frequent concentration while work pattern unpredictable	Essential	Interview
Commitment and drive to deliver and continually improve a patient-centred service	Essential	Application form/Interview
Enthusiasm and commitment	Essential	Interview
Ability to problem solve and identify/promote solutions	Essential	Interview
Able to work on own initiative or as part of a team	Essential	Interview
Honesty and integrity	Essential	Interview
Willing to work in a flexible manner as and when required	Essential	Interview
Attention to detail	Essential	Application form/Interview
Systematic and methodical	Essential	Application form/Interview
Excellent organisational/prioritisation skills	Essential	Application form/Interview
Professional, calm and efficient manner	Essential	Application form/Interview
Team player and able to work independently	Essential	Application form/Interview
Ability to work under pressure	Essential	Application form/Interview
Strong influencing skills and stakeholder engagement	Essential	Application form/Interview
Strong leadership capability	Essential	Application form/Interview
Able to identify and highlight and address emerging issues	Essential	Application form/Interview
Confident and able to inspire respect	Essential	Application form/Interview

Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	Essential	Application form/Interview
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	Essential	Application form/Interview

Reasonable adjustments will be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.