

JOB DESCRIPTION

1. Job Details

Job Title:	Assistant Director of E-Enablement / Information Technology
Reports to:	Deputy / Director of Performance & Knowledge Management
Accountable to:	Director of Performance & Knowledge Management
Band:	8b
Main Location:	Derwent Court
Date:	2009

2. Job Summary

The role will be responsible for creating and leading PCT wide E-enablement / IT strategic business planning, through to implementation and programme management to ensure the delivery of initiatives to support the achievements of Healthy Derby, World Class Commissioning and service development strategies.

Central to the role will be the development and implementation of technological solutions to support clinical and supporting services and to ensure that the PCT takes full advantage of technical developments both within the National Programme for IT and the wider arena to support the objectives of the PCT's E-enablement strategy, working with partners in the PCT and the Local Health Community.

The role will also include acting as an ambassador and upholding the full and extensive utilisation of the national 'Connecting For Health' programme outputs.

As a senior member of the team within the directorate, be responsible for, lead and provide cover across the performance, knowledge and information governance agenda for the PCT ensuring compliance with all aspects of policy and good practice.

3. Key Responsibilities

(The service continues to adapt and change, so all roles within the PCT will as well. The key result areas are therefore subject to change by mutual agreement).

To be responsible for :

- PCT strategic planning, management and implementation of a wide range and programme of technical and complex IT projects within defined constraints of time and resources
- The provision of expert advice across a range of IT areas, including networking, systems etc
- With other partners, strategic planning and development of the shared IT Infrastructure to deliver local IT requirements, the National Programme for IT and the Modernisation Agenda
- Leadership and delivery of the Primary Care IT requirements
- Deliver Quality and Productivity through IT exploitation thereby producing savings, improved clinical productivity and improved patient outcome/experience/safety

A. Management

1. Lead, manage and deliver through the team the support functions required to manage all day to day IT requirements for Primary Care and the PCT
2. Responsible for the planning, development, implementation, review, update, upgrade and introduction of major new IT systems to meet user requirements and be accountable to the Deputy Director for management of technical IT projects
3. To lead the management of the contract arrangements with the shared service DHIS on behalf of the PCT, including any change of service and improvements with associated partners, to ensure the establishment of a world class comprehensive, appropriate and timely service provision and that the service remains fit for purpose
4. Lead, design, co-ordinate, commission, implement etc as appropriate, the PCT's E-enablement strategy, infrastructure and support services, including technical architectures, systems, services, policies, operational procedures and processes across the PCT and Independent Contractors. Also responsible for the development and implementation of the E-enablement/IM&T Strategy for the PCT, working with the LHC where applicable, ensuring utilisation to full effect to support service transformation and the PCT performance management process.
5. Lead, participate in the design, procurement and implementation of IT systems, ensuring value for money and quality assurance and return on investment
6. Plan and ensure implementation of strategic and local developments of the technical infrastructure (including COIN, integrated voice over IP telephony systems, etc) to encompass all PCT premises, local primary care settings, clinics and health centres, other NHS related sites and external partners
7. Working closely with the Service Leads and other Senior Managers, provide expert specialist knowledge and advice to ensure that any implementation of technology will enhance the patient experience, contributes to improved clinical services and supports the services and needs of the PCT
8. Responsible for the PCT delivering its IT targets as set out in the 5 Year Strategic Plan/LHC/PCT IT plans, the National Service Frameworks and the implementation of the National Programme for IT, through a clear structured and reported programme management system. This will include a clear Performance Management Office plan for achievement of savings and productivity gains on a number of differing e-enablement/exploitation areas

9. With partners, lead on the Local Implementation Board to ensure implementation of the local health community programme liaising with the SHA and other members to ensure mutual plans are achieved for the benefit of patients across Derby City and Derbyshire
 10. Manage and co-ordinate the professional development of staff and their achievement of appropriately recognised professional awards, or advanced qualifications, utilising the regional development networks and Professional bodies
 11. Responsible for ensuring that staff participate in the PCT's Personal Development Planning process, to identify training, educational and development needs, consistent with the resources of the PCT. Be responsible for setting clear aims and objectives for staff within the team aligned to PCT objectives and policy and be responsible for conducting staff review
 12. Monitor and manage staff sickness and absence in accordance with PCT policy, procedures and established target
 13. Working with the Deputy/Director, participate in the recruitment and selection process for members of staff into the Directorate and wider as appropriate
 14. Provide a working environment which supports the work and well-being of staff and to co-operate with the PCT's commitment to Improving Working Lives
- B. Resource Management**
1. Responsible for managing budgets relating to a wide ranging programme of projects, ensuring that projects are completed within budget and on time and that procurements are made in accordance with the PCT's financial regulations
 2. Working with External Providers, PCT Service Managers and/or other NHS organisations, ensure that any changes, upgrades, new installations or system changes are managed in a controlled manner to minimise the impact to the business of the PCT
 3. Participate in the PCT's Business Planning process and be responsible for the specification and development of costed proposals and business cases for enablement service development and infrastructure projects to meet and delivery local IT requirements and the National Programme for IT
- C. Leadership and Governance**
1. To lead the re-establishment and continuous improvement of the IM&T/E-enablement planning process to ensure that service development secures business change thereby enabling service improvement with new technologies across all contracts within the PCT. Furthermore, lead with Derbyshire PCT across the local health community (LHC) and the PCT, ensuring the maximisation of benefits to all
 2. To lead the development of the PCT NPfIT plan, ensuring sign up of partner agencies and clear agreement of roles & responsibilities for implementation across Derby (with LHC)
 3. To maintain an overview of progress against all E-enablement plans, reporting regularly to the Director in his role as deputy SIRO for the PCT
 4. Manage the local implementation of the Connecting for Health programme ensuring timely and effective implementation and appropriate monitoring and reporting on progress
 5. Maintain excellent links with the SHA and CfH to ensure the LHC is well appraised of any potential implementations
 6. Preparation and delivery of the IT elements for Fitness for Purpose, Information Governance and other Government targets

7. Work with the Head of Information Governance in the implementation of Information Governance Toolkit and other requirements, specifically related for IT issues, security and reporting any breaches of confidentiality and security as required
8. Lead on ensuring that the PCT complies with any PCT, SHA, DOH and other reporting requirements within this area
9. Responsible for specifying, developing and implementing IT projects ensuring that they are delivered on time and within budget
10. Manage each of the programme work streams, ensuring that clear goals are set and achieved according to the timescales and where appropriate, engage in the delivery of the programme outcomes
11. Significantly contribute to the development and creation of policies and technical procedures
12. Actively participate and co-operate with any audits carried out by internal and external auditors and the implementation of any associated recommendations
13. Ensuring that health and safety requirements are met and to undertake appropriate risk assessments within service area and across the PCT where necessary, taking follow up action as required
14. Responsible for ensuring that all IT hardware and software are tested and are quality assured before implementation into a 'live' environment
15. Comply with and keep up to date with the requirements of legislation such as Data Protection Act 1998, Freedom of Information Act 2000, Computer Misuse Act 1990 and other relevant legislation, guidance or otherwise

D. Strategic Service Development

1. To ensure that processes are in place to track benefits realised from of E-enablement/ IM&T implementations and that they are communicated
2. Within matrix working at the PCT, lead on the strategic planning and development of information technology services within the PCT and its Independent Contractors to deliver local IT requirements, the National Programme and the Modernisation Agenda
3. Lead on the development of strategic projects, financial plans and business plans to implement local projects and the National Programme for IT
4. Develop detailed work plans and implementation schedules, in line with PCT requirements and expectations and co-ordinate supplier's activities
5. Supporting PCT managers and staff in identifying IT developments and provide the technical expertise on the specification, introduction and operation of computer systems and equipment
6. Take a leading role in testing new developments in software/hardware to ensure that the PCT maximises investment potential in IT

E. Communication

1. To liaise and communicate effectively with all staff and with all directorates within the PCT, Primary Care and all partners
2. To effectively communicate and negotiate priorities on IT and clinical developments with non IT managers

3. Represent the PCT at internal and external meetings, events and conferences relating to IT and liaison with Strategic Health Authority Leads, other agencies and Local Service Providers for the National Programme

4. Working closely with colleagues in other NHS PCTs, Strategic Health Authority and Service Providers to ensure the integrity of the Derbyshire Community of Interest Network (COIN) ensuring that all technical benefits are realised and that the COIN is still fit for purpose

F. Education and Training

1. Maintain up to date knowledge of developments in IT within the NHS and its application. Maintain up to date skills and knowledge of the National Programme for IT and its component parts identifying any developments and/or changes that will impact on the local service delivery

2. To ensure the roles of staff within the team are developed in line with the Knowledge and Skills Framework

3. To be responsible for own personal education and continued professional development, maintaining a continuing professional development portfolio

G. Corporate Duties

1. As a senior PCT member of staff, provide cover to other parts of the directorate and across the PCT as required.

2. To take responsibility for their own and others' health and safety in the working environment

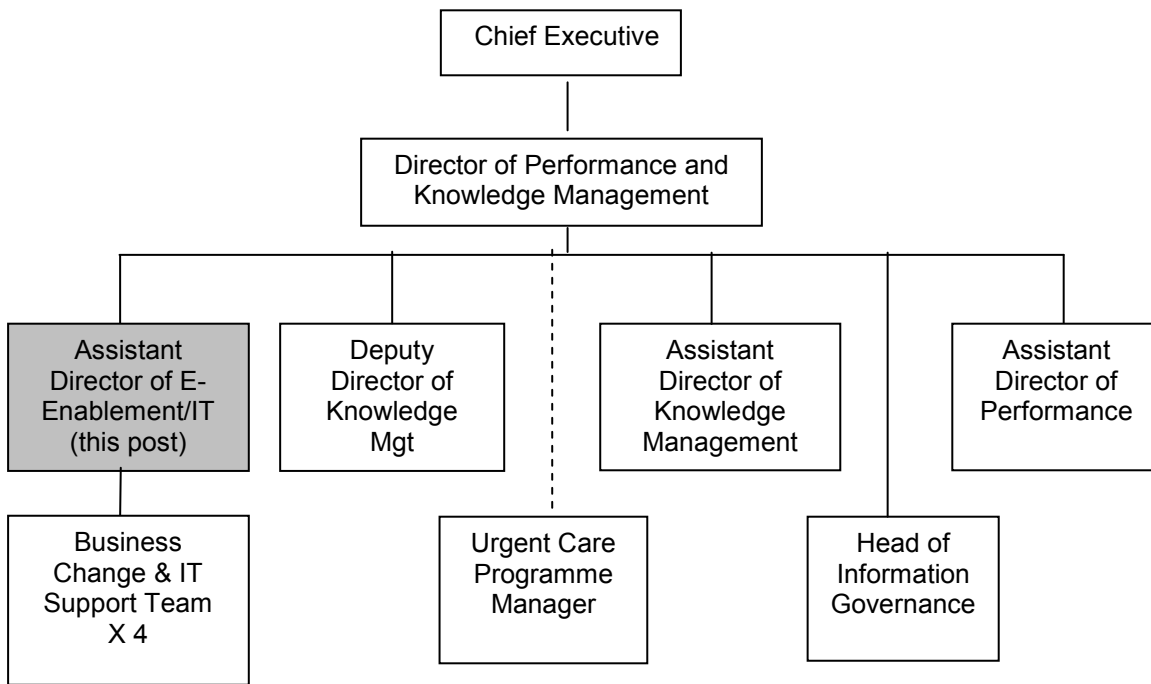
3. To abide by and uphold the principles of the PCT's policies and procedures in their day to day business

4. To abide by the NHS Managers Code of Conduct at all times

5. To promote a culture of equality and diversity within both the services provided and the employment of staff within the PCT

6. To carry out such other duties as may be reasonably requested from time to time across the PCT in support of the work of the directorate team

4. Interim Organisational Chart



5. Person Specification

Qualifications	Essential	Desirable
High level of General Education & Qualifications	✓	
Management Qualification (or a willingness to work towards one)	✓	
Educated to Degree Level	✓	
Masters Degree IM, IT or equivalent	✓	
Other technical qualification in Information/IM&T or other relevant field		✓
Prince 2 qualified or equivalent	✓	
Evidence of CPD appropriate for a Senior Public Sector Manager	✓	
Knowledge	✓	
In depth knowledge of the National Programme for IT, GMS/PMS/APMS Contract and the National Local Ownership for IT	✓	
Knowledge of IT infrastructures and Microsoft technologies	✓	
High level understanding of NHS Policy and National Priorities	✓	
Knowledge of the commissioning agenda including PBR	✓	
Service & Business Planning, principles and practice	✓	
Understanding of NHS reporting framework and the requirements	✓	
Knowledge of NPfIT and how it contributes to delivering PCT objectives	✓	
Advanced knowledge of the IT informatics agenda	✓	
Governance and legislation surrounding confidentiality e.g., Data Protection Act 1998	✓	
Understanding of NHS performance regime	✓	
Experience		
Significant senior management experience - this would probably equate to at least 5 years	✓	
Substantial NHS experience - this would probably equate to at least 8 years	✓	
Experience of managing a business critical computer suite	✓	
Experience of managing IT systems and their specification / implementation	✓	

Qualifications	Essential	Desirable
At least 3 years experience of managing projects or being responsible for delivering projects	✓	
Management of a customer - focussed environment	✓	
Demonstrable evidence of improving and developing systems and practice	✓	
Experience of working with Service Level Agreements as a provider and commissioner	✓	
Demonstrable evidence of experience of business continuity, disaster recovery planning and its delivery	✓	
Demonstrable track record of delivering and to tight timescales and with competing priorities	✓	
Ability to develop and utilise effective professional networks	✓	
Experience of managing change in a complex environment	✓	
Significant experience of leading the performance agenda including planning for remedial action and evidencing outcomes	✓	
Experience of leading and delivering service redesign and change programmes that had a direct impact on service quality	✓	
Experience of budgeting and financial management principles and procedures	✓	
Experience of managing IT procurements from single tender to European Journal thresholds, including specification production	✓	
Considerably experience of working with IT system suppliers	✓	
Proven ability to influence, support and advice on Information Technology issues and developments. Understanding of the requirements for Information	✓	
Managing people/staff, including conflict resolution	✓	
Track record of delivering improvement through performance management	✓	
Skills & Qualities	Essential	Desirable
The highest level of both written and verbal communication skills	✓	
Excellent interpersonal skills with the ability to persuade, influence and negotiation with others, especially non IM&T Managers	✓	
Highly organised and able to manage competing priorities and conflicting demands	✓	
Leadership skills, including the translation of vision into clear direction	✓	

Qualifications	Essential	Desirable
Strategic skills, including ability to develop long-term direction and make sense of complex information	✓	
Personal commitment, integrity, enthusiasm and professional drive to lead and innovate	✓	
Negotiation & Influencing Skills	✓	
Managing Commissioned Performance Targets	✓	
Ability to harness and develop team working	✓	
The ability to present complex written and verbal information in an easily understandable format and strong presentation skills using various media	✓	
Ability to identify sources of information, undertake appropriate analysis and interpretation of data	✓	
Highly credible and able to communicate complex information to diverse audiences	✓	
Ability to manage change effectively & problem solving skills	✓	
Adaptable, flexible and a 'Can Do' positive attitude that supports continuous improvement in all circumstances	✓	
High-level numerical and analytical skills	✓	
Ability to anticipate problems, appraise risks, consider overall implications and make effective decisions	✓	
Additional Factors		
Is committed to promoting diversity and has a sound awareness of equal opportunity issues	✓	
Has a deep sense of vocation for the values and principles of public service in general and the NHS in particular	✓	
The ability to travel to frequent meetings within the boundaries of the PCT and occasionally the wider NHS	✓	