

JOB DESCRIPTION

1. JOB DETAILS

Job Title:	Programme Manager
Reports to:	Director
Accountable to:	Director of Strategy
Directorate:	Strategy and Market Management
Band:	8b
Hours:	37.5
Location:	Derwent Court

2. JOB SUMMARY

As one of 8 programme managers you will be part of a dynamic team led by the Director of Strategy to drive the implementation and future development of NHS Derby City's 5 year strategic plan.

You will be required to work with other programme managers and the Director of Strategy to ensure interdependencies across all programme areas are considered and actions aligned.

Accountable to the relevant Programme Director you will take responsibility for leading a programme of work, working closely with a clinical lead.

3. ORGANISTIONAL CHART

See Appendix A

4. KEY RESULT AREAS

- a) To lead and manage this high profile, critical and challenging strategic programme across the PCT which includes scoping the delivery of the programme.
- b) To lead on the planning, implementation, and future development of the programme through the management of initiatives and supporting work streams across NHS Derby City.
- c) To be responsible for securing full engagement of key stakeholders at all stages of the programme.
- d) To work in collaboration with the Clinical Lead for this programme to secure effective clinical engagement in taking forward the agenda.
- e) To have expert working knowledge of the programme and therefore be a point of reference and information.
- f) To be responsible for producing regular reports for the Programme Director and the Trust Board via SHIC on progress.
- g) To be responsible for directing and leading initiatives and supporting workstreams that supports the delivery of this programme ensuring control systems are established to map progress. Working closely with the Performance and Knowledge Management directorate.
- h) To actively performance manage the programme to ensure initiatives and supporting workstreams together with enabling projects are delivered and to escalate situations if progress is delayed.
- i) Identify, analyse and interpret relevant national and local activity data in order to define, challenge and secure best practice underpins the programme. In addition using the information to set standards and use for decision-making for specific projects.
- j) To have delegated responsibility for budget and to monitor effectively.

5. WORKING RELATIONSHIPS

- Chief Executive
- Directors, Senior Managers
- Trust Board
- SHIC
- Clinical Leads
- GPs
- NHS Derbyshire County
- Derby City Council
- Derby Hospitals Foundation Trust
- Derbyshire Mental Health Trust
- Patient/Public/Carers

6. JOB DESCRIPTION AGREEMENT

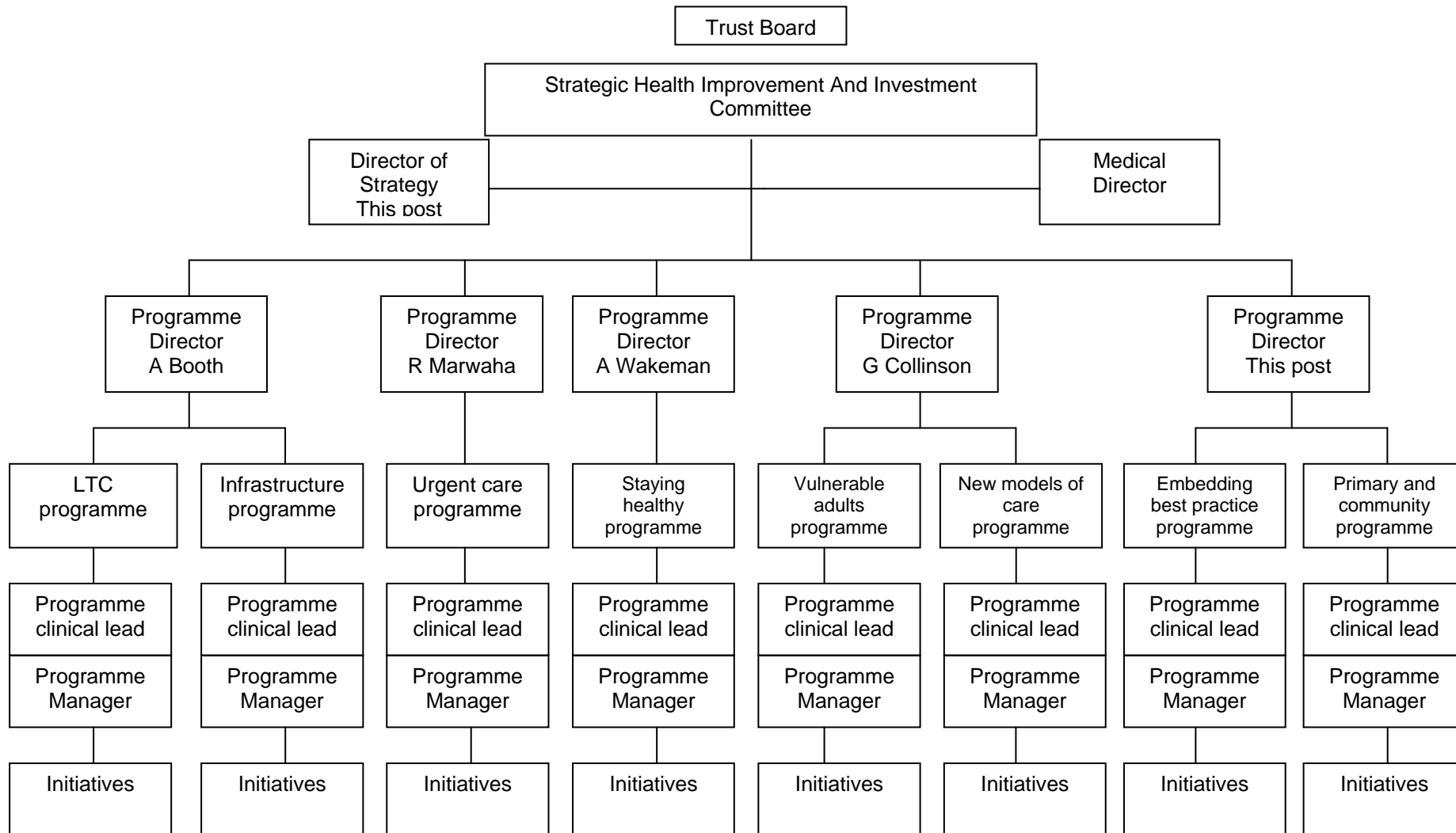
Job Holders Signature: _____

Date: _____

Job Managers Signature: _____

Date: _____

Programme Management Structure



Job Description Additional Information

The following additional elements are not fully covered in the current job descriptions. Please complete one and attach to your up-dated job description.

Job Title: Programme Manager

Location: Derwent Court

Reports to: Director

Accountable to: Director of Strategy

Physical Effort

This factor measures the nature, level, frequency and duration of the physical effort (sustained effort at a similar level or sudden explosive effort) required for the job. It takes account of any circumstances that may affect the degree of effort required, such as working in an awkward position or confined space.

Mental Effort

This factor measures the nature, level, frequency and duration of the mental effort required for the job
(For example concentration; responding to unpredictable work patterns, interruptions and the need to meet deadlines).

Emotional Effort

This factor measures the nature, level, frequency and duration demands of the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding.

Working Conditions

This factor measures the nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions (such as extreme heat/cold, smells, noise, and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Job Appendix Agreed

Job Holders Signature: _____

Date: _____

Job Managers Signature: _____

Date: _____

PERSON SPECIFICATION

Job Title: Programme Manager

Department: Strategy and Market Management

Base: Derwent Court

Hours: 37.5hrs

1. Attainments/Qualifications	
<p>Essential</p> <ul style="list-style-type: none"> ▪ Educated to first degree honours level at a University leading in the analytical/numerical science or engineering disciplines. Degree class demonstrates capability. ▪ Managing Successful Programmes (MSP) Practitioner or equivalent experience in Programme Management ▪ Prince2 Practitioner or equivalent experience in Project Management. 	<p>Desirable</p> <ul style="list-style-type: none"> ▪ Masters in Business Administration (MBA) or equivalent practical experience.
2. Skills	
<p>Essential</p> <ul style="list-style-type: none"> ▪ Programme and Project management skills (MSP and Prince2, or equivalent). ▪ Ability to operate and move between strategic and operational level thinking. ▪ High level leadership skills and people management skills. ▪ Ability to build effective collaborative relationships with a wide range of professionals within and around the NHS. ▪ Ability to challenge and influence established beliefs and behaviour to deliver Service Improvements. ▪ Ability to lead multi-disciplinary and multi-agency groups to achieve the optimum outcome for all parties. ▪ Advanced communication skills including the ability to use a variety of media and communication channels to reach the target audience. 	<p>Desirable</p>

2. Skills	
<p>Essential</p> <ul style="list-style-type: none"> ▪ Communicating highly complex and contentious information where barriers to understanding exists. ▪ Advanced presentation skills including 'public speaking' capability, ability to pitch both style and content of a presentation suit the audience and effectively convey the message. ▪ Well developed numerical, analytical and logical problem solving skills. ▪ Negotiation and conflict resolution skills. ▪ Time management and organisational skills. ▪ Continual improvement and development of self and others. ▪ Proficient with a wide suite of computer software applications and IT technology. 	
3. Knowledge/Experience	
<p>Essential</p> <ul style="list-style-type: none"> ▪ Knowledge and practical experience of leadership theory. ▪ Knowledge and understanding of long term NHS strategies, including NHS Improvement Plan, Creating a Patient Led NHS, Local Delivery Plans and the National Modernisation Agenda for Health. ▪ Knowledge and understanding of Health Economy, including Commissioning a Patient Led NHS, Payment by Results, Practice Based Commissioning and Independent Sector providers. ▪ Knowledge and understanding of current NHS structures, primary, secondary and tertiary health care delivery systems, local health issues, national health trends, social care organisations, systems, procedures and local operational issues. ▪ Knowledge of research methodology and ability to statistically analyse and use data. 	<p>Desirable.</p>

3. Knowledge/Experience	
Essential <ul style="list-style-type: none"> ▪ Theoretical and practical experience of the service improvement and commissioning cycle. ▪ NHS management experience at senior level. ▪ Direct and indirect management of professional team. ▪ Developing effective working relationships with project teams to ensure optimum outcome for the project. ▪ Co-ordination and control of external suppliers to ensure project success. 	
4. Disposition	
Essential <ul style="list-style-type: none"> ▪ Team leader ▪ Team player ▪ Responsible ▪ Approachable ▪ Committed ▪ Focused ▪ Proactive ▪ 'Can Do' attitude ▪ Open minded ▪ Adaptable ▪ Positive ▪ Determined ▪ Tenacious ▪ Energetic ▪ Resilient ▪ Reliable ▪ Politically sensitive ▪ Common sense ▪ Creative ▪ Practical ▪ Analytical ▪ Logical 	Desirable
5. Circumstances/Special Demands of the Post	
Essential	Desirable

Date: _____