

## JOB DESCRIPTION

**JOB TITLE:** Programme Director  
**BAND:** tbc, but expected to be 8c  
**RESPONSIBLE TO:** Senior Responsible Owner

**LOCATION:** Primarily Oxford but will be required to travel across NHS South Central

### JOB SUMMARY:

This is a generic job description detailing the role of a Programme Director within Oxfordshire PCT as a commissioning organisation.

The Programme Director is responsible, on behalf of the relevant Director or Head of Service for leading and managing programmes from defining and set up through to the delivery of required outcomes and the successful realisation of anticipated benefits. As such, the postholder has primary responsibility for successful delivery of defined programmes, including establishing governance and should have appropriate responsibility and authority within the business areas within which change will take effect and benefits be realised.

### KEY RELATIONSHIPS:

Executive Directors  
PCT Heads of Service (particularly within the PCT Programme Management Office and lead managers for work programmes affected by any given programme)  
Relevant provider and local authority partners  
Senior managers within SC SHA

### SUPERVISORY RESPONSIBILITIES IN STRUCTURE

To be agreed and will vary between programmes. May from time to time include line management responsibility for small team associated with the particular programme, as appropriate.

### BUDGETARY RESPONSIBILITIES:

Responsible for managing and setting the programme budget, as delegated by the relevant Director. Actual amounts are dependent on the detail and scale of the programme.

### KEY RESULTS AREAS/RESPONSIBILITIES:

Action		End Result
1.	Responsible for planning and designing programmes to support the delivery of the relevant strategic objective and organisational goals. Also responsible for proactively monitoring overall progress, including developing and maintaining key strategic programme documents.	Programme is designed and maintained in line with the overall vision and agreed mandate.
2.	Responsible for the day-to-day management of programmes, acting as the agent for the relevant	Programmes are managed and delivered effectively from appointment

	Director for successful delivery of the programme as agreed, including identifying risks and resolving issues as appropriate.	to closing the programme.
3.	Responsible for defining and implementing the programmes overall governance frameworks, in line with existing PCT policies and procedures	Programmes are delivered within robust, transparent governance framework that integrates with the governance arrangements of the PCT.
4.	Responsible for maintaining the overall integrity and coherence of the programme, developing and maintaining the programme environment to support each individual project within it.	Programmes are delivered and implemented in a cohesive way that ensures they continue to align to and meet their original vision.
5.	Responsible for managing programme budgets, monitoring expenditure and costs against benefits that are realised as the programme progresses.	Programmes are delivered within a realistic budget that enables successful implementation and the desired benefits to be realised.
6.	Responsible for establishing the infrastructure of the programme, including the programme team and project delivery teams,	Programmes are resourced, and delivered effectively, ensuring maximum efficiency in the allocation of resources and skills.
7.	Responsible for managing the communications with and engagement of stakeholders throughout the life of programmes	Key stakeholders are kept engaged and informed throughout the life of the programmes, ensuring their commitment to the delivery of the end benefits.
8.	Responsible for reporting progress of the programme at regular intervals to the relevant Director and /or governance bodies	Overall alignment of the programme to the strategic direction of the organisation is achieved and the PCT can resolve strategic and directional issues between programmes.
9.	Responsible for ensuring the delivery of projects within programmes to the appropriate quality, on time and within budget, ensuring effective coordination of the projects and their interdependencies, including managing third party contributions to programmes e.g. contractors	Projects within programmes are aligned with the benefits realisation of the programme, its objectives and governance.
10.	Responsible for the successful management of the tranches (functions, processes and procedures defining the programme set up, management and control) within programmes, adapting and refining them where appropriate.	The defined governance of programmes is implemented and remains fit for purpose as the programme develops

### Objectives

Specific objectives for the job holder will be agreed through the process of individual performance reviews.

To promote flexibility, responsiveness and development, the responsibilities and accountabilities of this post may change as determined by the (title line manager)

This post is designed to give a Gateway to Leadership appointee the best possible chance of developing an understanding of the PCT and its place within the NHS. We anticipate that both the

PCT and the postholder will want to use this post as an initial stepping stone into a more closely defined role within the PCT by the time the postholder completes his/her Gateway programme.

### **Status of the Job Description**

The job description is an interpretation of the proposed responsibilities of the post at the time of writing and does not form part of the contract of employment. The job and priorities for action will be shaped in discussion between the post holder and his/her line manager.

### **Corporate Governance**

The post holder must at all times act honestly and openly and comply with relevant corporate governance requirements, employment legislation, standards of business conduct, codes of openness and accountability.

### **Equal Opportunities**

The post holder must comply with and promote equal opportunities and accordingly must avoid any behaviour which discriminates against colleagues, potential employees, patients or other stakeholders on the grounds of sex, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership or disability.

## PERSON SPECIFICATION

### Programme Director

**BAND:** tbc but anticipated to be 8c

Specification	Essential	Desirable
Professional Qualifications, Education and Training:	<p>Degree level qualification or equivalent experience</p> <p>Postgraduate qualification (masters level) or equivalent experience / qualification in management</p> <p>Evidence of continuous professional development</p> <p>MSP Practitioner level or equivalent experience</p>	PRINCE2 Practitioner
Experience:	<p>Demonstrable experience of successfully planning, developing and managing programmes and projects at a strategic level, with proven understanding of the impact across organisations</p> <p>Significant experience of working at a strategic decision making level within a complex environment</p> <p>Considerable experience of leading programmes of change and holding organisations to account, working with CEs, Directors and Boards</p> <p>Significant experience of effectively managing budgets and contracts with external providers at a senior level</p> <p>Proven experience of leading and managing significant service changes, in a complex environment, across organisational boundaries.</p> <p>Demonstrable experience of strategic policy development and implementation</p>	
Skills, Abilities and Knowledge:	<p>Excellent analytical and numeric skills</p> <p>Proven leadership and decision making skills</p> <p>Proven ability to effectively engage, influence and ensure commitment of stakeholders at all levels, with credibility and authority</p> <p>Demonstrable skill of engaging and motivating staff on an ongoing basis through periods of change.</p> <p>Excellent communication, networking, negotiating influencing skills, ability to manage and build relationships within and across organisational boundaries</p>	

	<p>Ability to understand NHS policy and reform and interpret them for varying audiences and bring fresh thinking to solutions</p> <p>Demonstrable self-awareness and proven ability to manage the impact of, and consequences of, their actions</p>	
Specific Aptitudes	<p>Ability to develop a rapid in depth understanding of the NHS, its services, environment and current issues,</p> <p>Ability to effectively work across organisational boundaries.</p> <p>Resilience and the ability to thrive in a complex environment.</p> <p>Comfortable working with complexity and ambiguity</p> <p>Demonstrable ability to think laterally and innovatively</p> <p>Ability to work for concentrated periods of time analysing complex information into clear reports for Executive Director level audience.</p> <p>Ability to critically analyse complex information and assess the need for intervention as appropriate.</p>	

## Programme Director, Oxfordshire PCT - Supporting information

Oxfordshire PCT currently has three members of staff recruited to the NHS through the Gateway to Leadership programme and is committed to ongoing recruitment into senior roles via this route as part of its talent management and leadership development strategy. The PCT has therefore created a generic Programme Director post, through which it wants to bring skilled senior managers into the PCT from other industries. This post will provide you with an excellent opportunity to deliver significant change programmes for the local NHS, but it will also give us and you the ability to identify a best long term fit for you in the organisation, whilst you get to know the PCT, and the partners with whom we work across Oxfordshire.

The post holder will probably report directly to the accountable Director for delivery of any given programme, but may receive line management from the appropriate Head of Service

PCT's are responsible for ensuring that taxpayers money is spent on the right healthcare, from the right providers, at the right price and quality for their area. In Oxfordshire the PCT is responsible for a budget of c£800,000 p/a and is accountable for ensuring high quality and appropriate provision of all publicly funded healthcare for a population of approximately 600,000 people across Oxfordshire.

This PCT is a high performing organisation, and was ranked in the top quartile nationally in the first World Class Commissioning Assurance round in 2008/9. (WCC Assurance is the national system for ensuring PCT's are fulfilling their responsibilities appropriately and provides the framework for their development).

We have ambitious plans for the future, and expect to be leading major change programmes across the local health economy that will deliver improved quality for patients and better value for the tax payer, in an environment where we expect resources available to the NHS to shrink considerably. Our change plans are expected to include programmes designed to:

- Improve acute hospital services
- Reduce NHS expenditure in areas where it is not delivering good outcomes for patients
- Deliver closer integrated working with our partners in local government who hold responsibility for delivering social care
- Deliver more integrated provision of community services by a range of health and social care providers
- Improve patients' ability to manage their own conditions
- Improve access to primary care

Please contact the Head of Planning and Programmes, Rachel Martin on 01865 336823 if you would like more information about the roles. We would also strongly encourage you to visit the PCT website at [www.oxfordshirepct.nhs.uk](http://www.oxfordshirepct.nhs.uk) and to look at our Strategy , Operational Plan and Organisational Development Plan by going to the March 2009 Trust Board papers section of the site.