

**JOB DESCRIPTION**

**JOB TITLE:** SHA Project Manager  
**PORTFOLIO:** Collaborative Solutions  
**BAND:** 8b  
**RESPONSIBLE TO:** Project Executive/ Programme Board

**JOB SUMMARY:**

The Project Manager role is part of the Collaborative Solutions team and works across the SHA, project managing major strategic change projects, across organisational boundaries, adhering to the principles of the PRINCE2 methodology.

The Project Manager provides a single focus and is responsible for the day to day management of a project, supporting, facilitating and monitoring progress to ensure that the project delivers to agreed quality expectations, on time and within budget.

The postholder is required to develop subject matter expertise to provide support and interpretation across NHS South Central.

It is unlikely given the breadth and scope of the projects that the postholder will be responsible for more than one project at any given time however they would provide expert support as appropriate to other SHA projects managed by the Collaborative Solutions Team.

The Collaborative Solutions Team work collaboratively to support all programmes and projects aligned to one or more of the eight improvement programmes and two enabling programmes established to deliver the strategic objectives of the SHA as a clinical change organisation.

**KEY RELATIONSHIPS:**

All staff throughout SCSHA at all levels – in particular Directors, Associate Directors, Clinical Directors and other Head post holders  
 External providers of services to SCSHA

**KEY RESULT AREAS/RESPONSIBILITIES:**

Action		End Result
<b>Policy/Strategy Responsibilities</b>		
1.	Responsible for identifying those SHA policies and procedures which may need reviewing upon successful completion of a project and developing new policies if required ensuring that formal board approval obtained as appropriate.	SHA Policies and procedures up to date and reflect project changes
2.	To implement the SHA project management methodology.	Consistent and standardised approach to project management.
<b>Key Tasks</b>		
3.	Responsible for writing the project business case, describing the reasons for the project and the justification for undertaking the project based on the estimated costs, risks and expected business	All projects can be scrutinised to ensure that they are aligned to strategy and provide value for money

	benefits and savings	
4.	Responsible for assembling the Project Initiation Document (PID), this includes as a minimum: <ul style="list-style-type: none"> <li>• Business Case</li> <li>• Project Plan</li> <li>• Communication Plan</li> <li>• Risk Log</li> <li>• Issue Log</li> <li>• Project controls (approval points, frequency of project reporting, tolerances, highlight reporting)</li> </ul>	All key information relating to the 'what, why, who, how, when, and how much' of the project are brought together in one document.
5.	Ensure SHA standardised project documentation is complete, current and stored appropriately	Consistent standards of project documentation across the SHA
6.	Undertake project risk assessment, ensuring risks are identified, recorded and regularly reviewed	Assessment of project risks plus appropriate counter measures and where appropriate contingency plans in place
7.	Maximises the potential of the IT infrastructure to ensure effective planning, communication and sharing of information within the project and maintains the project information system (Sharepoint).	Efficient and effective working processes ensuring current, up to date information accessible and available to project.
8.	Responsible as lead for the day to day management of the project, single point of contact, ensuring delivery of work packages, escalating issues and reporting highlights to the project executive as appropriate	Project delivers to required quality, on time and within budget
9.	Responsible for the line management of staff working directly on the project	Effective Management of team
10.	Required to work collaboratively across the business change team when other programmes or projects are in a resource intensive period, providing a flexible, varied project support as required.	Collaborative working across programmes and projects ensuring effective resource management and support when required
<b>Relationships/Communication Responsibilities</b>		
11.	Facilitates project and client meetings effectively	Effective management of project meetings
12.	Required to make presentations often communicating information that may cause debate, be open to challenge and opposition, raise awareness, provide training on own project etc.	Various methods adopted to communicate project information
<b>Resource Management Responsibilities</b>		
13.	Manages a delegated budget in relation to the project	Financial balance and demonstrable value for money
14.	Undertakes procurement as per SHA's financial instructions per standing financial instructions	Best value is obtained within SHA governance arrangements

### 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)

### 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 postholder 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 postholder 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**

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Specification	Essential	Desirable
<b>Professional Qualifications, Education and Training:</b>	<p>Masters Degree or equivalent relevant experience</p> <p>PRINCE2 Practitioner</p> <p>MSP Practitioner</p> <p>Evidence of continuous professional development</p>	
<b>Experience:</b>	<p>Experience of managing significant change projects</p> <p>Experience of leading initiatives which cross organisational boundaries</p>	Experience of working in the NHS
<b>Skills, Abilities and Knowledge:</b>	<p>Ability to research project area to gain a sufficient breadth of understanding to provide support and interpretation for the SHA</p> <p>Ability to work on own initiative and unsupervised</p> <p>Ability to exercise judgement when presented with complex problems ensuring that the implications of any decisions are thoroughly considered</p> <p>Ability to persuade Senior Managers to provide information to deadline.</p> <p>Ability to motivate others and negotiate deadlines</p> <p>Excellent IT skills</p> <p>Excellent communication skills, both oral and written.</p>	
<b>Specific Aptitudes and Abilities:</b>	<p>Ability to be proactive and to think creatively</p> <p>Self motivating with a flexible approach to work and ability to work independently.</p>	