



Commissioning Board
A special health authority

Job Description

Job Title	Project Officer
Reference Number	<i>CB5377N, CB5378N & CB5379N</i>
Directorate	<i>Operations</i>
Pay Band	Agenda for Change Band 6 / Grade HEO
Salary	£25,528 - £34,189 p.a.
Responsible to	<i>Programme Manager</i>
Accountable to	<i>Assistant Director of Clinical Strategy or Revalidation</i>
Responsible for	Manages and works as part of the team delivering clinical strategy or revalidation and responsible for the delivery of day to day work
Organisation Chart	A copy of the Organisation Chart is attached
Base/Hours	<p>Within the LAT Offices</p> <p>The NHSCB supports flexible working and is committed to promoting a diverse workforce. All posts are open to applicants wishing to work on a part time or flexible basis. Applicants should discuss what flexibilities could be applied to this post with the line manager.</p>

Job Purpose/Summary

As a .Manager the post holder will work as part of a dynamic team in delivering an effective service supporting team members and staff across the clinical strategy and revalidation teams as appropriate.

In particular the post holder will:

- Support teams to ensure that the portfolio of tasks/projects is planned, managed and delivered effectively
- Support and inform the targeting of resources, monitoring, implementation and evaluation of the tasks/projects by providing high quality support including complex information and analysis, communications and stakeholder management
- Ensure accurate and open communication and co-ordination with a range of organisations and individuals, researching and drafting correspondence and papers and ensuring the management of specific tasks, lead reporting and analysis across a range of specialties, functions and projects
- Be a key member of the team as well as supporting effective communication and stakeholder management, both internally and externally

Key Job Specific Responsibilities

The post holder will be responsible to the appropriate Head of Service in the medical directorate

Delivering High Standards

- To contribute to the delivery of a high quality service to patients and professionals

Promoting equality and reducing inequalities

- To uphold organisational policies and principles on the promotion of equality
- To create an inclusive working environment where diversity is valued, everyone can contribute, and everyday action ensure we meet our duty to uphold and promote equality

Working with others

- To contribute to the effective matrix working of the LAT
- To work in partnership with others and as part of cross directorate teams to deliver successful outcomes

- To coordinate activities of other officers in the awareness of the business agenda with specific reference to communication of directorate and corporate activities
- To facilitate effective liaison with people at all levels, including senior staff at the Department of Health, Government Departments, MPs, senior staff in the NHS and partner organisations

Developing an excellent organisation

- To support the organisation's ways of working, model it's values and champion the NHS Constitution

Key Accountabilities

- **LAT Head of Service and LAT Assistant Director**

Key Working Relationships

- Required to maintain constructive relationships with a broad range of internal and external stakeholders.
- Participate in relevant internal and external working groups/projects, services, and initiatives which may be highly complex, sensitive, political, and contain contentious information with the aim of providing information and analytical advice to the teams.
- Work with members of the team to develop and implement project data collection systems that will provide accurate and timely data
- Communicate information, risks, issues and dependencies, including briefings and reports to Project teams, sponsors and a range of internal and external staff.

Key Functional Responsibilities

Analytical/Judgemental

- Undertake complex and detailed information analysis of specific projects/reports requiring high levels of concentration
- Update, maintain, organise, gather and analyse information to predict/meet future organisational and team needs by identifying best professional practice.
- Monitor and tracking risks and issues tracking mechanism and its proactive resolution and escalation processes
- Contribute to the information management of performance, taking a lead for specific Projects.

- Provide coordination of and participate in relevant meetings, reporting attendance and providing information advice and support where requested
- Ensure that data collected is analysed, reported by the team as appropriate and monitor the processing of data and information

Communication

- Provides relevant and timely specialist advice and guidance on functional and information matters.
- Work with members of the team and key stakeholder to investigate the causes of any variance from plan/delivery targets and contribute to the implementation of solutions
- Support the development of internal and external communications where required by regular contact with the teams, stakeholders and Communications team
- Responsible for preparation of correspondence and complex papers, as directed by Manager

Financial and Physical Resources

- Deliver against organisational objectives, achieving quality outcomes, prioritising own workload and working to tight deadlines.
- Support and inform teams on the targeting of resources, monitoring, implementing, evaluating and delivery of plans by providing sophisticated, high quality information and analysis
- Continually strive for delivering project/function outcomes, value for money and greater efficiency
- Contribute to the financial delivery of the service ensuring it is cost effective and delivered on time
- Contribute to commissioning of goods and services, as required

Staff Management

- Provide specialist training, advice and support on own role/responsibilities where necessary
- Support training and induction of new staff
- Supervises team as required.
- Participate in the recruitment process of support staff.

Information Management

- Operate within and provide enhancements to current management information, reporting to enhance decision making processes.
- Updating, maintaining, organise, gather and analyse information to predict/meet future organisational and team needs by identifying best professional practice
- Lead on development, implementation, monitoring and evaluation of new information systems/databases as required

- Carry out timely and accurate information analysis and reporting on agreed areas of portfolio
- Responsible for the development and maintenance of databases required for regular reports

Research and Development

- Actively supports and contributes to the development of key performance indicators for the successful assessment of performance
- Test and review new concepts, models, methods, practices, products and equipment
- Contributes to ensuring there are processes in place for spreading and sharing learning and outcomes.

Planning and Organisation

- Contribute to the strategic planning making adjustments as necessary.
- Support implementation of strategic modernisation/service improvement, public health, workforce or commissioning strategies and any associated action plans, in accordance with the agreed priorities of the team
- Contribute to the development of performance and governance strategies and the development and implementation of improvement programmes
- Contribute to the formulation of plans of up to three year and strategic direction within the team on issues, taking a lead for specific work streams.
- Deliver against objectives, achieving quality outcomes, prioritising own workload and working to tight deadlines.

Policy and Service Development

- Proposes changes to own project/function, informing policy and making recommendations for other projects delivery
- Contribute to the review and development of existing information management systems and contribute to the development of an integrated approach to project management

This job description and person specification are an outline of the tasks, responsibility and outcomes required of the role. The job holder will carry out any other duties that may reasonably be required by their line manager.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Organisation.

JOB DESCRIPTION AGREEMENT	
Job Holder's Signature:	Date:
Head of Department Signature:	Date:

Person Specification

Area	Essential	Desirable	Assessment
Values and behaviours			
Commitment to and focused on quality, promotes high standards in all they do	√		A/I
Able to make a connection between their work and the benefit to patients and the public	√		A/I
Consistently thinks about how their work can help and support clinicians and frontline staff deliver better outcomes for patients	√		A/I
Values diversity and difference, operates with integrity and openness	√		A/I
Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others	√		A/I
Consistently looks to improve what they do, looks for successful tried and tested ways of working, and also seeks out innovation	√		A/I
Actively develops themselves and supports others to do the same	√		A/I
Qualifications			
Educated to degree level in relevant subject or equivalent level of experience of working at a similar level in specialist area	√		A/I
Further training or significant experience in project management, financial management or supporting change management processes	√		A/I
Knowledge and Experience			
Experience and understanding of evaluating and measuring the performance of health services.	√		A/I
Experience in communications and stakeholder	√		A/I

management			
Comprehensive knowledge of project management and/or health information systems development		√	A/I
Workforce development knowledge and experience		√	A/I
Working knowledge of Microsoft Project ECDL		√	A/I
Previous experience in similar role in public sector		√	A/I
A good understanding of the health and social care environment and roles and responsibilities within it		√	A/I
Skills and Capabilities			
Communication Skills			
Clear communicator with excellent writing, report writing and presentation skills; capable of constructing and delivering clear ideas and concepts concisely and accurately for diverse audiences	√		A/I
Evidence of success in efficient and effective project and programme management	√		A/I
Skills for communication on complex matters and difficult situations, requiring persuasion and influence.	√		A/I
Skills for nurturing key relationships and maintaining networks.	√		A/I
Analytical Skills			
Ability to analyse and interpret information, pre-empt and evaluate issues, and recommend an appropriate course of action to address the issues	√		A/I
Problem solving skills and ability to respond to sudden unexpected demands	√		A/I
Strategic thinking – ability to anticipate	√		A/I
Attention to detail combined with the ability to extract key messages from complex analysis	√		A/I
Independent thinker with demonstrated good judgement, problem-solving and analytical skills	√		A/I
Takes decisions on difficult and contentious issues where they may be a number of courses of action.		√	A/I
Planning Skills			
Skills for project management	√		A/I
Previous experience in project management and planning		√	A/I
Management Skills			
Ability to engender trust and confidence and demonstrate integrity in the provision of advice and support	√		A/I
Skills for managing projects ensuring they meet financial targets.	√		A/I
Physical Skills			

Skills for manipulating information.	√		A/I
Intermediate keyboard skills	√		A/I
Autonomy/Freedom to Act			
Ability to work on own initiative and organise own workload without supervision working to tight and often changing timescales	√		A/I
Equality and Diversity			
Understanding of and commitment to equality of opportunity and good working relationships	√		A/I
Other			
An ability to maintain confidentiality and trust	√		A/I
Used to working in a busy environment	√		A/I
Adaptability, flexibility and ability to cope with uncertainty and change	√		A/I
Commitment to continuing professional development	√		A/I
Professional calm and efficient manner	√		A/I
Effective organiser	√		A/I
Demonstrate a strong desire to improve performance and make a difference by focusing on goals.	√		A/I
<p>*Assessment will take place with reference to the following information</p> <p>A=Application form I=Interview T=Test C=Certificate</p>			