

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Project Manager
Responsible to (insert job title):	Programme Manager/Strategic Lead
Department(s):	Quality/Programmes/Corporate
Directorate:	Strategy
Operating Division:	Edinburgh Health and Social Care Partnership
Job Reference:	L-EHSCP-SP-ISPROJM
No of Job Holders:	12
Last Update (insert date):	19/03/2024

2. JOB PURPOSE

The postholder will work as part of a team to plan, manage and implement a number of high-profile projects within the Edinburgh Health and Social Care Partnership's (EHSCP) Quality, Programmes and Corporate functions.

The postholder will be responsible for all aspects of project management across these functions and will rotate between them, with a clear focus on the successful delivery of projects which contribute to the EHSCP's strategic objectives and improve operational efficiency and service delivery.

3. DIMENSIONS

Staffing Responsibilities:

There are no formal supervisory responsibilities, though the post holder will be required to lead multi-disciplinary teams working to deliver specific project(s) as determined by the Quality, Programmes and Planning management teams and will have project management responsibility over other staff.

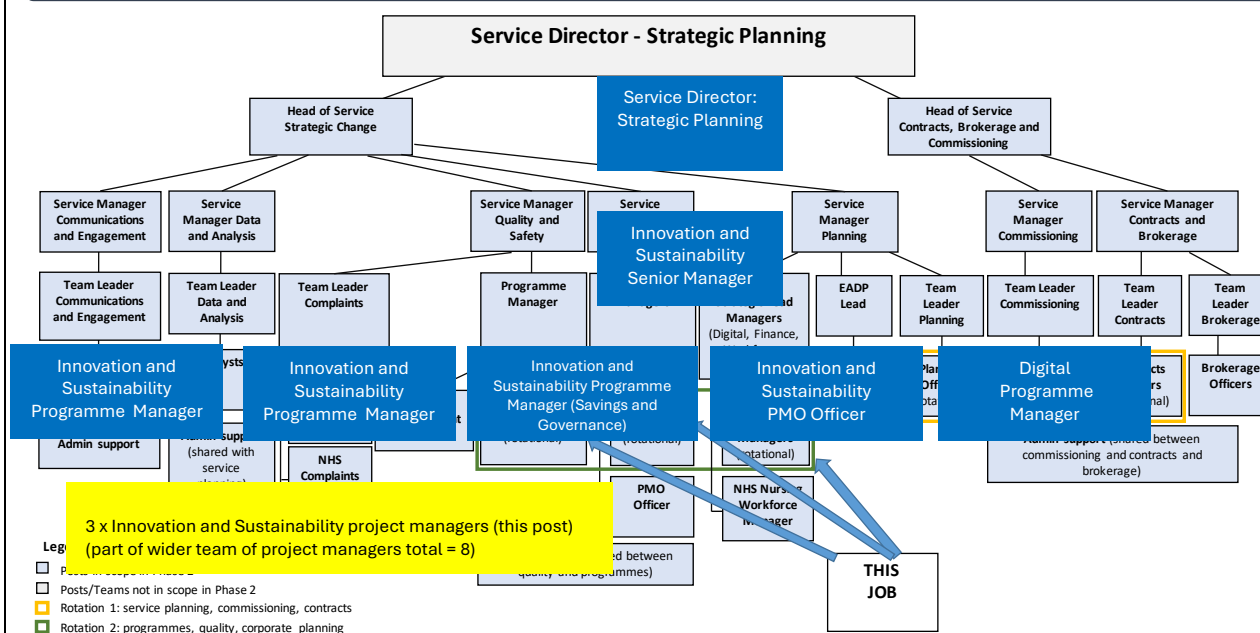
Financial Responsibilities:

Leading on a number of projects aligned to strategic objectives, the post holder will have significant impact on operational budgets. The post holder will also have responsibility for monitoring budget on projects they are responsible for and for tracking financial benefits including

significant budget savings.

4. ORGANISATIONAL POSITION

Proposed Strategic Planning Directorate structure – management lines



5. ROLE OF DEPARTMENT

The Edinburgh Integration Joint Board is responsible for the planning, management and delivery of community and bed-based health and social care services for the population of Edinburgh. It is responsible for managing the budgets and has delegated authority to deliver integrated health and social care services.

Its role is to:

Create capacity to deliver services more innovatively, effectively and efficiently involving staff in NHS Lothian, the City of Edinburgh Council, the voluntary and independent sector providers and all stakeholders.

Shape services to meet local needs by directly influencing NHS Lothian and Council planning, priority setting and resource allocation.

Integrate health and social care services within the community and between acute hospital care and community care, underpinned by service redesign and clinical networks and by appropriate contractual and financial systems.

Work to improve health and tackle inequalities in health and promote policies that address poverty, deprivation and public protection.

Deliver sustainable health and social care services as set out in the Strategic Plan.

6. KEY RESULT AREAS

PROJECT MANAGEMENT

1. Responsible for managing a number of concurrent complex projects in quality improvement, programmes, digital, finance, workforce and infrastructure within overall programmes to defined cost, time and quality standards using project management principles, within parameters agreed and set by the project SRO and/or project board.
2. Responsible for overall management of projects, including the full life cycle from scope, business case (including investment appraisal), project planning, project team management, cultural change management, budget monitoring, and risk management to implementation, evaluation and project closure.
3. Responsible for budget monitoring on projects managed and for tracking financial benefits (e.g. efficiency savings) to ensure that projects remain within budget and achieve financial targets.
4. Develop and maintain comprehensive project plans specifying the project objectives, benefits, timescales, resource requirements and costs for delivery and ensure that projects are delivered in line with these plans.
5. Lead and coordinate multi-disciplinary project teams, ensuring the inclusion of relevant clinical and professional expertise and other subject matter expertise, directing the workload of other staff as required to ensure that project objectives are met.
6. Responsible for the management of all project risk, including the identification of risks, risk assessment of each phase, developing action plans for risk mitigation, escalation of risks to programme manager, SRO and/or board as required.
7. Responsible for specifying and undertaking audits, surveys and research as required to inform project development.
8. Responsible for the development and implementation of information and data collection systems to ensure appropriate collection, storage and evaluation of project data.
9. Work with service leads across the Partnership to ensure that all projects comply with statutory responsibilities, national legislation, standing orders, delegated authority, Council and NHS policies, and professional project and programme standards.

COMMUNICATIONS

10. Develop comprehensive communication plans for projects including communications with staff and internal and external stakeholders to ensure the most effective engagement in the project
11. Develop and manage collaborative relationships with all relevant project stakeholders to ensure high levels of awareness and understanding of the project and ensure that co-production is at the heart of project development.
12. Ensure engagement with and full involvement of a wide range of subject matter experts and

service leads across the EHSCP to develop projects and to encourage cultural change and ongoing service improvements.

13. Produce and present detailed reports, business cases and management information to Senior Managers. Within this, develop sound business rationale/argument to identify improvement opportunities with supporting analysis and detailed recommendations.

14. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

7a. EQUIPMENT AND MACHINERY

The following are examples of equipment which will be used when undertaking the role:

Laptop, mobile phone, projectors, teleconferencing hardware, PC, printer, tablet.

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.

7b. SYSTEMS

The following are examples of the types of systems which will be used when undertaking the role:

Microsoft Office, e.g. Word, Excel, PowerPoint.

Project and performance Management systems to support planning.

Finance systems.

Intranet and internet sites.

Procurement systems.

And equivalent City of Edinburgh Council systems for the operation of financial and management responsibilities as a manager within an integrated organisation.

Note: New systems may be introduced as the organisation and technology develops, however training will be provided.

8. ASSIGNMENT AND REVIEW OF WORK

The post holder is accountable to the Programme Manager/Corporate Strategic Lead for all elements of the role and will take advice from other members of the Quality, Programmes and Strategic teams.

Performance objectives are agreed with the Programme Manager/Corporate Strategic Lead. Formal performance appraisal is undertaken annually, however informal reviews are held more frequently.

The post holder will have significant autonomy to define and manage their workload and priorities, within the overall strategic objectives set by the Programme Manager and the Project Board.

9. DECISIONS AND JUDGEMENTS

To work autonomously with minimal supervision, making informed decisions in relation to the project. For example, making decisions regarding scope and timescales for delivery within parameters agreed by the SRO and/or project board.

Required to recognise any issues that may have the potential to have an adverse impact on the timeline of the project and take action to eliminate/mitigate these. For example, making changes to project team resources to fill skills gaps or working in partnership with other Project Managers to address interdependencies.

To manage complex information and interpret and analyse data to make knowledge-based decisions. For example, demand and capacity data to make recommendations on decisions on service models.

Responsible for decisions relating to the operational management of the project, including making recommendations on any resources required to deliver, implementing of project controls and making recommendations on changes to the specifications, budgets and timelines to stakeholders, the SRO and the project board.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Operating in a changing environment and need to effectively and diplomatically manage competing priorities, interests and pressurised timescales.

Adapting flexibly to new demands and take appropriate action on matters requiring immediate response.

Influencing and facilitating significant cultural and organisational change with key stakeholders, without having direct management responsibility for service delivery.

Working as part of a rotation of project managers between three functions and will be expected to move between projects with different methodologies in the three areas and to be skilled in all areas.

11. COMMUNICATIONS AND RELATIONSHIPS

Responsibility for developing communications and engagement plans to support the delivery of transformational change projects.

The post holder must have excellent communication and presentation skills, with the ability to express coherent and convincing views, both verbally and in writing.

The post holder will be expected to demonstrate sensitivity and a sound awareness of politically sensitive issues. There will be a regular requirement for advanced communication and negotiation skills in challenging situations, both internally and externally.

The post holder will be required to build successful, collaborative relationships with a wide range of complex and often competing stakeholder groups, ensuring that co-production is at the heart of the development and delivery of transformational change. For example:

Internal:

Staff across the partnership

Operational managers and professional leads in NHS and Council

HR and Finance leads in NHS and Council

External:

3rd and independent sector representatives

Care Inspectorate, Healthcare Improvement Scotland, mental Welfare Commission

External partners e.g. Police, other Councils, Alcohol and Drugs Partnership

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Skills and Effort:

Standard keyboard skills.

Mental Effort:

Regular requirement to maintain concentration for long periods; for example, analysis of complex data, preparation of reports and business cases, during which interruptions are frequent due to the nature of the role and organisation.

Managing diverse workload priorities – tight timescales and scope for regular interruption and diversion to higher priority issues.

Emotional Effort:

Making decisions and communicating sensitive issues or unwelcome information and decisions to management, staff and stakeholders.

Dealing with conflict and managing concerns and complaints from staff and stakeholders.

Liaising with groups of colleagues in different organisations who may have conflicting priorities, agendas or ways of working.

Environmental Conditions:

The post will be primarily office based.

Requirement for travel several times each week.

Regular use of IT equipment/ screens.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

TRAINING/EDUCATION

Educated to SCQF level 10 e.g. postgraduate qualification in a business or management

discipline.

Prince 2 practitioner or equivalent and have experience of applying project management principles and methods.

SKILLS AND EXPERIENCE

Experienced in the specific tools and methodologies required e.g. project management tools, quality improvement techniques.

Significant experience of leading business change and transformation projects in a complex environment and a thorough understanding of the key principles of governance, planning and delivery.

Experience with managing complex information and will be able to interpret, analyse and present complex data to enable knowledge-based decisions.

Budget/financial management experience.

Excellent influencing, negotiation and diplomacy skills.

Working knowledge of Microsoft Word, Excel, PowerPoint and Project.

Experience of managing highly confidential and politically sensitive matters with appropriate awareness and discretion.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each job holder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: