

**Hosting on behalf of Bedfordshire, Luton and Milton Keynes Integrated Care System**

**JOB DESCRIPTION**

<b>POST TITLE:</b>	Senior Workforce Transformation Project Manager
<b>BAND:</b>	8B
<b>HOURS:</b>	37.5 per week
<b>LOCATION:</b>	The Poynt, Luton (with travel across Bedfordshire, Luton and Milton Keynes)
<b>REPORTING TO:</b>	Strategic Workforce Transformation Lead

The post holder will be hosted by Cambridgeshire Community Services on behalf of Bedfordshire, Luton and Milton Keynes Integrated Care System (ICS)/STP, this role is therefore fully dedicated to working for the BLMK ICS/STP workforce transformation agenda and the post holder will be based within this footprint. This is an exciting new role that will work across BLMK to lead on the implementation of our Health and Social Care Workforce Strategy. The post holder will report to the BLMK Strategic Workforce Transformation Lead (Programme Director) and lead a small project team of project managers and support roles that provide the function of a BLMK Workforce Development Academy. The post holder will deliver workforce transformation and development aligned to BLMK ICS priority programmes and national agendas, such as the People's Plan. The post holder will work collaboratively across our 15 health and social care partners to deliver workforce transformation that supports integrated system development.

**Job Purpose:**

Provide leadership, effective programme/project management and delivery of workforce transformation across multi-professional groups, health and social care sectors and our 15 partner organisations.

Deputise for the Programme Director as required.

Act as a change agent, working collaboratively within matrix cross-organisational teams, to deliver multiple workforce transformation projects to time and within budget.

Oversight and delivery of a programme management office function for workforce transformation projects, ensuring that all projects are underpinned by effective project planning, communication and engagement, monitoring and evaluation, risk management and escalation processes.

A credible ambassador for workforce transformation, offering expertise and experience to health and social care staff to inform, engage and influence new, innovative workforce solutions and ways of working.

**Main Duties and Responsibilities**

**Strategy and Organisation**

1. Support the BLMK Workforce Transformation Lead and Workforce SRO in the successful implementation and achievement of the BLMK Health & Social Care Workforce Strategy. Deputise as required.

2. Build partnerships with key stakeholders to support the development of workforce transformation initiatives that are evidence-based, meet population health need, provide high quality care and offer good value for money.
3. The post holder will be familiar with and competent in the application of best practice in relation to systems analysis, project and change management techniques in the context of health and care services. This should include techniques that are applied through facilitated group work.
4. Make decisions and adjustments regarding project approach, plans and scheduling using understanding of complex systems to work with incomplete or developing data sets or information.
5. Design and implementation of evaluation plans to review the impact, risks and success of workstreams.
6. Initiate, produce and support the development of proposals taken through local, regional or national business case prioritisation and approval processes.
7. Develop a high level knowledge and awareness of national policy and best practice in relation to designated workstream areas and their interdependencies.

## **Communication**

1. Collect, analyse, prepare and communicate a wide range of information to managers, clinicians and professional staff working in a number of different organisations.
2. Prepare and deliver verbal, written and presentational reports of a high standard to front line staff, stakeholder groups, patient and public representatives, senior managers/boards and formal committees.
3. Communicate highly complex, highly sensitive or contentious information at all levels using negotiation skills, persuasion and diplomacy and communication information where it may not be well received.
4. Develop and maintain constructive relationships with a broad range of internal and external stakeholders.
5. Pro-actively manage stakeholders, responding to and resolving differences between them when this arises, through facilitation or other appropriate mechanisms. Including in the senior capacity offering a route for escalation and resolution with other programmes when necessary.
6. To plan and organise numerous events/meetings. Ensuring communication tools are used to their maximum value for circulating the minutes, agenda and presentations in a timely manner.

## **Budgetary Responsibility**

1. Oversight of programme level budgets, working with finance leads to monitor and report financial spend against multiple projects and funding sources. Reporting to national bodies for funded projects e.g. NHSE/I, Health Education England, Leadership Academy
2. Direct budgetary responsibility for project budgets. The post holder will be responsible for monitoring and reporting finance, activity and quality key performance indicators against project deliverables.
3. Identifying opportunities to secure external funding and resources in support of relevant projects, including financial planning to support business case/proposal developments.

## **Human Resources**

1. Lead and manage the BLMK Workforce Development Academy team to ensure that professional excellence is achieved in delivering workforce transformation.
2. Support staff and team development aligned with programme objectives and deliverables
3. Lead and manage all Performance Management activities for designated members of the BLMK Workforce Development Academy team (performance appraisal, development and training planning, coaching etc.)

4. Maintain own professional development and requirement to take part in appraisal and KSF process.

### **Clinical and Practice Governance**

1. Observe and maintain strict confidentiality with regards to any patient/family/staff/records and information in line with the requirements of the Data Protection Act.
2. Any data that is taken/shared as part of a phone call or transported, faxed or transferred electronically must be undertaken with regard to the Trust Information Governance and Information Security policies.
3. The post holder must adhere to the Trust risk assessment and risk management processes
4. The post holder must adhere to infection control policies and procedures
5. Undertake mandatory training and any other training relevant to the role
6. The post holder must participate in audits as required

### **General**

The post holder must at all times carry out his/her duties with regard to Cambridgeshire Community Services NHS Trust Equal Opportunities Policy.

To be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors and staff.

All post holders must adhere to the code of conduct on confidentiality and be aware of and adhere to all Trust policies and procedures.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within the Trust.

**Date: December 2019**