

Health Programme Manager

Job Description

Base: Region-wide

Salary: £35,000 - £45,000 per annum

Deadline: 4th July 2018

Apply: Email hr@ahsn-nenc.org.uk with a CV and covering letter

The post-holder will be responsible for overseeing several projects in our Health and / or Patient Safety Collaborative (PSC) Programmes, to create partnerships that will build leadership and entrepreneurship capability across the region. The post-holder will work closely with the AHSN NENC Medical Director, PSC Programme Lead, NHS partners, practitioners, and policy makers from across the region and nationally, to address specific health and service improvement issues. The overall aim is to deliver improved health outcomes and to build improvement capability, improving processes and outcomes, to ultimately reduce unnecessary variations in quality across AHSN Member Organisations.

He/she will provide Programme management support to the Medical Director and will also provide direct delivery support for specific projects. The post-holder will work closely with the Health Operations Manager to undertake effective contract management for outsourced services and products, to support the delivery of several of our projects.

With the responsibility for the provision of leadership, direction and financial control for the service, the post-holder will lead on ensuring delivery of strategic and operational service objectives of the Health and / or PSC Programmes. The post-holder will also foster a collaborative culture, which engages practitioners in the development and delivery of health improvement.

Overarching Objectives

- The delivery of several projects in our Health and / or PSC Programmes - with strategic input from the Medical Director and PSC Programme Lead – to build capability and the networks to achieve this.
- Development of the National workstreams to deliver benefit locally, contributing to cross-AHSN dissemination of effective interventions.
- Establishment of the AHSN NENC as an exemplar for the delivery of this work within the AHSN system.

Main Duties and Responsibilities

- Responsibility for the design and delivery of the Programme, including emerging projects resulting from strengthening collaborations within the region.
- Supporting the team to manage risks and issues affecting delivery, including resource implications of emerging projects.

- Developing and maintaining implementation, monitoring and ongoing continuous improvement of leadership and entrepreneurship development models, and supporting the spread of good practice both within the region and nationally.
- Overseeing delivery of all workstreams, maintaining quality, and working collaboratively with local leaders and other Programme teams.
- Through appropriate governance structures, and directly with senior management of the AHSN NENC, ensure that the Programme's activities remain aligned to priorities and strategy, and are sustained.

Partnership Working

- Build and proactively develop effective stakeholder relationships across all our stakeholder groups, including health and care system partners, industry and enterprise partners, and academia and research partners.
- Actively develop productive relationships in sometimes conflictual environments.
- Lead consensus building strategies across partner organisations, and actively cut through blocks and differing opinions, to deliver change.
- Be intellectually flexible to look beyond existing approaches, structures, ways of working, boundaries and organisations, to support effective and innovative transformation in service delivery, in partnership.
- Ensure relationship management strategies across the projects are well designed and implemented and refreshed, to reflect the rapidly changing environment.
- Lead collaborations to devise strategic plans for continuous improvement and transformational change, in line with the needs of users and staff. Ensure appropriate methods are used for the inclusion of patient and carer perspectives.
- Ensure alignment with other relevant AHSN Programmes of Work and policy initiatives, and those of our partner organisations.
- Ensure that Programme success and learning is well captured and influences relevant national and international audiences, in partnership with stakeholders.

Resource Management

- Responsible for the monitoring of budget performance covering a broad range of projects within the Health and / or PSC Programmes.
- Responsible for advising on resource allocation according to the key priorities, and identifying financial solutions where required. This may include the procurement of external resources.
- Drive the Programme to secure benefits identified, including tracking financial benefits, value for money, efficiency, and early identification and management of unintended benefits and dis-benefits.
- Problem Solving – ensuring that any risks and issues are escalated with appropriate solutions.
- Work with other Programme Managers / Leads.

Communications

- Contribute to the production of the AHSN business plan and annual reports.
- In collaboration with the AHSN's Communications Team, produce high-quality marketing and communications materials, and reports, to deliver key information. This will include production of reports, information leaflets, supporting the Network's web page, and delivering presentations.
- Effectively engage with key audiences through event participation, networking and meetings.
- Regularly review the publications and web-presence of other relevant organisations.
- Ensure accurate records are kept of positive news stories and events relating to AHSN NENC projects and publications.
- Contribute towards the development and implementation of Network-wide communications strategies, policies and procedures.