



JOB DESCRIPTION

TITLE: Health & Social Care Integration Project Manager

POST NO: PREF135346

DEPARTMENT: Population Wellbeing (N.B. Jointly funded post through BCF)

DIVISION: Public Health

RESPONSIBLE TO: Health & Social Care Integration Programme Manager

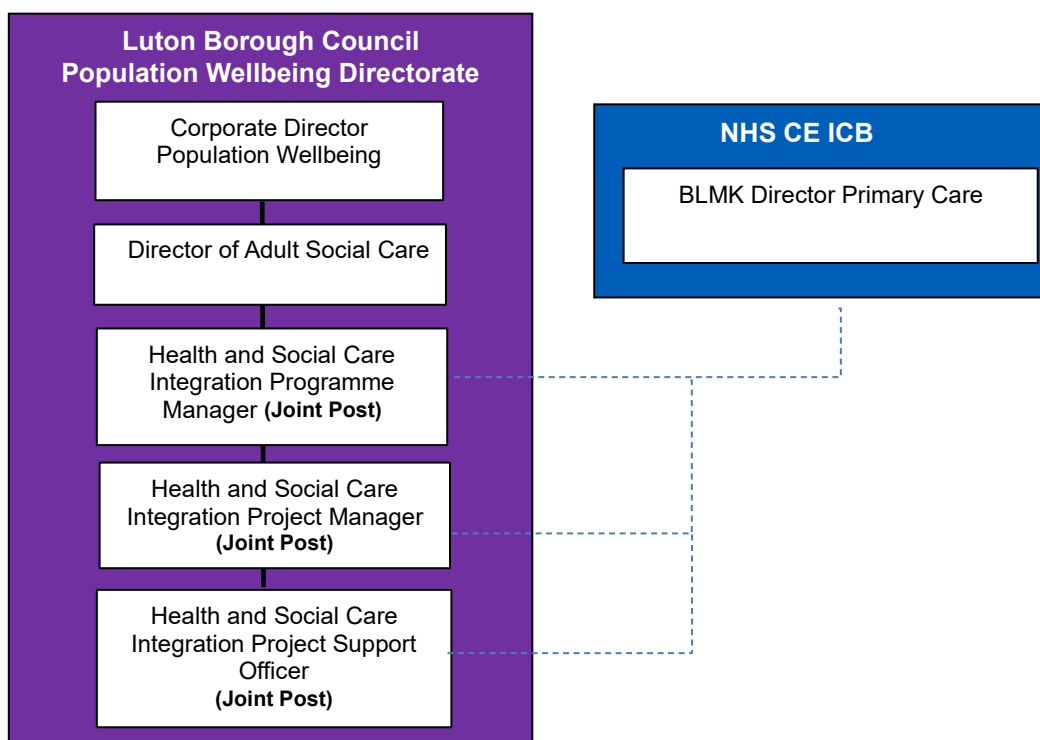
GRADE: M1

PURPOSE OF POST:

The Health and Social Care Project Manager will be responsible to the Health and Social Care Programme Manager for day to day management of the assigned project's and schemes, ensuring they deliver on track, maintain business objectives and risks and issues are appropriately identified, managed, mitigated and escalated when required.

The Project Manager will play an active role in supporting and facilitating the Health Integration delivery plan. As part of the project management process, the Project Manager is required to develop and maintain effective relationships with stakeholders across the whole system, including the voluntary sector and wider communities, to ensure the success of the projects and schemes.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

1. Leading on the development, planning, co-ordinating and managing multi-agency projects, to time, budget and high quality, to support the successful delivery of the Integration Programme and dependent Programmes. This includes the projects held within the Better Care Fund and the Luton Section 75 Agreement as enablers of the integration programme of work. 20%
2. Provide independent project co-ordination support to key stakeholders both internal and external to the council. Provide day-to-day guidance, support and training for project teams to ensure quality service delivery, consistency of approach and best practice in line with organisational and project management and legislative procedures. 10%
3. Provide day to day operational and tactical aspects of a range of collaborative transformational and complex projects, take the appropriate action and make timely decisions to ensure system integration, maintaining a focus on delivery of identified outcomes, value for money and efficiency savings, escalating issues and risks to the Programme Manager. 20%
4. Develop and implement detailed project plans, meeting across system needs. Produce all relevant documentation including, but not limited to, Project Scopes, Project Plans, Task Summaries, Risk Registers, Issue Logs, Consultation, Communication and Implementation Plans, Integrated Impact Assessments and Progress & Status Reports for all relevant Partners. 20%
5. Work effectively and collaboratively with the Programme Manager and Partners to champion, support and drive integration objectives across system. Ensure that project documentation reflects the needs of individual system partners, where reporting and governance differences dictates. To facilitate the associated collaborative partnership workstream meetings. 20%

5. Engage, develop and maintain effective working relationships with all relevant colleagues; key stakeholders and partners across the Health and Social Care system to ensure a co-ordinated service and cross cutting approach to project delivery. Influence and mediate between project working groups, when complex issues or differing pressures arise which could affect the planned outcomes. Ensure all stakeholders remain committed to the projects are held to account and schemes throughout its course and that disputed issues are escalated appropriately to bring speedy resolution.

5%

6. To be accountable to the Programme Manager for Health and Social Care and respond to matrix management at the appropriate level with the BLMK CCG. The Project Manager will be responsible for the facilitation of associated Task and Finish Groups, delivery groups and collaborative groups managed by or reporting in to the Programme Manager.

DIMENSIONS:

Supervisory Management: Project Support Officer L5 post and to provide day-to-day support and direction to the project leads and staff assigned to projects across the system, in order to embed a consistent project management process and controls within the Integration Programme.

Financial Resources: Impact and influence of the delivery of projects within the associated budget

Physical Resources: Not applicable

Working Environment: The post is appropriate for agile working practices and the post holder will be expected to work from a variety of locations in reflection of the integrated workstreams.

Other: The Project Manager will be accountable to and report directly to the Programme Manager. As the post is a jointly funded post, the Project Manager will operate in line with the joint demands and requirements of Luton Borough Council and the BLMK Clinical Commissioning Group.

ADDITIONAL INFORMATION

Integration of Equalities Principles: The post holder will ensure that policies, procedures and activities for service delivery are revised and/or implemented in a way that supports equality for all. These activities should also reflect the Council's commitment to work in active partnership with the community to regenerate Luton and to improve the quality of life for all who live, work or visit the town. .

Physical Effort: N/A

Working Environment: Normal office environment/Flexible working

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	In depth experience of successfully managing complex multi-disciplinary projects.	1,2	Experience of working within both health and care services	1,2
	Proven experience in risk, change and stakeholder engagement and management.	1,2	Experience of having managed and led projects across organisations with differing dynamics and agenda's.	1,2
	Good understanding of both the Health and Social Care system and the interoperability.	1,2		
	Demonstrable experience of working on transformational change projects.	1,2		
Skills/Abilities	Ability to develop clear project plans and project documentation and associated reports, analyse complex information and data including the ability to identify patterns, trends and inconsistencies in data and produce meaningful statistics.	1,2,5		
	Able to develop, maintain and influence positive relationships with colleagues, key partners and stakeholders across the Health and Care system and	1,2		

	Voluntary and Community Sector organisations.			
	Substantial communication skills including the ability to consult, challenge, influence and negotiate effectively with wide ranging system Partners and Organisations.	1,2		
Skills/Abilities Cont'd	Ability to develop clear project plans, draft business cases and project documentation, analyse complex information and data including the ability to identify Ability to prepare and present reports and undertake formal presentations in a clear and comprehensible manner. Able to plan and organise, own workload and work of others and work under own initiative, with autonomy and with minimal supervision. Ability to work effectively as part of a team in order to mentor others to meet conflicting work demands, targets and deadlines.	1,2,5 1,2 1,2 1,2		

Equality Issues	Ability to understand equality issues in detail and to; -Anticipate their impact on services -Integrate equality issues into service delivery and to assist with implementation	1,2		
Specialist Knowledge	A good understanding of the Health and Social Care system. Knowledge of system integration and projected benefits			1,2
Education and Training	Prince 2 Project Management Qualification or equivalent experience.	1,2,4 1,2	Knowledge and use of project management software and tools.	
	Knowledge of both theoretical and practical aspects of project management. Knowledge of project management techniques and tools.	1,2		
Other Requirements	Ability to travel within the Borough and attend meetings outside of normal business hours.- Frequency	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) and General Data Protection Regulation (2018)