Project Manager

|  |  |
| --- | --- |
| Job title: | Project Manager |
| Department: | Transformation and Change Management Team |
| Location: | Remote with expected travel nationally as required |
| Reporting to:  (job title only) | TBC |
| Direct reports:  (job title only) | TBC |
| Accountable to:  (where applicable) |  |
| Responsible to:  (where applicable) |  |
| Job purpose: | Responsible for the mobilisation of new services and transformational projects across the entire Vita portfolio, in particular mobilising new Talking Therapies, MSK and Dermatology contracts and transforming existing services to enable teams to work more effectively. |
| Role and Responsibilities: | * + Plan and implement projects   + Help define project scope, goals and deliverables with project stakeholders   + Define tasks and required resource to successfully deliver project to completion   + Manage project delivery in line with agreed budgets   + Chair and lead project working groups   + Allocate and maintain project resources   + Create and maintain project schedule and timeline   + Track deliverables, escalating any areas of potential deviation to Project Owner   + Manage external stakeholders holding them to account to deliver within agreed milestones   + Participate in internal board meetings as required   + Monitor and report on project process to stakeholders as defined by each Project Initiation Document/Communications Plan   + Present to Stakeholders reports detailing progress, highlighting risk and required mitigations to bring project back to plan   + Implement and manage change when necessary to meet project outputs   + Evaluate and assess result of each project, including Lessons Learnt Log   Key Performance Measures:   * + Project RAG status   + Performance to agreed project budgets   **Equality Diversity & Inclusion (EDI)**  We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do.  Vita Health Group has several initiatives in place to achieve this including our Zero Tolerance Policy, Code of Conduct, Freedom to Speak Up Guardians, and more. We believe it is the responsibility of everyone to ensure their actions support this goal with all internal and external stakeholders.   * Be aware of the impact of your behaviour on others. * Ensure that others are treated with fairness, dignity, and respect. * Maintain and develop your knowledge about what EDI is and why it is important. * Be prepared to challenge bias, discrimination, and prejudice when possible, and raise with your manager, the EDI & Sustainability team, or the Freedom to Speak Up Guardians. * Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination, or prejudice. * Be prepared to speak up for others if you witness bias, discrimination, or prejudice. |
| Clinical Governance:  (where applicable) |  |
| Training and supervision: |  |
| Additional information: | Some travel including occasional overnight stays may be required, so a full clean driving licence is desired. |

## Person specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Project Management qualification | * Change Management qualification |
| **Experience** | * Experience of either working in or supporting Operational teams being able to identify how to take a process from 'as-is' 'to-be' * Ability to challenge stakeholders about delivery and to hold to account where project targets have not been met * Experience of using Project management tool to track projects, generate highlight reports and build out project plans * Knowledge of project and change management including effective risk management | * Commercial awareness of the delivery of community health or social care services * Experience of supporting others to lead complex change projects |
| **Skills/knowledge** | * IT literate – intermediate level minimum * Demonstrable negotiation skills * Commitment to self-development | * Speaks another language |
| **Specialist training** |  | * Business Analysis |
| **Personal competencies and qualities** | * Excellent verbal and written communication skills * High level of enthusiasm and motivation * Ability to work individually or within a team and foster good working relationships * Experience writing Project Briefs/Business Cases * Ability to work under pressure * Excellent time management skills | * Good analytical skills with ability to interrogate and use data to support change |

# Version Control

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

|  |  |  |
| --- | --- | --- |
| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
|  |  |  |