Senior Project Manager

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| Job title: | Senior Project Manager |
| Department: | Transformation and Change Management Team |
| Location: | Remote with regular expected travel nationally as required |
| Reporting to:  (job title only) | Head of Transformation |
| Direct reports:  (job title only) | TBC |
| Accountable to:  (where applicable) |  |
| Responsible to:  (where applicable) |  |
| Job purpose: | Responsible for the mobilisation of new and existing services across the UK, across a varied scope of specialties. This role requires weekly travel across the UK. |
| Role and Responsibilities: | In collaboration with the Business Development team, the Clinical and Service Leads, Finance and HR, this role will be responsible for the mobilisation of new contracts/acquisitions including:   * + Understanding complex customer pathways   + Team structure and workforce planning   + Establishing key operational processes   + Performance management systems established   + KPI reporting (internal and external) framework in place   Project manage and ownership of mobilising projects and acquisitions, sometimes delivering multiple projects concurrently. This could include designing of new clinical pathways, deploying new technology into the business considering the both the practical deployment of the technology and change adoption process for the teams.  Work with Operations, Business Development and Corporate teams to ensure a joined up approach to transformation, ensuring any cross-cutting projects are aligned.  Work effectively with external stakeholders, acting in a professional and informative manner, bringing relative information and decisions back to the appropriate team.  Ensure continuous improvement of service delivery through operational systems, processes and policies to deliver company objectives efficiently and effectively, in line with customer and business needs  Supporting related business change management in line with the strategic objectives and developments required as part of a growing business.  Play an active role in the direction of the business with respect to developments in service propositions, acquisitions, organic growth and operational processes.  **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: | regular travel including overnight stays will be required, so a full clean driving licence is desired. |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Project Management qualification or similar | * 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 and experience of project and change management including effective risk management   + Experience of supporting others to lead complex change projects   + Ability to manage project budgets * Manage the time, cost quality triangle in project delivery | * Commercial awareness of the delivery of community health or social care services * Experience of mobilising healthcare services including acquisitions * Experience in primary care environments * Experience working on Business to Consumer propositions |
| **Skills/knowledge** | * IT literate – intermediate level minimum * Demonstrable negotiation skills * Commitment to self-development * Excellent stakeholder management | * Speaks another language |
| **Specialist training** |  | * Business Analysis * Leadership |
| **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 * Good analytical skills with ability to interrogate and use data to support change * Experience writing Project Briefs/Business Cases * Ability to work under pressure * Excellent time management skills | * Speaks another language |

# Version Control

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

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| 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 |
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