Director of Transformation

## Job details

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| Job title: | Director of Transformation and Change Management |
| Department: | Transformation |
| Location: | Home-based |
| Reporting to:  (job title only) | Deputy CEO |
| Direct reports:  (job title only) | Transformation Team |
| Job purpose: | The Director of Transformation is an exciting role that will deliver significant, complex, multi-faceted programmes and contract mobilisations across a wide portfolio of physical and mental health services within Vita Health Group.  You will be responsible for supporting and translating our strategy and business plans into an overall portfolio of timed projects, implemented with associated governance and controls that drive quality and efficiency to meet the business needs.  You will bring your significant experience of working in similar roles, adopting best practice to deliver gold standard project management and budget control for all required change programmes and contract mobilisations from point of go live, through to delivery with clear benefit realisation.  You will lead a significant transformation team with dedicated project and change professionals, you will report directly to the Deputy CEO.  As a home-based role, you will enjoy working independently whilst maintaining close collegial relationships within your team, and wider internal stakeholders. Travel will be required for face-to-face team meetings, mobilisations, go-live etc. |
| Role and Responsibilities: | As Director of Transformation, you will be accountable for:  **Programme Management**   * Translating VHG strategy into detailed programme with accountable owners/timelines demonstrating improved efficiency and quality that meets business needs. * Responsible for the oversight and delivery of executing the transformation plan including large scale, complex projects and programmes relating to system change and transformation. * You’ll have close links with internal colleagues in Finance ensuring programmes are within budget. * You’ll work with the Commercial team on upcoming bids and opportunities and supporting in the bid process with mobilisation plans. * Lead on the management of relationships with stakeholders to achieve ensure smooth process, good relationships are maintained and benefits realised. * You will attend/prepare for the monthly Transformation Board attended by Deputy CEO and CFO, ensuring all project updates and budgets are maintained and on-track.   **Service Improvement & Mobilisations**   * You will influence and develop areas for service improvement/enhancement that benefit those who use our services to improve quality and increase efficiency. * You will utilise your experience in project, programme and portfolio management methodologies with the Transformation Team, ensuring that this is embedded at all levels, and reflected in the teams delivery. * You will champion best practice, learning from experience and from others, supporting innovation within the organisation and beyond. * We ensure stakeholders, patients and the public are involved within the improvement of our services. You will embed co-production at all levels of decision making and link closely to the patient experience team * You will work closely with the Operations Directors, attend regular Business Governance meetings to ensure you are informed of the needs of the business. * You will lead the mobilisation of all new contracts across the NHS and Corporate markets. Taking leadership and management of all key work streams, subject matter experts and partners who may be involved with the process.   **Financial Management**   * You will be responsible for managing multiple significant budgets. * You will be accountable for the delivery of projects and programmes against agreed budgets mapped to time, cost and quality. * The post holder must adhere to standing financial instructions and standing orders.   **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. We believe it is the responsibility of everyone to ensure their actions support this 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 EDU is and why it is important * Be prepared to challenge bias, discrimination, and prejudice if possible, and raise with your manager and EDI team * Encourage and support others to feel confident in speaking up if they have subjected to or witnesses bias, discrimination, or prejudice * Be prepared to speak up for others if you witness bias, discrimination, or prejudice |
| Clinical Governance:  (where applicable) | N/a |
| Additional information: | Some travel (see above) including occasional overnight stays may be required (expenses reimbursed), so a full clean driving licence is desired. |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | Honours degree or equivalent | Recognised Project management Qualification |
| **Experience** | Proven ability in Programme Management and Transformation of services to achieve specific business outcomes  Demonstrable experience of effective budget management  Highly credible leader with the  demonstrable ability to build outstanding relationships and trust with a wide variety of different individuals, including external partners and key stakeholders  Excellent communicator, proficient at  adjusting style and approach to suit  different audiences and stakeholder  groups  Adept at managing ambiguity and ensuring that clear directions are in place for the programme at all times. | Senior experience within an  NHS or public sector context  Experience of business case development  Experience of matrix management |
| **Skills/knowledge** | Solution Focused  Strong organisational and management skills, direct work priorities towards achievement of outcomes  Excellent organisational skills, ability to multi-task, organise, and prioritise, and re-prioritise to manage conflicting demands  Excellent verbal and written communication skills  Strong inter-personal skills capable of presenting ideas and proposals robustly and persuasively,  listening carefully and acting decisively | Understanding of Physical and Mental Health care services within NHS, Private or Public sector |
| **Personal competencies and qualities** | Excellent verbal and written communication skills  Ability to liaise with people at all levels of the business, provide constructive feedback and challenge thinking  High level of enthusiasm and motivation  Ability to work independently using own initiative in all aspects of role  Ability to work well under pressure  Ability to adapt positively to sudden changes in workloads / priorities  Excellent time management skills  Self-starter with initiative / ability to think creatively  Competitive – strong desire to succeed and ‘go the extra mile’ |  |

# Version Control

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