#### Form JE 5



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| 1. JOB IDENTIFICATION | |
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| 2. JOB PURPOSE | |
| Manage projects of work on behalf of NHS Tayside Innovation.  Provide project management service and facilitate delivery of innovation programmes across NHS Tayside.  Deliver professional project management in support of the strategic direction for NHS Tayside and related services, engaging with key stakeholders on the definition, development and implementation of projects supporting that strategy.  Working with strategic programme stakeholders to successfully support substantial innovation programmes through a standardised and current project management framework to deliver outcomes and benefits to the required level of quality, on time and within budget. | |
| **3. DIMENSIONS** | |
| Provides Project Management services for projects associated with NHS Tayside Innovation.  Postholder will manage the budget of the project(s) they are assigned tow within their portfolio.  Postholder will provide supervision and day to day management of less senior members of the team.  Interact and work effectively with any identical potholders as well as senior members if the team. | |
| 4. ORGANISATIONAL POSITION | |
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| 5. ROLE OF DEPARTMENT | |
| NHS Tayside Innovation strives to be a leader in health innovation and digital healthcare, transforming the health and wellbeing of citizens across Tayside.  NHS Tayside Innovation supports innovation that addresses key challenges to improve health, social care and service delivery that are aligned with national or local strategic priorities.  NHS Tayside Innovation is primarily involved with innovation activity that focuses on development of ideas, testing and developing prototypes, evaluation of devices and processes in real life environments.    Partnership is the core of NHS Tayside Innovation’s work and through strong relationships and collaborative working we bring together expertise from across the system to turn innovative ideas into healthcare solutions. We work both within and outside of NHS Tayside. We work with health, academia, industry as well as patients to co-develop and co-design their innovations. | |
| 6. KEY RESULT AREAS | |
| Responsibility for the supervision, management and development of project activities and deliverables.  Support the creation, approval, delivery and post-implementation review of innovation projects across NHS Tayside.  Balance the need for effective governance, facilitation, support and the processes of Project Management.  Demonstrate initiative, adaptability, planning ability, sound judgement, competent analysis and evaluation skills within a project management framework.  Manage and articulate the plans, risks and project resources to deliver outcomes to an explicit level of quality, on time and within budget, in accordance with individual Project Plans and internal policies and procedures.  Ensure that the organisation and staff are supported, using project management tools and techniques.  Ensure that project progress is reviewed, and that adjustments are made, if necessary, to achieve the intended aims of the project.  Identify any active and effective links to other NHS Tayside projects and initiatives, by identifying the key linkages/inter-dependencies and developing joint working where required.  Represent the project on Steering Groups/Boards.  Work with key stakeholders to promote and support innovation programmes, capturing achievements, setting realistic timeframes for delivery, providing risk assessment and escalation on areas of slippage and supporting processes of change.  Support workshops, consultations and events to inform and engage on innovation projects/service change and ensure the capture of activity for project governance and audit.  To support NHS Tayside values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviors and attitudes*.*  **Responsibility for Records Management – (REQUIRED IN ALL JOB DESCRIPTIONS)**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. | |
| 7a. EQUIPMENT AND MACHINERY | |
| Laptop/Desktop - everyday use  Photocopiers – as required  Telephones – as required  Printers – as required | |
| **7b. SYSTEMS** | |
| Organisational Support Tools - SSTS and Jobtrain when required.  Daily use of Microsoft Teams and Outlook - For communication, diary management and online meetings.  Microsoft Office Suite - Create, interpret and update documents within Word, Excel, PowerPoint for the purpose of managing projects and recording keeping.  PECOS - eProcurement system. Use of system to requisition goods and services on-line.  Adobe Acrobat – Create and view PDF documents. | |
| 8. ASSIGNMENT AND REVIEW OF WORK | |
| The post holder will develop and deliver projects of work that support achievement of the objectives of NHS Tayside Innovation and the projects that they are supporting and/or facilitating. post holder will work as part of the NHS Tayside Innovation and associated services. The post holder will provide the project governance, project planning, risk assessment and action planning for projects, including establishing the scope and clear project objectives with key stakeholders including the setting of project priorities and budget management.  The post holder will work in partnership with other corporate support functions, with clinical and operational teams, with partnership colleagues, with partner organisations to define, develop, monitor and report on innovation projects.  Projects will be assigned to the post holder by the Innovation Development Manager.  The post holder’s work will be appraised by the Innovation Development Manager. The post holder will provide regular oral and written updates to the Innovation Development Manager to aide this appraisal of projects.  Where relevant, the post holder will report to the Senior Responsible Officer and/or Project Sponsor in accordance with the objectives and timescales of the Project. | |
| **9. DECISIONS AND JUDGEMENTS** | |
| The post holder is expected to prioritise and manage their own workload in accordance with the objectives and timescales of the Project. The post holder will be an important, core member of the project team and must demonstrate considerable initiative and coordination of multiple/complex activities.  The post holder will coordinate the Project Team and display effective decision making and problem-solving skills throughout the Project lifecycle, including support to redeploy resources when required to keep the Project on target. This will be allied to an ability to facilitate idea generation in the context of meeting identified business requirements and to foresee risks/issues and take appropriate corrective action.  The post holder will have the capability to assist in the development and implementation, where  appropriate of NHS Tayside procedures and policies in relation to new ways of working and  system developments in the course of their project work. | |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | |
| Working to tight timescales and budgets to ensure successful conclusion of projects.  Ensuring the engagement and active participation of key stakeholders from a range of professional backgrounds and levels of seniority.  Effective management and prioritisation of competing demands.  Representing and presenting the project at key project governance groups. | |
| **11. COMMUNICATIONS AND RELATIONSHIPS** | |
| **Internal:**   * Project approvals and progress updates including written and oral presentations. * Stakeholder Steering Groups - Project strategy and progress updates including written and oral presentations and briefings. * Senior Teams - Consulting, advising and influencing as required to share project objectives and seek ‘buy-in’ and assistance from local teams. * Staff at all levels including clinicians - Frequent briefings, and engagement with key staff at all levels over Project progress, objectives and any challenges. * Project Team – Supporting/leading and facilitating, chairing meetings. * Sub-project Teams - Leading, advising and managing. * Human Resources, Finance, Data Providers/Data Analysts, Staff side Partnership – Advising, briefing and supporting. * Co-dependent and inter-dependent project teams/project managers - Project influence and progress.   **External:**   * Academia e.g. University of Dundee colleagues – Negotiating, liaising, briefing and leading project partners. * Industry partners – Negotiating, liaising, briefing and leading project partners. * Wider innovation community – Consulting, advising, influencing and collaborating. * Citizens – Liaising and briefing. | |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| **Physical**:   * Occasional requirements to utilise a workstation between meetings and carry materials relevant to support same, e.g. Laptop, papers, flipchart. * Supporting workshops / training sessions on an irregular and infrequent basis that require standing and seated activities. * Daily requirement for speed and accuracy in delivery of work to ensure projects are delivered on time and to a high standard.   **Mental**:   * High levels of concentration are required for all aspects of the project delivery roles - this includes planning, facilitation, data analysis, chairing meetings, work prioritisation. * Changing from one activity to another is common, as are interruptions and conflicting demands.   **Emotional**:   * As projects are often focussed on implementing change there are occasions where the environment can be resistant and even hostile. * The postholder will need to be resilient and willing to work collaboratively and to seek support of senior management to manage such situations. Working with managers to anticipate such circumstances will be essential to ensuring supported activity.   **Environmental**:   * Exposure to VDU for up to 90% of a shift. A typical day will involve a large proportion of the day using a VDU. However, there will be some days that require no or very little exposure. * Requirement to travel within NHS Tayside during course of role. Occasional requirement to travel across Scotland and the UK. | |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| **Induction Standards & Code of Conduct**  Your performance must comply with the national “Mandatory Induction Standards for Healthcare Support Workers 2009” and with the Code of Conduct for Healthcare Support Workers  Degree within relevant subject and/or evidence of equivalent experience working in healthcare/innovation.  Evidence of relevant continuing professional development.  Experience of working in a Project Management capacity and with multidisciplinary stakeholders.  Ability to carry out research and analysis.  Formal project management training using methodologies such as PRINCE2.  Experience of using information for project management purposes and in setting and monitoring targets and performance indicators.  Evidence of excellent written and oral communication skills.  Experience of report writing and presentation skills within a Project Management capacity.  Experience of organising and chairing meetings.  Experience of change management and the use of skills to facilitate change.  Experience and knowledge of delivering effective client orientated services.  Ability to analyse business processes, utilising support and technology as appropriate.  Experience of co-ordinating all Project Phases including Initiation, Design, Implementation, Transition, Support and Closure.  Evidence of excellent communication and negotiation/influencing skills in complex negotiation, sometimes in emotive and challenging hostile environments.    Effective leadership skills and ability to lead and create a clear common purpose amongst the members of the ~~sub-~~project teams.  Good knowledge of methodologies and techniques for planning, monitoring and controlling projects.  The ability to find ways of solving or pre-empting problems within the project. | |
| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each job holder to whom the job description applies.  Job Holder’s Signature: n/a  Head of Department Signature:  **(I confirm this Job Description accurately reflects the duties and**  **responsibilities of the postholder and does not impact upon any other**  **postholders role)** | Date:  Date:11/9/24 |