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| JOB IDENTIFICATION |
| Job Title: **Senior Project Manager (Innovation)**  Responsible to (insert job title): **Innovation Manager**  Department(s): **Research, Innovation and Knowledge**  Directorate:  **Medical Directorate**  Job Reference:  Last Update (insert date): March 2023 |

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| JOB PURPOSE |
| To provide senior project management services for the Reducing Drug Deaths Open Innovation Catalyst Challenge, which is a National Challenge open to all 4 devolved nations. In addition, to provide senior project management services for any related Innovation activity across the South East Region Test Bed (HISES, member Boards, NHS Lothian, NHS Borders and NHS Fife). This includes, project managing the milestones and deliverables for the Reducing Drug Deaths Open Innovation Catalyst Challenge, which will be run as a national Small Business Research Initiative (SBRI) across the devolved nations of the U.K, as well as supporting any other assigned projects.  The post holder will successfully develop and manage plans, risks and project resources. The post holder will also manage, coordinate and deliver the aims of the Open Innovation Challenge and Innovation projects, utilising project management methodology such as Prince 2TM, APM, DSDM Agile and/or significant prior experience, to deliver outcomes to the appropriate level of quality, on time and within budget, in accordance with the Project Plans. Multilevel and cross sectoral and cross border stakeholder engagement will be key to effective delivery ensuring engagement in delivering the Challenge and anticipated benefits. |

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| 3. DIMENSIONS |
| The post holder will be responsible for delivering senior management and administrative functions for Innovation projects primarily the Reducing Drug Deaths Open Innovation National Catalyst Challenge, a Challenge to be conducted over a 2 year period.  A key element of this senior role will be engagement with interested industry partners, clinicians, academics and managers across the UK, the South East region (the regional Boards represented within HISES) and more broadly across the other Regional Test Beds (West of Scotland and North of Scotland). The post holder will also engage closely with representatives from the Scottish Health and Industry Partnership (SHIP), U.K. Office for Life Sciences (OLS), as well as NHS representatives from the U.K. devolved nations.  Communication and collaboration will be with a wide range of people at different levels. This will include Scottish Government, a broad range of clinical and management colleagues across the UK and wider East Region of Scotland, including the leadership team of HISES, representatives from other NHS Scotland Boards and representatives from NHS Trusts in the devolved nations. There will also be communication and collaboration with external partners including industry and academia and representatives of funding bodies from across the U.K.  **4. ORGANISATIONAL POSITION** |
| 5. ROLE OF DEPARTMENT |
| The Research, Innovation and Knowledge (RIK) Team, part of the Medical Director’s Directorate and responsible to the NHS Fife Executive Lead for Research, Innovation & Knowledge, provide a service to facilitate and co-ordinate activities required to underpin research and Innovation governance in order to deliver high quality, clinically effective services throughout NHS Fife.  The department is responsible for the management of high quality research and development and innovation in NHS Fife in line with strategic direction and statutory legislation and for the effective management of Chief Scientist Office funds, commercial trial revenue and non-commercial grants.  The department is also responsible for developing the infrastructure and culture in which research and Innovation in NHS Fife will continue to grow and contribute to evidence based practice including ensuring the NHS benefits both intellectually and financially from any inventions or new knowledge by the appropriate protection and exploitation of intellectual property opportunities.  This post, as part of the Fife RIK Team, will support the delivery of the Reducing Drug Deaths Open Innovation National Catalyst Challenge, run across all four U.K. nations, as well as support other Innovation projects, locally and regionally as part of NHS Fife’s participation in the South East Region Health Innovation Hub (HISES). This Challenge will be run as a national SBRI Innovation Challenge with funding contributions from the U.K. Office for Life Sciences (OLS) and Scottish Health and Industry Partnership (SHIP). The budget for the Reducing Drug Deaths Open Innovation Challenge is £5m |
| 6. KEY RESULT AREAS |
| **Analysis**  The post holder will be required to:   * Analyse assessments and resolving failures to meet project standards. * Ability to work with a high level of autonomy and use of own initiative. * Judgement will be required on complex issues that may arise throughout the duration of projects. * Analysis of numerous performance management data is essential and the ability to translate this into priorities and implementation. * Frequent monitoring of project performance and measurement of deliverables will be required, as will regular and formal reporting to multiple stakeholders.   **Planning and organisational skills**  The post requires the following skills;   * Plan and organise broad range of complex activities; formulations, adjust plans, strategies or programmes. * Planning and implementation of new ways of working. * Ability to work across a wide range of stakeholders from within an integrated NHS Fife system, HISES, SHIP, academia and industry. * Project planning, required to make ongoing adjustments to plans if interim targets are not met. * Draft, regularly review and update project plans within timescales. * Monitor delivery of the project plans and report progress to Innovation Manager. * Monitor project milestones for 4 Phase 1 and up to 8 Phase 2 projects against strict project timelines. Timelines for the projects are fixed to 4 months for Phase 1 and 12 months for Phase 2. * Monitor the project milestones against budget and spend. Phase 1 projects are up to £100,000 and Phase 2 up to £500,000. * Liaise with all stakeholders and promote coordination of their operational planning. * Work with stakeholders to help resolve obstacles to implementation. * Planning and coordinating communications for Challenge projects, across the UK, throughout the project life cycle. Liaising with partners from SHIP, OLS and UKRI to develop communications.   **Programme/project management**   * Planning, scheduling and rescheduling as necessitated, complex interdependent projects within a governed, risk minimal manner ensuring projects deliverables are aligned with other project dependencies. * The monitoring and reporting of programme progress, risk and exceptions to the programme steering group(s) where appropriate. * Ensures project and programme management techniques are used to deliver successful implementation of all aspects of the Innovation function, including identification of stakeholders, application and adaptation of innovation solutions, including modification of solutions if need detected during transition.     **Human Resources**  The post holder is required to line manage staff and to:   * Provide line management to the Innovation Project Support Team * To work in partnership with Innovation Team colleagues at NHS Fife and HISES to contribute to the successful workings of the team. * To work in partnership with clinical and other colleagues motivating staff to change where necessary to improve or develop Innovation within NHS Fife, and the Scottish South East Region. * Work with local and national public and private sector individuals, and teams to facilitate successful outcomes. * Act as senior point of contact for Challenge Clinical Advisors (x3) to coordinate workload, queries, and requests for clinical input, as well as organisation of any admin support required to support their role. * Provide support to individuals and teams involved in innovation activity, such as supporting the set up and running of meetings and events, deputising for Innovation Manager where applicable, and supporting admin staff with questions and queries. * Influence change at all levels including those where the post holder has no direct line management for staff.   **Responsibilities for information resources**   * Responsible for ensuring that data is handled appropriately and accurate records are maintained and stored. * Use of data to analyse systems, producing and designing reports on a frequent basis. * Use of analytical tools to interpret data and translate into management and specialty reports. * Awareness of confidentiality issues especially when liaising with external partners.   **Responsibilities for financial and physical resources**   * To lead and manage phase 1 projects with a value of £100,000 and Phase 2 projects with a value of £500,000 * Oversight and monitoring of the Reducing Drug Deaths Open Innovation Challenge project budgets. Reporting financial updates to the Project Steering Group. * Monitoring of project milestones against project spend, ensuring the projects are delivered on time and to budget. * Responsible for supporting the organising of events which may include purchase of supplies and services, such as NHS events company SHSC to organise online events with the approval of Assistant RIK Director. * Responsible for monitoring project activities to ensure they remain within the budget for the allocated project/s. Budget reports will be monitored internally by the Innovation Manager and Assistant RIK Director, and externally by the Project Steering Group, with representatives from SHIP, OLS, University of St Andrews and Golden Jubilee National Hospital. * Liaising with project teams, SHIP, OLS and Golden Jubilee National Hospital regarding costs of projects. * Personal duty of care in relation to equipment. * Responsible for appropriate use and safety of office and IT equipment for Corporate Services. |
| 7a. EQUIPMENT AND MACHINERY |
| The post holder will routinely use and have a working knowledge of IT equipment. The following are examples of equipment which will be used when undertaking the role:   * PC/Tablet * General office equipment * Presentation equipment * Smartphone   **Note:** New equipment may be introduced as the organisation and technology develops, however training will be provided. |
| 7b. SYSTEMS |
| The post holder is expected to have a comprehensive working knowledge of all office systems including Microsoft Office and Project management tools such as Microsoft Project, MS Visio, and ability to utilise the Internet.  The following are examples of systems which will be used when undertaking the role:  Regular use of the Internet, Intranet, Outlook email system and Microsoft Office software – Word, Excel, Access, Publisher, Powerpoint  Established database systems, e.g. contact/mailing database, etc  Editing software for the development of the intranet/internet pages  NHS electronic systems such as PECOS, eESS and SSTS.  **Note:** New systems may be introduced as the organisation and technology develops, however training will be provided. |
| 8. ASSIGNMENT AND REVIEW OF WORK |
| Work is generated via a number of sources including the NHS Fife Assistant RIK Director, Innovation Manager, HISES, Office for Life Sciences (OLS), SHIP, Scottish Government, clinicians across different Health Boards/Trusts. The post holder must be able to function with a very high degree of independence and considerable discretion. The post holder must be able to act independently as a representative for the team, the Department and HISES in regional and national forums. Working autonomously, the post holder will prioritise work using initiative in order to manage the Innovation projects and achieve the goals set within the agreed timescales.  The post holder must be highly motivated, be able to work under resource and time constraints, be able to make decisions in order to ensure the most efficient use of resources.  Performance is reviewed by the Innovation Manager against objectives agreed at annual appraisal. |
| 9. DECISIONS AND JUDGEMENTS |
| The post holder will report to the Innovation Manager; however has a high degree of freedom to act.  Will be expected to deputise for the Innovation Manager when required.  Plan and prioritise own workload, making decisions to adapt in response to a changing environment.  Autonomous and responsible for anticipating problems, proposing and implementing solutions to enable successful delivery of our innovation plan, the HISES Innovation plan and Scottish Government aspirations.  The post holder will be required to make decisions in relation to projects they are responsible for within HISES and the NHS Fife Innovation Office to ensure outcomes are achieved within timescales set.  The post holder will be expected to confidently make decisions on a daily basis. They must be proactive and use their own initiative to take responsibility for managing resources effectively to ensure that all deadlines are met, given the range of competing demands made on the team.  Assessing information to be relayed on behalf of senior staff and their teams when dealing with enquiries, including those from the public, industry and the third sector; this requires tact and careful consideration to ensure that only appropriate information is disseminated.  Using own judgement when managing diary conflicts of the team, including identifying someone to deputise for the post holder.  Assist staff/patients /clients during incidental contacts. Responsible for staff health& safety, including first aid and fire scenarios. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| 1. Establishing and maintaining effective positive relationships, many of whom may have differing motivations and values 2. Motivating, influencing and negotiating to ensure delivery of key outcomes 3. Judging when to work independently and when to seek advice and support, whilst working as part of a team in a complex, multi-faceted innovation landscape 4. Dealing effectively with a number of simultaneous tasks, with the level of commitment urgency and adaptability that these require, and ensure that these are carried out within the agreed timescales sometimes under time pressure. 5. Delivering high quality project management services to the respective projects, ensuring that the project deliverables meet the quality, timescale and budget requirements. 6. Balancing priorities and managing stakeholder expectations throughout and across assigned projects. 7. Having the focus to quickly establish priorities and to ensure that required actions are followed through. 8. Developing and maintaining good working relationships with NHS Board, Regional and National partners. 9. Managing and analysing the significant volume of correspondence and meeting notes associated with projects including reviewing large volumes of complex information. |
| 11. COMMUNICATIONS AND RELATIONSHIPS |
| The post holder is required to   * Liaise with a wide range of parties to encourage and promote innovation. * Contribute to our efforts to deliver the NHS Fife and the South East Region HISES innovation strategy. * Support and advise key partners and engage them throughout the lifetime of the innovation projects. * Regularly deliver presentations to a wide range of senior, specialist stakeholder groups including the NHS, Chief Scientist Office, SHIP, OLS, Scottish Government, industry, academia, and other relevant innovation bodies (regionally, locally and nationally). * Communicate contentious and sensitive performance information internally and where appropriately externally. * Produce written and verbal reports for projects, including use of technical, highly complex data; presenting and explaining highly complex, multi-faceted information. |
| 12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB |
| Physical   * Light to moderate: including moving light equipment e.g. laptops, projectors for presentations. * Using keyboards regularly/frequently for work processing, spreadsheets etc and email. * Travel to meetings around Scotland maybe required, however travel around Fife and East Region will be required. * Delivery of presentations and seminar sessions may necessitate standing for long periods of time. * Sitting for long periods at a PC for long periods of time typically more than half the shifts worked. * Report writing and correlation of material for long periods of time.   Mental   * Frequent requirement to quickly understand large amounts of new, highly complex data including national statistics, research data, clinical issues, policies and guidance. * Ability to grasp underlying theories and methodologies for change and research, and ability to communicate these effectively. * Constant need for awareness of developments which may impact on delivery of programmes and projects, adapting workplan to respond to interruptions and dynamic challenges. * Ability to quickly respond to intellectual and practical barriers or challenges with appropriate and effective solutions. * Frequent need for concentration to read complex documents, summarising, analysing and decision making. * Concentration required when working on multiple projects with diverse priorities and timelines whilst dealing with the management of enquiries; workload unpredictable due to changing priorities and often tight funding deadlines.   Emotional   * Communicating sensitive issues with the multidisciplinary team. * Liaising between groups of colleagues in different organisations who may have conflicting agendas, and ways of working. * Dealing with staff performance and disciplinary issues. Managing stressful situations when dealing with difficult people or in disagreement. Dealing with conflicting priorities. * Ability to build successful relationships with a wide range of stakeholders; applying a high level of emotional intelligence * Ability to deal effectively and in a non-confrontational way with challenging behaviour from staff, colleagues and other stakeholders * Demonstrated tolerance of different attitudes, options and preferences. * Ability to cope with unexpected problems and take responsibility. * Presenting and imparting unwelcome information and feedback on performance, and innovation processes and outcomes |
| 13. Working Conditions |
| Standard Office conditions: Regular requirement to use laptop/PC  Some travel throughout Fife may be required. Some travel throughout Scotland and to other nations may be required. |

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| 14. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Qualifications   * Educated to degree level (or equivalent) in a relevant discipline.   Experience/Knowledge   * Experienced Prince 2TM, APM or DSDM Agile project management practitioner or equivalent experience, * Experience in leading and managing complex projects. * Excellent organisational and co-ordination skills. * Demonstrable experience of working with Small Business Research Initiatives. * Experience of using information for planning and management of resources and performance. * Have detailed and significant experience in the NHS or similar environment including industry. * Experience of working simultaneously with multiple stakeholders in a challenging environment.   Skills   * Influencing, negotiating and mediation skills, able to gain credibility and confidence of a wide range of NHS professionals, industry and academic partners.. * Excellent analytical skills and initiative to identify and resolve potentially complex problems * Excellent interpersonal skills, communication (verbal and written) and presentation skills. * Initiative, independence of action and maturity of judgement. * Good problem solving skills. * Ability to deal with often conflicting demands and priorities, and working under pressure. * Organisational and co-ordination skills. * Ability to work under pressure. * Accuracy and attention to detail. * Negotiation skills. * Flexible approach. * Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers – NHS Circular CEL(2010)23. * Your performance must comply with the “Mandatory Inductions Standards for Health Care Support Workers in Scotland” 2009; and with the Code of Conduct for Health Care Support Workers, both as amended from time to time, which will be issued with your contract (further copies can be obtained from Human Resources). Failure to adhere to the Standards or to comply with the code may result in poor performance measures or disciplinary action and could lead to dismissal; or if you are self-employed, such failure will be deemed to be a breach of an essential term of your contract, allowing us to terminate with or without notice. |

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| 15. JOB DESCRIPTION AGREEMENT | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |

**History:**

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