

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Innovation Project Manager (Band 6)
Accountable to:	Director of Innovation
Responsible to:	Innovation Project Team Manager
Department(s):	East Region Innovation Office
Directorate:	Medical
Job Reference:	096577
No of Job Holders:	1

2. JOB PURPOSE

To plan, manage and deliver agreed project within timescales and budget ensuring collaborative working across a broad range of stakeholders to support the delivery of the project objectives.

The main purpose of this post is to support the delivery of the Health Innovation South East Scotland (HISES) innovation strategy by managing innovation testbed projects, through the development of staff innovation ideas and the co-development of innovation projects with industry. The post holder will be part of the HISES team that works to ensure our organisation delivers the expected outcomes of the Scottish Government, namely submission of grant proposals to Innovate UK or similar body, and provision of testbeds for industry partners.

Working as part of the HISES team and reporting to the Innovation Project Team Manager, the postholder will bring expertise in project management and enthusiasm for delivering and supporting creative, technological solutions to health and care challenges. Offering support, facilitation, progress monitoring and reporting will be core aspects of this role.

3. DIMENSIONS

The East Region Innovation Office (HISES) is hosted by NHS Lothian to provide a key support function for the delivery of transformational innovative change within the three NHS Boards (Borders, Fife, and Lothian), whilst also contributing to the spread of healthcare innovation across NHS Scotland.

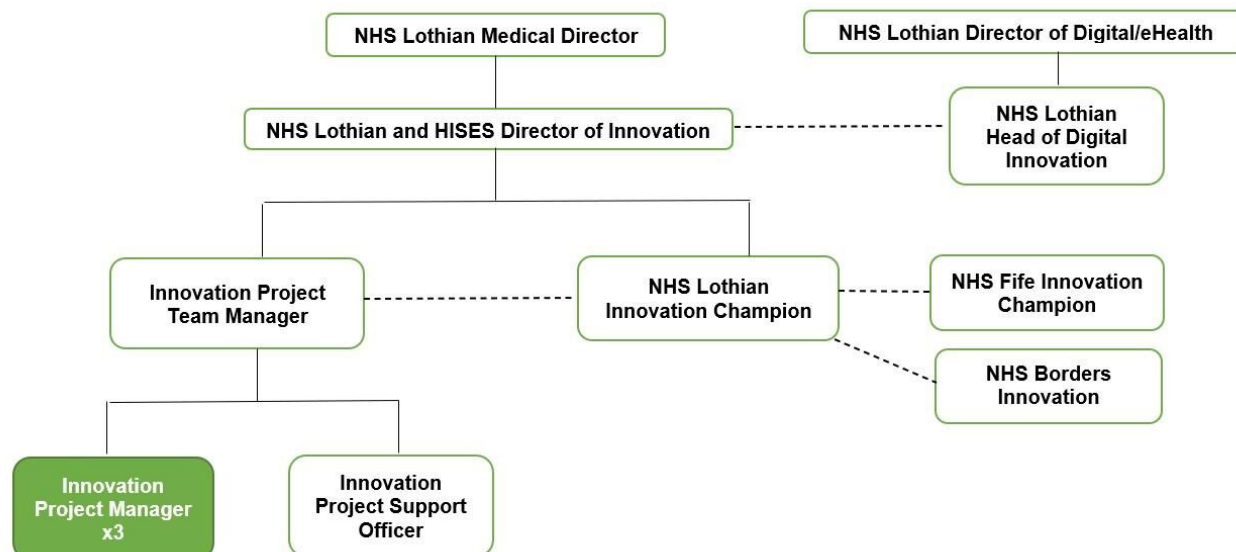
The Innovation Project Managers have a key role in delivering the objectives set for the East Region Innovation Office to enable the East Region of Scotland to:

- Define through stakeholder engagement innovation challenges based on strategic imperatives.

- Form innovation collaborations with industry, academic and other stakeholder partners to solve these challenges.
- Complete applications for innovation funding.
- Support staff with innovative ideas in the potential development of these into potential innovative solutions.
- Link with finance colleagues in setting out the financial case for adopting innovative solutions.
- Record and log all innovation collaborations in a database and sharing this information with national colleagues.
- Monitor the progress of active innovation collaborations, with regular reporting on this made to the East Region Innovation Oversight Committee and Network Group.
- Ensure the HISES website is continually refreshed with updated information on innovation activities and projects.
- Provide support to the three NHS Board Innovation champions and the Innovation Director.

The post holder is employed within NHS Lothian and there will be a requirement to work flexibly across the East Region.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

Health Innovation South East Scotland (HISES) is an Innovation Test Bed set up by the Scottish Government Chief Scientists' Office which forms part of national network created to deliver the Government's vision to utilise the innovation process to deliver a healthier and wealthier nation for the future. <https://hises.edinburghbioquarter.com/about-us/>

Formed through a collaboration of three NHS Boards— Borders, Fife and Lothian, with the latter taking on the role of lead host Board, HISES has a pivotal role in delivering innovative solutions to health and social care challenges, both regionally and nationally.

At the core of our approach to innovation is collaboration with our staff, academia, industry partners and the third sector. We work together to identify problems faced by patients, staff and citizens in receiving and delivering high quality, effective and efficient health and care services — whilst also maximizing opportunities for individuals to better self-manage existing conditions as well as preventing their occurrence.

Mission

Our mission is to support and enable the future delivery of health and care services that are more effective, more efficient, of a higher quality (including more equitable access) and sustainable/affordable within available resources.

From having developed, tested and then evaluated new innovative solutions within the South East Region health and care services in collaboration with our stakeholders, including our staff, – we are confident that these will then have the potential for spread not just nationally but also globally.

Innovation Project Management

Many innovation projects are complex and require collaborative working between diverse stakeholders. In addition, a range of risks are anticipated that may compromise successful completion. Pro-active management of projects using clear project plans, risk management strategies, and a milestone driven approach are known to increase the chances of successful completion. The HISES team will provide a pro-active management approach for all adopted projects, which will include active management of risk, and agreed stage-gating between partners.

HISES Infrastructure

In 2019, The HISES Office was set up at Waverley Gate in Edinburgh and is hosted by NHS Lothian. This is led by the Director of Innovation and with oversight provided by the NHS Lothian Innovation Champion. The core project management support team is led and managed by the Innovation Project Team Manager.

The HISES team, work across the South East Scotland Innovation Network and in addition to supporting innovation projects, they are continually involved in developing further the networks of innovative solution providers, and at identifying potential sources of external funding through which to form innovation collaborations. The HISES core project support team work closely with colleagues across NHS Borders and NHS Fife who are also building up their local capacity to support and run innovation projects.

6. KEY RESULT AREAS

Project management

1. Supporting stakeholder engagement to helping to define future innovation challenges and from that then supporting the forming of innovation collaborations, which may include helping with the completion of funding applications.
2. Responsible for the management of projects that have been assigned to the postholder from the overall portfolio of projects being managed through the East Region Innovation Office including development of business case and project initiation documentation as required.
3. To develop and maintain comprehensive project plans, including risk assessment of each phase, specifying the project goal structure, resource requirements and costs for delivery

involving all key stakeholders to ensure delivery of projected efficiencies.

4. Review on an ongoing basis progress of the projects, identifying where there is risk that project objectives or timescales will not be met, taking remedial action to bring projects back on track as required and that benefits are realised.
5. Ensuring the application of all policies, procedures and protocols relating to the projects ensuring implementation within the project team and by stakeholders.
6. Ensuring maintenance of project information systems and logs which will be used to monitor and regularly report progress to the Project Board / Steering Group.
7. Participate in audits and surveys relating to the project and undertake research as necessary.
8. To make recommendations on the exit strategy for assigned projects ensuring the benefits of the projects continue to be realised and the projects are mainstreamed as appropriate, linking with finance colleagues to support making the case for this.
9. Support staff in coming forward with innovative ideas.
10. Input information and updates into the Innovation website.
11. Support as required the three Board Innovation Champions, HISES Project Team Manager and the NHS Lothian Director of Innovation.

Financial management

1. Responsible for managing and monitoring the use of the projects budget ensuring that the projects financial objectives remain on course and that progress is measured and reported on.
2. Ensure that the financial performance of the projects is aligned to the work streams objectives.

People management

1. Day to day oversight of the project support officer including allocating project tasks and ensuring that quality of work produced meets the required levels of quality and / or responsible for the development and delivery of sharing learning in the process of innovation to key stakeholders across the organisation.

Communications

1. To develop, agree and implement a rigorous communications strategy for the projects, reaching all stakeholders within NHS Lothian and where appropriate further to key individuals and groups across NHS Scotland and beyond ensuring projects aims, objectives and benefits are cascaded.
2. Ensure there is a high level of awareness and ownership of the projects, that vital information is shared, and that key learning points and good practice are disseminated effectively.
3. Working in partnership with programme and finance leads to provide robust monthly monitoring and quarterly forecasts on delivery to relevant programme boards/steering groups.
4. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty, and responsibility through the application of appropriate behaviours and attitudes.

7a. EQUIPMENT AND MACHINERY

The following are examples of equipment which will be used when undertaking the role:

- Personal Computer – for audio/visual presentations during meetings
- Laptop and projector– for audio/visual presentations during meetings
- Telephone

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided. Correct equipment will be provided to allow home working.

7b. SYSTEMS

The following are examples of systems which will be used when undertaking the role:

The post holder will be required to use the following systems in the course of their work for developing and monitoring project plans, producing reports and analysis project information:

- Regular use of the Internet, Intranet, Outlook email system and Microsoft Office software – Word, Excel, Access, Publisher, Powerpoint – to support programme management/development work and project monitoring/reporting
- Project and Performance Management systems to support planning
- Established database systems, e.g., contact/ mailing database, etc
- Intranet/Internet – for accessing information sources to support project implementation

Note: New systems may be introduced as the organisation and technology develops, however training will be provided.

8. ASSIGNMENT AND REVIEW OF WORK

The post holder is accountable to the work stream operational lead with whom objectives will be agreed and performance reviewed.

Overall direction will be provided through the Project Board/Steering group however the post holder will be expected to work autonomously, be self directed, with freedom to make judgments within the parameters of their role.

Work is reviewed annually through the Personal Development Planning & Review system.

9. DECISIONS AND JUDGEMENTS

The postholder will be expected to develop the project plans for assigned projects setting achievable and sustainable objectives over a determined time frame that will allow the delivery of these projects to the expected standard. The postholder will be expected to make informed, autonomous decisions and judgements in relation to the projects recognising any issues that may have the potential to have an adverse impact on the timeline of the projects and devise and implement steps to eliminate these.

Making decisions relating to the appropriate use of assigned project budgets for which the post holder has been allocated responsibility for this by the Project Team Manager to ensure projects progress to agreed timescales.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Working with a wide range of individuals and different professional groups, often with competing and conflicting priorities, to deliver realistic and practical plans.

To be able to prioritise and manage workload effectively in the face of competing demands on time and capacity.

High level of attention to detail and accuracy is required in analysis and reporting, sometimes from multiple sources.

Overcoming barriers to co-operation and understanding through application of highly developed motivational and persuasive skills.

11. COMMUNICATIONS AND RELATIONSHIPS

The post holder will be expected to communicate with a wide range of stakeholders to the project, including the most senior personnel, both internally and externally. To undertake the role will require developed communication skills to enable key messages of the project to be cascaded effectively to stakeholders. Skills of persuasion, negotiation, tact and diplomacy will be required when communicating on behalf of the team. Communications relating to the project may be complex, sensitive and emotive and may be made in verbal, written or electronic format.

The postholder will be expected to demonstrate sensitivity and awareness of “politically” sensitive issues and the need to adjust styles and behaviours to accommodate different situations and cultures.

Internal:

Linking with patients and staff of varying levels of seniority from across all areas of NHS Lothian and the four Health and Social Care Partnerships.

External:

Linking with patients and staff of varying levels of seniority from across all areas of NHS Borders and NHS Fife and their respective Health and Social Care Partnerships.

Linking with a range of external partners including the public, Scottish Government, industry, academia, the third sector, Scottish Enterprise, and funding bodies.

Post holder may be required to communicate / present through formal presentation to the wider public and patients.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical:

Standard keyboard skills for producing reports and project plans.
Requirement to travel between sites to attend project meetings.

Transferring equipment required for presentations/training sessions across sites.

Mental:

Concentration required when analysing data, preparing findings, and presenting in report format.

Workload may be unpredictable due to changing priorities of the project.

Emotional:

Communicating sensitive issues or unwelcome information to stakeholders of the project.

Liaising between groups of colleagues in different organisations who may have conflicting agendas, and ways of working.

Environmental:

Regular VDU use

There will be a requirement for regular travel across the East Region (Lothian, Fife and Borders) and to attend monthly national meetings and events.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Training / Education:

- Degree in either a business, biomedical, clinical/healthcare or health science related subject
- Postgraduate diploma/qualification in project management e.g., PRINCE 2 accreditation or equivalent experience

Skills and Experience:

- Experience of working within the NHS or similar large and complex organisation
- Excellent verbal and written communication skills with an ability to communicate well with staff at all levels
- Advanced level use of MS Word, Excel, and PowerPoint
- A good grounding in data presentation
- Previous experience monitoring and managing budgets
- Experience of working in an environment with competing and conflicting priorities, deadlines and work loads.

14. 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: ||

Date: ||

Head of Department Signature: ||

Date: ||