

Job title	Commercial Coordinator
Salary	£24,071 – £30,955
Hours	Full time (37.5 hours per week)
Base	Magog Court, Shelford Bottom, CB22 3AD/ Working from home due to Covid-19 pandemic
Team	Commercial
Accountable to	Commercial Director
Terms	Fixed term contract for 12 months

About Eastern AHSN:

Eastern AHSN (Academic Health Science Network) is part of a national network of AHSNs established by the NHS to convene all partners in the health sector, develop and deliver innovative care. Our purpose is to turn great ideas into positive health impact.

We believe that health is improved by great ideas, but great ideas only make an impact when they are put into practice. Our health is too important to leave change to chance. Citizens, academia, health services and industry will achieve more working together than they will in isolation. Our job is to make this happen and we do this by helping innovators navigate complex systems, generate value propositions and convene stakeholders to overcome challenges together.

The Eastern region is home to some of the greatest science and the most brilliant health and care practitioners in the world. We want our region to benefit from both, creating better health outcomes and more prosperity.

We are ambitious for patients and committed to applying evidence to make change happen.

Role Purpose:

Working within a small, but highly focused team, the post holder will be responsible for providing support to a team of programme managers working on a number of commercial innovation programmes within the healthcare sector.

Specifically, the post holder will be expected to work with health care organisations in the region to oversee and support delivery of innovation projects for the benefit of patients and staff within the East of England, providing regional coordination of progress reporting, documentation management and other administrative support to programme managers, as required to support delivery of projects. The role of Commercial coordinator is vital to the effective running of the Commercial team, ensuring that project tasks are planned effectively and systematically, delivered to time and to a high quality, supporting overall project success.

This role provides a fantastic development opportunity for a dedicated and enthusiastic individual that has experience in administration, project and programme management. The right individual for this role will need to demonstrate experience of providing a high quality administrative service, some experience of managing projects, as well as considerable initiative, a strong willingness to learn on the job and a commitment to continual improvement.

Key Responsibilities:

Administration and organisational skills

- The post holder will plan and organise a broad range of project activities and will formulate and adjust plans as required.
- To operate within a strict reporting timeframe, working to regular monthly deadlines.
- Prioritisation of workload to ensure all targets and objectives are met despite diverse pressures from a variety of different stakeholders. Providing general administrative support to the team including organising team meetings, producing agendas and maintaining team action logs.
- Arranging project review meetings, preparing agendas and papers, attending the meetings to take and prepare minutes and action logs.
- Lead on the collection and aggregation of programme reports to support team performance reporting, both internally and externally.
- Support the development and ongoing oversight of project documentation, including business cases, reporting documentation, risk logs etc.
- Provide support on budget and contract management for the team.
- Support communications and event activity associated with relevant programmes of work.
- Lead on the collation of potential funding opportunities and awards, as relevant to the projects.
- Other ad hoc administrative support as required by the Commercial Director and other members of the team.

Knowledge

- The post-holder must be able to work under pressure, deliver within tight deadlines and, consequently, have a flexible/adaptable approach.
- The post holder must be able to demonstrate effective writing skills with meticulous attention to detail and quality assurance skills to ensure high quality outputs.
- Work effectively as part of the Commercial team and work to support individual projects in the achievement of their goals.

Communication and relationships skills

- Communicate effectively the progress of projects at meetings and across the wider organisation.
- Work in collaboration with others to help projects overcome barriers.

Analytical and judgemental skills

- The post holder will develop an overview of performance on the project plans assigned to them along with an understanding of the targets with risk classification and mitigation.
- Identify, analyse, interpret and compare progress on all schemes within their remit.
- Enable distilled reporting on key risks and mitigations to delivery.
- Use judgement to deliver troubleshooting and recovery actions as required.

Responsibility for financial and physical resources

- Proactively support those leading on projects and escalate any resource issues to the Programme leads in a timely manner.
- To support on the development of innovative business cases as required by project leads.

- Participating in and encouraging developments that improve programme performance.

Corporate duties

- Support the organisation in creating an environment that values risk management and promotes the highest standards of health and safety for Eastern AHSN’s employees, supported by policies and procedures as appropriate.
- Comply with current data protection laws and company data protection policy and procedures.
- Support the organisation in developing a collaborative working environment and a culture of innovation and positive leadership, participating in the appraisal process, as required.
- Promote Equal Opportunities and affirm that staff, colleagues, patients and others who encounter Eastern AHSN are afforded equality of treatment and opportunities.
- Observe Eastern AHSN’s Equality and Diversity policy in every aspect of your work. Avoiding any behaviour which discriminates against colleagues, potential employees, patients or clients on any grounds.
- Work with others appropriately to achieve organisational goals.
- This job description provides an overview only of the key initial requirements of the post. The post holder will be required to commit to flexibility and responsiveness, as the requirements of the post are certain to change over time.
- Comply with the Eastern AHSN values and behaviours.

Person Specification:

Competence	Essential requirements	Desired
Qualifications and experience	GCSE or equivalent experience. Evidence of project administration and support. Evidence of continued professional development	Car owner and driver.
Knowledge and Understanding	Experience of supporting multiple programmes of work across a number of stakeholders. Knowledge of impact of data protection laws in relation to their tasks. Interested in learning about innovation and change science, evidence and practice.	Project management qualification and/or equivalent experience.
Skills	Excellent written and verbal communication	

	<p>skills with the ability to adapt and appeal to various audiences.</p> <p>Strong organisational skills with the ability to multi task and work to strict deadlines.</p> <p>Strong attention to detail and accuracy.</p> <p>Problem solving skills.</p> <p>Ability to develop good relationships with colleagues within and outside of the organisation.</p> <p>Ability to think analytically and to interrogate data.</p> <p>Evidence of the ability to work with teams in developing solutions.</p> <p>Good levels of emotional intelligence and resilience.</p>	
<p>Disposition/ Aptitude</p>	<p>An interest in healthcare innovation and improvement.</p> <p>Ability to grasp new ideas and concepts</p> <p>Ability to set high standards for self and others to deliver commercial team priorities.</p> <p>Ability to maintain credibility of self and the team.</p> <p>Commitment and resilience both personal and within a team environment.</p> <p>Ability to work flexibly (hours of work and duties) both as an individual and with other colleagues.</p>	

	Willing to travel within region.	
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Review of this job description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation.