

Job title	Advisor
Salary	£29,326 - £45,000
Hours	Full time (37.5 hours per week)
Base	Cambridge
Team	Delivery Team
Accountable to	Principal Advisor
Terms	18mth fixed term

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, and 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:

Eastern AHSN supports the delivery of innovative projects to deliver patient impact in the region. This includes working with local organisations to enable the adoption and spread of national projects with a proven evidence base, as well as the development of projects to develop and pilot carefully selected innovations in the local healthcare system, with a view to scaling the most effective solutions. The Advisor role will be the lead responsible for several projects and will provide project management expertise and compliance to ensure successful project delivery with measurable outcomes. The post holder will work as part of a small team responsible for convening partners and stakeholders to deliver an effective transformational support service to the East of England health and care system. The post holder will also work to support the wider Delivery Team projects to ensure they are managed effectively.

Key responsibilities:

Project Management

- Own and provide project leadership on several projects across our organisation to deliver our strategic objectives
- Ensure timely delivery to meet our local and national targets through our projects from start through to completion
- Build and nurture relationships with NHS stakeholders to support the successful adoption and delivery of projects
- Work closely with other Advisors, workstream colleagues and clinical leads to develop and track against programme plans, using agreed templates, to deliver these outcomes

- Participate in relevant local working groups and project meetings, to provide information, record discussions and capture key actions
- Track actions from the project groups and work-stream meetings, ensuring there are systems in place to ensure completion
- Monitor progress across the programme and produce regular project reports and updates for national, regional and local governance mechanisms
- Support Senior Advisors and Principal Advisors ensuring that programme risks and issues are proactively identified and reported and develop proposals for resolution, mitigation and escalation of those risks
- Work with Eastern AHSN Head of PMO to ensure effective and timely financial and performance reporting to SMT, the Board and commissioners
- Liaise with other members of the AHSN and the wider AHSN network to share best practice
- Ensure the work undertaken aligns with relevant national guidance and best practice including NICE clinical guidance
- Work closely with the local teams, both face to face and virtually, to share knowledge and motivate sites to report progress and deliver projects

Planning and Organisational Skills

- Champion and ensure compliance with agreed project management methodology to plan and implement project deliverables, ensuring that targets and milestones are met and delivered on time
- Support the strategic planning of projects and operational delivery, identifying and managing interdependencies across projects/functions, potential impacts on the wider organisation, resource requirements and addressing risks as necessary
- Prioritise own and assigned workload to ensure all targets and objectives are met despite diverse pressures from a variety of different stakeholders
- Well-developed Microsoft Office, Excel, PowerPoint and SharePoint capability

Knowledge

- Good knowledge of project and programme management principles and best practice
- Ability to work under pressure, deliver within tight deadlines and, consequently, have a flexible/adaptable approach
- Ability to demonstrate effective writing skills including bid writing and developing/completing business cases as a minimum, with meticulous attention to detail and quality assurance skills to ensure high quality outputs.
- Project management expertise including ability to develop, coordinate and deliver projects on behalf of health and care clients in the region
- Experience of delivering large scale improvement from start to completion using continuous improvement, organisational development, strategic development and transformation methodologies
- Experience of working with senior level stakeholders and sponsors and reporting progress clearly and effectively, in a timely manner

Communication and Relationships Skills

- Provide leadership and oversight of agreed projects and tasks which will involve developing good working relationships with a number of internal and external stakeholders
- Communicate effectively the progress of projects at team meetings and across the wider organisation, ensuring timely updates and compliance with PMO processes and procedures

- Experience of working with the public and/or patient groups on change programmes
- Support others to help projects overcome barriers and manage risks

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
- Required to possess excellent IT skills, including the use of spreadsheet and project packages to analyse and manipulate large amounts of data and produce user-friendly reports
- 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 activity as required

Key relationships and working with others

- Work closely with programme teams to ensure successful delivery of agreed activities and projects
- Work in partnership across the organisation to deliver successful outcomes;
- Support the activities of others in awareness of the role's agenda with specific reference to programme management
- Facilitate effective liaison with people at all levels, including NHS England and partner organisations and stakeholders
- Maintain constructive relationships with a broad range of internal and external stakeholders
- Participate in relevant internal and external working groups/projects, services and initiatives as appropriate for the role
- Present information and issues to a wide range of internal stakeholders.

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.

Person Specification:

Competence	Essential requirements	Desired
Qualifications and experience	<p>Educated to degree level, or with equivalent professional experience.</p> <p>Proven ability to deliver quality improvement initiatives and change projects.</p> <p>PRINCE 2 or equivalent project management qualification.</p> <p>Evidence of continuous personal development including project and programme management.</p>	Previous experience of multisite or regional level change projects
Knowledge and Understanding	<p>Knowledge of project management methodologies within healthcare settings.</p> <p>Knowledge of risk management best practice.</p> <p>Knowledge of impact of data protection laws in relation to their tasks.</p> <p>Interested in learning about innovation and change science, evidence and practice.</p>	<p>Familiarity of and empathy with the NHS and current issues affecting innovation in the healthcare sector (with a working knowledge of Eastern region an advantage).</p> <p>Awareness of strategic challenges facing the NHS (with a working knowledge of Eastern region preferred).</p> <p>Knowledge of hospital and community pharmacy functions.</p>
Skills	<p>Ability to work with senior managers, clinicians and other health and care professionals.</p> <p>Excellent written and verbal communication 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>Ability to develop good relationships with senior colleagues within and outside of the organisation.</p> <p>Evidence of the ability to work with teams in developing solutions.</p>	

	<p>Good levels of emotional intelligence and resilience.</p> <p>Confident in presenting to small audiences and chairing meetings</p>	
Disposition/ Aptitude	<p>An interest in healthcare innovation and improvement.</p> <p>Ability to set high standards for self and others to deliver communication priorities.</p> <p>Ability to maintain credibility of self and the team.</p> <p>Ability to motivate self and others, and drive towards a common goal.</p> <p>Commitment and resilience both personal and within a team environment.</p> <p>Ability to work flexibly (hours of work and duties) both autonomously and within a small team.</p> <p>Willing to travel within region.</p>	Car owner and driver (to travel to sites where required)

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.

Version Control: Version 0.2

Revised date: 09/09/2020