

STRATEGY AND PROJECT IMPLEMENTATION MANAGER JOB DESCRIPTION

Title:	National Strategy and Project Implementation Manager
Salary Band	Circa £45k per annum
Responsible to:	Group Director of Integration
Accountable to:	Group Chief Executive/National Board
Job Role/Purpose:	

work with the Modality Central Business Support Team to develop, coordinate and support the implementation of the business strategy and assist in the development and management of detailed project plans to meet the associated strategic aims.

undertake designated projects to support the integration and business development agenda across Modality divisions, working closely with the Director of Integration, Divisional Board and Partners/Senior Management teams to deliver 'value driven' interventions that drive efficiency and income generating outputs.

Key Duties & Responsibilities:

- Work with the National and Divisional Boards to determine and oversee the strategic planning of the various workstreams and associated projects, identifying interdependencies across multi-disciplinary teams and functions whilst building in contingency plans where necessary.
- Collate as required, qualitative and quantitative information and lead appropriate analysis to develop robust business cases and contribute to project outputs / outcomes for the division.
- Formulate plans, project highlight reports, action trackers and oversee delivery of strategically important divisional projects agreed by the Director of Integration and National Board, implementing appropriate project management methodologies as required.
- Developing in conjunction with the National and Divisional Boards the strategic priorities needed to grow the business and translating these into operationally deliverable projects
- Liaise with Board to ensure ongoing alignment of the project portfolio with business strategy
- Determine the prioritisation of initiatives to support business strategy and the current portfolio of initiatives through the communication of project management best practice
- Manage the interfaces between the various projects to avoid duplication or omissions;
- Assist the Board in the review and prioritisation of the portfolio of initiatives;
- Manages project communications, both formal/informal and ensuring good

working relationships with a broad range of internal and external stakeholders on a range of business sensitive issues.

- Work with the finance function to ensure projects meet budgetary targets
- Actively participate in strategy development/project management activities including but not limited to attending meetings, presenting to key stakeholders, preparing and developing proposals, reports, data analysis and/or any other content to support the division.
- To proactively support Divisions/practices to embed changes through new ways of working; this will require training and facilitation support
- To prepare and deliver presentations/development propositions that support project delivery as required, to internal and external stakeholders
- To develop business cases and project plans to support redesign/expansion of practices within the Modality divisions.
- Consider, plan and take ownership for the implementation of all the activities required for successful implementation of projects, reporting to the General Manager and Lead Clinician for Business Development as required
- Engage with key stakeholders across multi professional groups, both internal and external to the organisation, building relationships and managing priorities
- Manage the resolution of issues in a timely manner in line with the needs of the organisation, escalating any concerns as appropriate
- Attend divisional management group meetings, sometimes ad-hoc, as required
- To develop strong working relationships with key stakeholders both within and external to the Modality National and Divisional Boards.
- NB: This job description outlines the key duties that are expected of you within the role although is not an exhaustive list. It may be amended in line with experience, business requirements and as a result of any future organisational change.

3. Other Responsibilities:

Health and Safety

- To comply with the Health and Safety at Work etc. Act 1974.
- To take responsibility for his/her own health and safety and that of other persons who may be affected by his/her own acts or omissions.

Equality and Diversity

- To carry out at all times his/her responsibilities in line with the Modality Equal Opportunities Policy and Procedure.

Risk Management and Clinical Governance

- To work within the Clinical Governance Framework of the organisation, incorporating Risk Management and all other quality initiatives.

Confidentiality

- To maintain confidentiality of information relating to patients, clients, staff and

other users of the services in accordance with the Caldicott Guardian and the Data Protection Act 1998 including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/or prosecution.

General

- To undertake any other duties commensurate with the role, within the bounds of his/her own competence as guided by the attached management framework.
- To work across Modality sites as required to provide cover for sickness and annual leave.
- The postholder is expected to be flexible and accommodating, following consultation, in terms of any changes to operating times in the future.

4. KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

- Experience of operational management, preferably in an NHS/public sector organisation
- Experience of developing and leading a continuous improvement culture that delivers ongoing significant improvements in terms of efficiency, effectiveness and income/revenue generation
- Track record of success in leading and managing projects and change programmes/initiatives
- Recognised and relevant management qualification at postgraduate level and/or experience
- Project management experience i.e. Prince2 Foundation
- Proficient in Microsoft packages (including MS Excel and PowerPoint)

SKILLS:

- Experience of dealing with conflict and working with colleagues to agree remedial action as required
- Experience of managing and developing revenue streams that benefit organisational growth
- Ability to analyse complex data and situations and develop a range of options/solutions
- Ability to influence and negotiate at a senior level within MACO and with key stakeholders
- Evidence of high level project management skills that have led to successful delivery

PERSONAL QUALITIES:

- Able to work well under pressure and deliver to tight timescales
- Well organised
- Excellent verbal and written communication skills to individuals at all levels within and outside of the organisation
- Strong influencing, negotiating, networking and decision-making skills
- Ability to effectively deal with difficult situations.
- Able to influence staff positively at all levels
- Strong work ethic as part of a team and working on own initiative

STATEMENT:

This job description will be agreed between the jobholder and the National Board

to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.

Post holder:

Manager:

Date: