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# JOB DESCRIPTION AND PERSON SPECIFICATION

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# JOB DETAILS

**Job Title:** Project Support Manager - ODN

**Reports to:** Viral Hepatitis Team Leader

**Accountable to:** ODN Manager

# Band: 5

**Department:** Viral Hepatitis – Hepatology

**Directorate:** Abdominal Medicine & Surgery (AMS) **Location1** ODN Wide (Based LTHT - St James Hospital) **AfC Job No:** 3994

# JOB PURPOSE/SUMMARY

The Project Support Manager will manage projects for the West Yorkshire Hepatitis C ODN linked to the national Hepatitis C elimination agenda. Responsible for organising, managing and delivering key elements of ODN projects as assigned, and provide support to the ODN Manager, ODN Clinical Lead providing a coordinated approach to project management.

# ORGANISATIONAL CHART

ODN Manager



Project Support Manager (This Post)

ODN Network CNS Viral Hepatitis

Team Leader

ODN Project Coordinator, Admin & Project Teams

1 The Trust reserves the right to require employees to work either temporarily or permanently at or from any other of the Trust’s establishments at any time

# PRINCIPAL DUTIES & AREAS OF RESPONSIBILITY

The post holder has a significant level of discretion to manage their own workload, seeking guidance from the ODN team as required.

The post holder will:

* + Provide day to day support for project activities which including project planning, monitoring and management, change control, quality, risk and issue monitoring and project reporting.
  + Undertake and ensure robust informed consent of participants in accordance with established standards, in order to deliver the project objectives
  + Identify what is to be assured and establish a quality approach for the project using accepted methodology. This will include applying quality management techniques with capacity for on-going evaluation and amendment if required. Communicate and manage project governance protocols.
  + Identify and evaluate likely risks and obstacles and design, operate and monitor systems to mitigate them.
  + Provide effective configuration management services to the project, ensuring that decisions are recorded, risks and issues documented, and plans are maintained.
  + Track and manage the scope of the project. Analyse and evaluate impact of proposed changes on scope and report findings and solutions. Proactively manage changes to plans, deliverables, timescales, etc.
  + Gather, and evaluate information to reach sound decisions and provide complete and accurate presentations or reports.
  + Assess the impact and implications of decisions on other parts of the organisation including people, process and technology and determine the effects of your own and others’ work within this broad context.
  + Act as budget monitor review the monthly budget and maintain budget reports in line with Trust guidance. Escalate any issues to the ODN Manager.
  + Articulate policy clearly, enabling underlying assumptions to be understood and tested so that the project can achieve its objectives. Understand the impact of policy on project delivery and operations.
  + Participate in the development of project documentation to ensure the incorporation of best practise and current developments.
  + Participate in the development of accurate and effective systems to properly manage and record project progress.
  + Maintain reporting and monitoring systems to allow ease of access to current data on the project.
  + Ensure there are appropriate archive systems that allow the tracing of key decisions and audit trails.
  + Be responsible for project administration.
  + Understand current and future business requirements.

# Respect for Patient Confidentiality

The jobholder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

# THE LEEDS WAY VALUES

Our values are part of what make us different from other trusts, so we see this as a strength, as well as a responsibility. They were developed by our staff and set out what they see as important to how we work. Our five values are:

* + Patient-centred
  + Collaborative
  + Fair
  + Accountable
  + Empowered

All our actions and endeavours will be guided and evaluated through these values. Additionally, the following are core values which relate specifically to this post:

* + Be able to work flexibly to meet tight deadlines
  + Be able to deliver comprehensive detailed plans
  + Have a structured and well organised management of project control documentation
  + Be flexible, honest and have integrity
  + Have a patient centred approach and ensure equitable services are delivered within a diverse population
  + Have understanding, agreement and commitment towards helping the organisation achieve its goals as required
  + Maintain confidentiality of Trust, staff and patient information.

1. **WEST YORKSHIRE ASSOCIATION OF ACUTE TRUSTS (WYAAT)**

Leeds Teaching Hospitals NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Leeds Teaching Hospitals NHS Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership’s ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

# INFECTION CONTROL

The jobholder must comply at all times with the Leeds Teaching Hospitals NHS Trust Infection Control policies, in particular by practising Universal Infection Control Precautions. Hand hygiene must be performed before and after contact with patients and their environment.

# HEALTH AND SAFETY / RISK MANAGEMENT

All staff are responsible for working with their colleagues to maintain and improve the quality of services provided to our patients and other service users. This includes complying at all times with the Leeds Teaching Hospitals NHS Trust Policies, including Health and Safety policies, in particular by following agreed security and safer working procedures, and reporting incidents using the Trust Incident Reporting system

# EQUALITY AND DIVERSITY

The jobholder must comply with all policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

# TRAINING AND PERSONAL DEVELOPMENT – CONTINUOUS PROFESSIONAL DEVELOPMENT

The jobholder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The jobholder will undertake all mandatory training required for the role.

# COMMUNICATION & WORKING RELATIONSHIPS

The ODN Manager will be responsible for the supervision of the Project Coordinator and is the immediate Line Manager.

**Key Relationships:** ODN Clinical Lead/ ODN nursing teams, admin teams and colleagues in partner Trusts in the ODN area / Project Leads /Operational Managers /Information Analysts / Primary Care /Other Collaborative Working Groups/Private sector organisations/ Patient Representatives.

# SPECIAL WORKING CONDITIONS

1. **PHYSICAL EFFORT:**

The post holder may be required to display physical effort in the office environment. Periods of intense concentration will be necessary and will require use of a Visual Display Unit for much of the working day.

Sitting, standing and walking with little physical effort for several long periods within a working day.

Writing while standing with little physical effort for several short periods of time within a working day.

Talking and listening while sitting, standing and walking with little physical effort for long periods within a working day

# MENTAL EFFORT:

Multiple project planning, monitoring and management requires intense multiple short bursts of concentration throughout a working day. This will vary in relation to intensity, depth and time period depend on actions required.

# EMOTIONAL EFFORT:

Occasional exposure to strong emotional incidents in response to verbal feedback, dependant on the audience.

# WORKING CONDITIONS:

The post is based at SJUH. However, by the very nature of the job, it may be necessary for the post holder to travel to all sites of the Trust and to the ODN Trusts and service provider locations.

# JOB DESCRIPTION AGREEMENT

**Jobholder’s Signature:** ……………………………… **Date:**………………………

**Head of Department’s Signature:** …………………… **Date:**………………………

**Head of Department’s Name and Job Title:** ……………………………………………………

# Staff side representative’s signature (where appropriate): ……………………

**Date:** …………………….

# JOB MATCHING PROCESS

Line Manager (to be contacted by the matching panel if required): Name: (*print)*……………………….. ….. Job Title: ……………………………….. Tel No/Ext: …………………………. Mobile/Bleep No: ……………………………..

Post-holder representing this staff group (if more than one post-holder in the job): Name: (*print)*……………………….. Ext/Contact no: …………………………

NB: These individuals may be called upon by the matching panel to provide additional information regarding the post.

**Person Specification**

|  |  |
| --- | --- |
| **Post Title** | Project Support Manager **(Post Ref: 3994)** |
| **Band** | **5** |
| **Department** | Hepatology - ODN |
| **Directorate** | Abdominal Medicine & Surgery (AMS) |
| **Summary of Role** | The Project Support Manager will manage projects for the West Yorkshire Hepatitis C ODN linked to the national Hepatitis C elimination agenda. Responsible for organising, managing and delivering key elements of ODN projects as assigned, and provide support to the ODN Manager, ODN Clinical Lead providing a coordinated approach to project  management. |

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| --- | --- | --- | --- |
| **Criteria:** | **Essential** | **Desirable** | **Evidence obtained from:** |
| **Qualifications:** | Degree level qualification or equivalent gained by experience and training.  Substantive Experience in a project/project environment |  | Application |
| **Special Knowledge including experience:** | Project management approaches, for example PRINCE2  Good working knowledge of the NHS plan | Commercial awareness  Basic understanding of organisational structure within an acute trust. | Application Interview |
|  | Good working knowledge of wider health issues. | Awareness of Hepatitis C |  |
|  | MS Project |  |  |
|  | Evidence of continued professional development. |  |  |
|  | Experience of working in NHS. |  |  |
|  | Modernisation agenda |  |  |
| **Behaviours/Skills** | Pro-active Self-directed  Handles change effectively  Demonstrates flexibility within working patterns  Team working and be able to develop excellent working relationships with all levels of staff within the Trust and external organisations |  | Application Interview |

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria:** | **Essential** | **Desirable** | **Evidence obtained from:** |
| **Practical Skills:** | IT literate in the use of MS Word, Excel and PowerPoint |  | Application  Interview |
|  | Project planning/project  management techniques |  |
|  | Excellent organisation & planning |  |
|  | Be able to analyse and interpret complex data and make recommendations |  |
|  | Excellent presentation skills |  |
|  | Excellent written and verbal communication skills |  |
|  | Engage, influence and motivate |  |
| **Other Requirements:** | Placing a high value on the quality of services provided, acting professionally with integrity and honesty, with a commitment to collaborative working  Able to fulfil Occupational Health requirements for the post (with reasonable adjustments if necessary), *including clearance on blood borne viruses in compliance with Trust Policy* |  | Application Interview  Occupational Health Screening |