

JOB DESCRIPTION

Job Title:	Project Manager
Hours of work:	Full time
Remuneration:	£35,000 - £45,000 dependent on experience
Contract Length	Permanent
Accountable to:	Chief Operating Officer
Responsible to:	Programme Manager - Nursing
Location:	Haringey GP Federation offices (48 Station Road, Wood Green, N22 7TY) and any location within North Central London Training Hub.

1. Job Summary

An opportunity has arisen for a dynamic, independent, and motivated project officer to join the North Central London Training Hub's Programme Team and provide dedicated support for a range of projects focused on the North Central London primary care nursing workforce.

As a Project Manager, you will be supporting the Programme Manager – Nursing, Director of Primary Care Nursing and borough and PCN-level nurse leads in delivering a broad scope of workforce retention, recruitment, placement, and training projects to the Primary Care Nursing Workforce in North Central London. You will also support North Central London Training Hub to achieve its key objectives and to ensure that all identified programmes, and projects, can be delivered on time and within budget.

You will need to use your core competencies, including strong reporting skills, presentation skills, great organisational skills, and the ability to work to tight deadlines to make this role succeed.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

We welcome and encourage applications from individuals from across a diverse range of backgrounds, expertise, and professions. NHS, third sector or local authority experience will be an advantage. We are only looking for candidates with the right to reside and work in the UK.

2. About Us

The North Central London (NCL) Training Hub was created in July 2020 when

primary care training hubs in Barnet, Camden, Enfield, Haringey, and Islington came together to support the delivery of excellent healthcare and health improvement to patients and the public in the region. Our vision is to be the go-to place for high quality, responsive, workforce education, training, workforce development across primary, community and social care. To do this, the Training Hub works closely with locally based Primary Care Networks (PCNs), the local Integrated Care System (ICS), North London Partners as well as primary, community, and social care employers to recruit new staff, retain their existing staff, and to transform the ways in which people work so that we can and tackle health inequalities to help meet patient and population needs.

NCL Training Hub is Hosted by Haringey GP Federation, which provides a wide range of services in Haringey including Primary Care at scale; integrated services, and support services including back-office support, workforce and training and some shared staffing clinical teams. We also currently manage two local GP practices and lead Haringey Training hub.

3. Key Working Relationships

- Form and maintain constructive internal working relationships with the project team and project and programme managers, including managers from the 5 borough Training Hubs,
- Build trust with external stakeholders such as Health & Social Care Partners, Health Education England, North London Partners in Health & Care & NHS England + Improvement
- Attend and take an active role in relevant meetings and groups.

4. Functional Responsibilities

4.1 Project Management

- Support the development and maintenance of project plans.
- Deliver and monitor the delivery of projects against agreed objectives, achieving quality outcomes.
- Provide accurate record keeping of project progress including updating project plans and action trackers.
- Provide coordination of and participate in relevant internal and external working groups
- Responsible for the planning and organisation of events/meetings.
- Demonstrate effective stakeholder management across different departments and at all levels.
- Raise and log key issues and risks.
- Support and collaborate with other project managers as and when required.

4.2 Financial and Physical Resources

- Provide regular reporting on the allocation of resources on own

projects and monitoring their implementation from a value for money perspective.

- Provide support for oversight and monitoring of aspects of the NCL Training Hub nursing budget.

4.3 Information Management

- Drafting reports summarising status on issues, appraising outcomes, and providing progress reports for the Programme Manager - Nursing
- Ensure timely and accurate information analysis and reporting to management on agreed areas of work.

4.4 Policy and Service Development

- The post holder will need to maintain a good knowledge of emerging policies from NHS, particularly regarding workforce development. This will assist in the thinking and definition of the strategy discussions for the Network and stakeholders.

4.5 Planning and Organisation

- Contribute to the strategic planning of projects, identifying interdependencies across projects/functions, potential impacts on wider organisation, resource requirements and building in contingency and adjustments as necessary.
- Contribute to the development of performance and governance processes and the development and implementation of improvement programmes.

Person Specification –Project Manager

Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Please ensure your CV demonstrates how you meet the essential criteria and include a personal statement to demonstrate further qualities you bring to the role.

Factors	Description	Essential	Desirable
Qualification	Educated to at least degree level in a relevant field or equivalent relevant work experience.	√	
	Prince2 or equivalent Project Management Qualification.		√
Knowledge and Experience	Wide ranging experience of project management including planning, budgets, milestones, and reporting.	√	
	Experience of Managing direct reports and delegating tasks and responsibilities.	√	
	Understanding of health inequalities and their impact on health and decisions about health.		√
	Experience working within the NHS and awareness of healthcare organisations.		√
	Experience of delivering against competing priorities and deadlines.	√	
	An appreciation of the background to and aims of current healthcare policy nationally and in London, and the implications of this on this role.		√
	An understanding of the relationship between Health Education England, the Training Hubs and individual provider and commissioning organisations.		√
Skills and Abilities	Able to provide, receive and present complex information.	√	
	Problem solving and ability to respond to sudden unexpected demands.	√	
	Demonstrable ability to deliver at pace in a complex environment.	√	
	Ability to build effective working relationships with stakeholders.	√	
	Capability to plan over short, medium, and long-term timeframes and adjust plans and resource requirements accordingly.	√	
	Excellent verbal and written communication skills.	√	
	Able to make decisions autonomously, when required, on difficult issues, working to tight and often changing timescales.	√	

	Able to prioritise own work effectively and be able to direct activities of others. Experience of managing and motivating a team and reviewing performance of the individuals.	√	
	Proficient use of Microsoft suite packages including Excel and Power Point. Comfortable with the use of Outlook, and Word. Able to create and work with complex spreadsheets and to use project management software.	√	
Values and Behaviours	Focus on quality and quality improvement, promoting high standards in all they do.	√	
	Consistently thinks about how their work can help and support clinicians and frontline staff to deliver better outcomes for patients.	√	
	Works well with others, is positive and helpful, listens, involves, respects, and learns from the contribution of others.	√	
	Demonstrates knowledge and understanding of equality of opportunity and diversity.	√	
	Self-awareness in terms of emotional intelligence, and cultural sensitivity.	√	

MP 09-11-2022