

## Project Manager

<b>Post information</b>	
<b>Role title</b>	Project Manager – Practice Support
<b>Location(s)</b>	The post holder will have an office based at Osprey Court in South Bristol but will be required to work across the Bristol, North Somerset and South Gloucestershire (BNSSG) area. We have a hybrid working policy which requires staff to work a minimum of 2 days in the office or within general practice.
<b>Contract</b>	Permanent 37.5 hours Part time/ flexible working options considered.
<b>Job profile</b>	<p>Role summary:</p> <ul style="list-style-type: none"> <li>• Providing project management to workstreams or contracts, typically these could include operational optimisation, sustainability options and workflow efficiencies.</li> <li>• Ensuring project delivery is aligned to the objectives and timescales of the project and in line with the needs of the health system</li> <li>• Working seamlessly alongside the One Care (OC) team and wider system health partners to deliver projects by managing the end-to-end project process including identifying and managing risk and project outcomes</li> <li>• Providing support to OC teams and practices to ensure attention is given to the correct priorities</li> </ul> <p>Key duties:</p> <ul style="list-style-type: none"> <li>• Project management and coordination of relevant resources</li> <li>• Relationship management and benefits realisation working with the wider health system and practices</li> <li>• Developing, with support, the services and/or information required for key practice and commercial requirements</li> <li>• Reporting and ensuring the executive team is kept up to date on progress and risk management</li> <li>• Change management</li> <li>• To work with general practice to achieve the aims of the project/contract and/or to collect information or deliver a service</li> <li>• To work with the Communications and Engagement Team to develop effective communication and training materials if required around any/all projects/contracts</li> <li>• To attend meetings on behalf of OC, as requested, and to be an advocate for the project and its benefits</li> </ul>

<b>Responsible to</b>	Head of Practice Support
<b>Accountable to</b>	Chief Operating Officer
<b>Key working relationships</b>	<ul style="list-style-type: none"> <li>• Practices throughout BNSSG</li> <li>• System wide health partners across BNSSG</li> <li>• CCG Primary Care Development Team</li> <li>• CCG Primary Care Contracts Team</li> <li>• One care executive team</li> <li>• One care employee</li> </ul>
<b>Role and development review</b>	All employees are entitled to an annual review which will include a review of your job description and drawing up a personal development plan. Throughout the year you will meet with your line manager on a monthly basis, these discussions will include a review of your progress.
<b>Salary</b>	Pay band F/G £32,652 – £42,884 depending on experience
<b>Supporting documentation</b>	Working for One Care One Care Impact Report

### **Flexibility**

This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role and in initial and ongoing discussions with the designated manager

### **Confidentiality**

Under the Data Protection Act 1998, the post holder must maintain the confidentiality of all business information including anything related to practices, their staff and patients. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.

### **Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed procedures are carried out to maintain a safe environment for patients, visitors and staff.

### **Rehabilitation of Offenders Act**

This post is exempt from the Rehabilitation of Offenders Act 1974 therefore you are required to declare all criminal convictions, cautions, reprimands or final warnings and a Criminal Records Check will be carried out on your behalf.

**PERSON SPECIFICATION**

<b>QUALIFICATIONS AND EXPERIENCE</b>		
<b>Criteria</b>	<b>Requirement</b>	<b>Measurement/Testing Method</b>
Degree level education	Desirable	Application and Interview
Knowledge of health service, including primary care	Essential	Application and Interview
Recognised project management qualification or equivalent level of experience	Essential	Application and Interview
Proven analytical, numeracy and project management skills	Essential	Application and Interview
Experience in the design, development and implementation of NHS projects	Desirable	Application and Interview
Effective and adaptive stakeholder engagement	Essential	Application and Interview
Experience of working in primary care	Desirable	Application
Knowledge of and recent experience of current developments in NHS	Essential	Application and Interview
<b>SKILLS AND ATTRIBUTES</b>		
Excellent oral and written communication skills, interpersonal skills, relationship building skills	Essential	Application and Interview
Openness to change & agility within complex project environments	Essential	Application and Interview
Able to work effectively within diverse groups and teams, demonstrating sound leadership capabilities in managing change.	Essential	Application and Interview
Capacity to communicate effectively with others, employing skills to motivate, negotiate and influence	Essential	Application and Interview
Able to use skills to encourage innovation and collaborative working.	Essential	Application and Interview
Able to monitor and evaluate project work in order to facilitate the achievement of project	Essential	Application and Interview

objectives while ensuring projects are kept to agreed timetables and budgets		
PERSONAL QUALITIES / BEHAVIOURAL ATTRIBUTES		
Criteria	Requirements	Measurement/Testing Method
Motivated by the provision of high-quality patient care	Essential	Interview
Motivated by a drive for improvement at all times	Essential	Interview
Positive attitude towards innovation and change. Adaptable and able to respond to a changing situation.	Essential	Interview
A strong sense of self awareness and how personal style affects the way colleagues react	Essential	Interview
Facilitative and supportive management style, ensuring commitment and influence across the wider health community	Essential	Application and Interview
Flexible approach to work	Essential	Application and Interview