



Yorkshire
& Humber
AHSN

Transforming Lives
Through Innovation



**Programme
Managers**

June/July 2021



Programme Manager Recruitment Pack
including Job description and Person Specification

If you want to make a difference in Yorkshire and the Humber – and beyond – you have come to the right place. We need determined and passionate people to work with us to deliver our wide range of programmes. We want people who look at our values and think.....yes, that's just where I want to be!

We use our skills, knowledge, networks and relationships to understand the system and patient needs locally and regionally. We develop projects, programmes and initiatives that reflect the diversity of our local population and its healthcare challenges.

Programme Managers need to be adaptable, flexible and willing to embrace ambiguity. You will need excellent communication, report writing and relationship building skills, the ability to deliver at pace and expertise in programme and project management. You will bring with you a positive, professional mindset, a 'Can-do' attitude, and the ability to work and communicate with our diverse set of stakeholders.

You will be joining a committed and high performing team that focuses on patient outcomes and supporting the people of Yorkshire and the Humber and beyond. We are committed to creating and sustaining a positive and inclusive working environment for all our employees to ensure our work and our workforce represents the communities we serve.

June/July 2021

We are currently recruiting for a number of full-time posts to start as soon as possible to enable us to meet the growing demands from our commissioners and stakeholders.

If you think you have the skills we need, please send your **CV and a covering letter** telling us why we you are interested in working with us and send this, by email, to hr@yhahsn.com by the closing date of 9 July at 12 noon.



Our corporate mission, vision, ambition and objectives

Mission

Transform lives through innovation

Vision

To improve the health and prosperity of our region by unlocking the potential of new ideas

Ambition

“Within the next two years, evolve Yorkshire & Humber AHSN into a sustainable position as a trusted and valued partner delivering spread of innovation, quality improvement and economic growth locally, nationally and internationally in partnership with commissioners, clients, patients and the public”

YHAHSN Strategic Priorities (2020-2023)

- Deliver our Business Plan to meet the satisfaction criteria of our commissioners
- Reinforce our reputation as a trusted and valued partner with our stakeholders
- Sustain and grow our income by protecting existing sources of revenue and securing new ones
- Establish Yorkshire & Humber AHSN as a great place to work
- Exceed our statutory duties and obligations

To find out more about us and the work we do go to
<https://www.yhahsn.org.uk/>





Our Values

Stronger Together

We are:

- **Connected:** we prize and nourish our networks and relationships
- **Trusting:** we willingly show our confidence in others and do what we say we will
- **True partners:** we bring people together and facilitate constructive conversations



Always Learning

We are:

- **Switched-on:** we are eager to understand what's happening around us and how it makes us feel
- **Improvers:** we are inspired to be better in everything we do
- **Grafters:** we are resilient and see things through when the going gets tough





Energetic Pioneers

We are:

- **Adventurous:** we dare to be different and creative in order to build a lasting legacy
- **Passionate:** we share our values and ideas with energy and conviction
- **Resourceful:** we identify and seize opportunities, making the most of what we have



People People

We are:

- **Caring:** we pay attention to others and take time to reflect on how we can best nurture and support them
- **Respectful:** we appreciate who people are as individuals, embracing differences as strengths
- **Open-minded:** we don't judge a book by its cover, we take time to get to know people





What we give our Programme Managers:

- Salary of **£42,406** per annum
- 25 days holiday + 8 statutory days
- 3 extra days to take at Christmas/New Year (set by company)
- Flexible and agile working (all staff currently working from home due to COVID-19 as of June/July 2021 and reviewed each month)
- Contributory matched pension (up to 10%)
- Learning and Development opportunities
- Open-plan head office in Wakefield at the side of Junction 39 of the M1
- Free parking at the head office
- Wellbeing programme including Westfield/Exos Wellbeing Journey
- Employee Assistance Programme/Mental Health First Aiders
- Digital Perks discount platform
- Social event programme (currently virtual events only)



Programme Manager Job Description

Our Programme Managers play a critical role in the development and delivery of the AHSN programmes and projects with day-to-day management responsibility for delivery, problem solving and forward planning.

As a YHAHSN Programme Manager you will

- support SMEs and entrepreneurs to develop their innovations and work with the research community to get the evidence that's needed to prove whether or not an innovation works.
- be supporting delivery of programmes to introduce innovative practices, products and services into health and care organisations to make a difference to patients and staff.
- be engaging regularly with clinicians, academics, industry representatives and colleagues from other AHSNs and NHS organisations.
- work closely with other Programme Managers and Programme Coordinators within the team and with YHAHSN Programme Leads who are responsible for the management of the team.

Key Duties and Responsibilities

- Working on a variety of programmes at any given time, you will manage key priorities effectively and keep all stakeholders up to date with project progress
- Work closely with senior officers and other clinical colleagues, academics and managers to scope, design, develop and deliver key projects.
- Lead programmes as directed by the Programme Leads and the Executive team.
- Support and advise innovators who are developing healthcare technologies to appropriate support for clinical validation, user testing, intellectual property advice etc.
- Support and advise SMEs with market ready innovations who are aiming to access NHS markets.
- Support the development of detailed documents, plans and resource allocations for projects.
- Produce regular and detailed performance reports against agreed metrics and KPIs for all projects for the AHSN Board and stakeholders.
- Design and organise conferences and facilitate workshops in support of projects being managed.
- Maintain all project documentation ready for review and audit.





- Provide a central resource for information about programmes- including communications, updates, documentation, progress, and actions.
- Support communications, liaising with the Marketing and Communications Team as necessary
- Send out communications to the team to update everyone on the progress of programmes and any issues people need to be aware of.
- Contribute to steering group discussions.
- Actively work as a team member, contributing to initiatives that aim to improve the effectiveness of the team and organisation.
- Manage, monitor and report budget management of projects.
- Contribute and advise with organisational planning, business planning process.
- Demonstrate high standards of integrity when dealing with shared data or information and ensure individual and organisational confidentiality is maintained at all times.
- Deputise for Programme Leads as required.

Education and Professional development

- Take every reasonable opportunity to maintain and improve professional knowledge.
- Develop own skills and knowledge and provide information to others to help individual and team development.
- Participate in personal objective settings and review, including a personal development plan.

Special Requirements:

- You may on occasion be required to work irregular hours in accordance with the needs of the role.
- You will routinely be expected to travel across the region, London and other locations to meet with members of the AHSN team, project stakeholders and others.

Health and Safety

- Ensure that you remain compliant with health and safety regulations and accepted safe practice at all times. Report any health and safety issues or contraventions witnessed anywhere within the business to your Manager or in their absence a Director.
- Work efficiently and responsibly within all areas of the Company in a safe manner sharing good practice with colleagues.

General

- You will contribute to continuous improvement of working practices.
- You will comply with all policies and procedures within the Company.



- Carry out all duties with regards to and ensuring equal opportunities and work with all employees within the Company in the fulfilment of our aims and objectives.

Programme Manager Person Specification (if not stated otherwise, the specification is essential)

Qualifications

- **Educated to degree level or equivalent in relevant subject or equivalent relevant experience**
- Project Management qualification (Desirable)

Knowledge & Experience

- **Working knowledge of the NHS system, especially ICS's**
- **Experience of managing and delivering several concurrent, complex programmes on time and within budget.**
- **Experience of working with a wide range of external stakeholders.**
- **Knowledge of using techniques for planning, monitoring, and controlling programmes, including risk management.**
- Experience of producing business cases
- Experience of quality improvement and/or digital
- Understanding of NHS/public sector policy relevant to the NHS England Five year Forward View, Sustainable transformation and the relicensing of the AHSNs
- Experience of working with programme management software
- Awareness of budgeting and resource allocation
- Highly IT proficient

Qualities and abilities

- **Comfortable operating at pace and speed and able to react positively to rapidly changing circumstances**
- **Excellent communicator with the ability to ensure engagement with all stakeholders**
- **Excellent written communication and reporting skills**
- **Ability to work collaboratively**
- Ability to put across complex ideas simply and succinctly to engage stakeholder support
- Ability to quickly grasp new ideas and concepts
- Problem solving skills
- Ability to work on own initiative
- Committed team worker





Personal characteristics

- **Resilient**
- **Dynamic, energetic and resourceful**
- **Committed to diversity, equality and inclusion**
- Professional and organised approach
- Proactive and results orientated
- An attitude of continuous improvement and innovation

Other

- Ability and willingness to undertake travel within the region and occasionally the UK (currently home-working due to Covid-19 but this is being reviewed monthly)

