



**Yorkshire
& Humber
AHSN**

**Transforming Lives
Through Innovation**



**Programme Manager
Workforce Challenge Hub**

February 2022

Programme Manager – Workforce Challenge Hub 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 healthcare 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 be task and finish focussed, bring with you a positive, professional mindset, a 'Can-do' attitude, and the ability to work and communicate with our diverse set of stakeholders. We are looking for strong all-rounders who can deliver on our complex and fast-paced range of programmes.

You'll be joining a committed and high performing team that focuses on patient outcomes and supporting the people of Yorkshire and the Humber. 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.

How to apply:

Please email a CV and covering letter telling us why this role appeals to you and why you want to work with us, to hr@yhahsn.com by the closing date of **Monday 28 February at 12 noon**. Late applications will not be accepted

To speak to the Programme Lead to find out more about the role before applying, please email barbara.conneely@yhahsn.com to arrange a suitable time for a discussion.



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

<https://www.yhahsn.org.uk/>



Our values

Stronger Together

We're confident in the results we can achieve when we're united with our colleagues, stakeholders and partners.



Always Learning

Every day's a school day. We are constantly searching for ways to excel and work tirelessly to build our expertise.

People People

We love catching up for a cuppa and a natter but, more than that, we're curious about what makes people tick.



Energetic Pioneers

We find new things and ideas that can make a difference to the health of our region. This is what gets us out of bed in the morning.



What we will give you:

- Salary of **£42,406** per annum with development to £47,706 depending on performance
- Flexible and agile working
- 25 days holiday + 8 statutory days (fte)
- Extra days to take between Christmas/New Year bank holidays
- Holiday buy-back scheme via salary sacrifice
- 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
- Employee Assistance Programme/Mental Health First Aiders
- Digital Perks discount platform
- Social event programme



Programme Manager Job Description – Workforce Challenge Hub

Yorkshire and Humber AHSN is working in partnership with Health Education England Northeast and Yorkshire (HEE) to establish a Workforce Challenge Hub, which will drive forward workforce transformation across the health and care landscape in areas where regional stakeholders identify particular workforce-related challenge or opportunity. As the Workforce Challenge Hub (WCH) Programme Manager you will be part of a joint AHSN and Health Education England (HEE) Team where you will:

- Drive and shape the WCH agenda, quickly turning concepts and ideas into fully formed deliverable projects to deliver innovative, impactful and collaborative solutions.
- Work with team members and wider partners to develop a methodology for identifying and prioritising workforce transformation needs across the four NEY ICS areas, responding to priorities and using data to establish a view of relative importance and impact of proposed activities.
- Apply tools, wider change-related learning, coaching and other relevant methods to develop a high level of transformation delivery expertise among the WCH team members together with the practical delivery of workforce transformation activity across all four NEY Integrated Care Systems.
- Map and horizon scan innovations, including but not limited to digital innovations, which can have a positive impact across NHS workforce ambitions aligned to the Long Term Plan, Operational Planning Guidance and other key policy drivers
- Engage 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 and HEE Programme Leads who are responsible for the management of the team.



Key Duties and Responsibilities

- Working on a variety of projects 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 across both AHSN and HEE.
- 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 relevant regional, system and/or partner organisation level health and care governance structures as well as for the AHSN Board.
- 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 the WCH programme- 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 the WCH programme, individual projects 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 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

- Extensive practical experience of delivering system wide workforce-related transformational change
- A good understanding of the Health and Social Care agenda
- Skills and knowledge across a range of workforce subjects
- 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 designing, 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
- Experience of working across primary and secondary care (desirable)
- Knowledge of NHS and/or social care funding/procurement (desirable)
- Knowledge of NHS and/or social care infrastructure (desirable)

Qualities and abilities

- Ability to quickly assess stakeholder needs, turning concepts and ideas into fully formed projects to deliver innovative, impactful and collaborative solutions, accordingly you'll need to be able to quickly adapt and prioritise.
- Proven ability of leading, negotiating and influencing change at a senior level while shaping and managing positive relationships with stakeholders
- Comfortable operating at pace and speed and able to react positively to rapidly changing circumstances





- Task and finish focussed
- 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

