



Yorkshire  
& Humber  
AHSN

Transforming Lives  
Through Innovation



**Programme Leads**

**November 2020**

- 1 Permanent**
- 2 Fixed term for 12 months**

**Programme Lead 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.

**Our Programme Leads provide direction and leadership on a number of programmes, overseeing budgets and allocating resources to ensure targets and goals are met and synergies identified and exploited. Engaging with stakeholders at a senior level you will promote the work of the AHSN by developing key relationships across the region. You will manage a number of our Programme Managers working on a wide portfolio of programmes, ensuring they are supported and developed, and that wellbeing is prioritised.** 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.

Applications should contain a CV and a covering letter. The covering letter should explain why you are interested in the role, why you would like to work with us at Yorkshire & Humber AHSN and what your knowledge and experience can bring to this role and our work. Please state whether you are applying for the permanent or fixed-term role.

Closing date is **16.11.2020 at 4pm** – late applications will not be accepted. Applications should be sent by email to [joanne.healey@yhahsn.com](mailto:joanne.healey@yhahsn.com).

If you would like to speak to a Director prior to making an application, please email [joanne.healey@yhahsn.com](mailto:joanne.healey@yhahsn.com) to arrange a suitable time for a discussion.

Interviews will take place in December via Microsoft Teams



## **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 are:

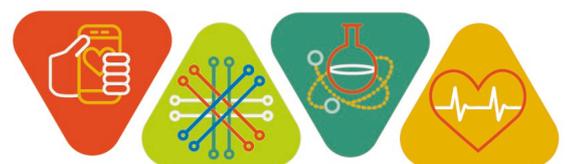
- **Connected:** we prize and nourish our networks and relationships
- **Trusting:** we willingly show our confidence in others and do what we say we will
- **True partners:** we bring people together and facilitate constructive conversations



### 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:

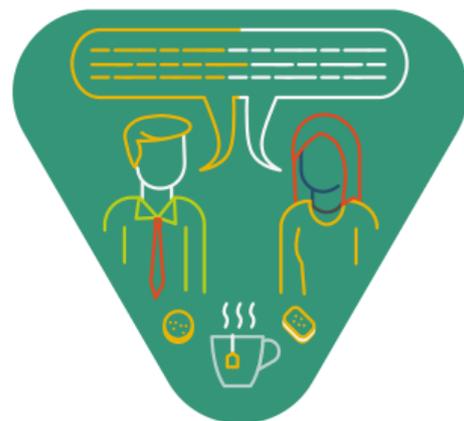
- **Adventurous:** we dare to be different and creative in order to build a lasting legacy
- **Passionate:** we share our values and ideas with energy and conviction
- **Resourceful:** we identify and seize opportunities, making the most of what we have



## 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 will give you:

- Starting salary of **£62,607** with development to £65,000 depending on experience and performance
- 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 at November 2020)
- Contributory matched pension (up to 10%)
- Learning and Development
- Digital Perks
- Free parking at the head office in Wakefield
- Wellbeing programme
- Employee Assistance Programme/Mental Health First Aiders
- Social event programme (currently virtual events only)





### **Key Duties and Responsibilities**

- Delegated authority as Yorkshire & Humber Partners AHSN Ltd representative for the development and delivery functions across all member organisations in the region, promoting the work of the AHSNs, and using influencing and negotiating skills to secure commitment, input and resources from members to support the work of the cross cutting themes (INNs) and the AHSN more broadly.
- To identify areas where there may be tensions with member organisations and the AHSN, or a lack of engagement, and identify and seek resolution of these tensions on behalf of the AHSN.
- To identify, develop, win and execute programmes for the AHSN in a low risk and profitable manner.
- Work with the other Programme Leads to ensure all the work programmes are delivered - sharing and supporting one another and challenging where needed.
- Represent the AHSN at pan-Northern or national level, as required.
- To work with a collaborative and influencing management style by negotiating with others to the best outcomes.
- To engage with the Marketing & Communications teams to ensure the work of the organisation is recognised and celebrated.
- To be a highly motivated individual, demonstrating a transformational leadership style and adopt a flexible approach to meet the competing demands of the role.
- Demonstrate high standards of integrity when dealing with shared data or information and ensure individual and organisational confidentiality is maintained at all times.

### **Programme Management – Design and Delivery**

- In collaboration with the Executive team design a programme of transformational change for members, innovators or commercial customers, based on a review of existing practice and new service models in relevant areas across the region, and nationally a review of best practice standards, research evidence and national guidance within the clinical areas;
- Build on discussions and outputs from Expert Groups, determine a small number of specific interventions or new care pathways that can be delivered by the AHSN. Each of these interventions should be evidence based, measurable and make a high impact on patients.
- Lead discussion and dialogue with potential customers such as Clinical Commissioning Groups, Health and Wellbeing Boards, Trusts, Health Partnerships and NHS England, to ensure that the projects and interventions identified are prioritised and supported. Where necessary, iterate the proposals, or promote dialogue.



- Accountable for developing programme plans for the specific work projects, objectives and actions, and resource requirements, to deliver against the work programme and implement the specific projects and interventions.
- Ensure evidence and analytics are secured to support and inform network activities and use the information in an insightful way to identify and mitigate risks and make measurable improvements to quality of care.
- Promote the systematic application of the quality framework tools such as NICE Quality Standards and other local and national standards.
- Contribute to the AHSN strategic planning process and delivery of business and clinical priorities , ensuring governance and business support requirements are adhered to.
- Drawing from experience and expertise from academic partners, other AHSNs and others including industries, ensure that the population of the region benefits from access to research programmes and other appropriate interventions.
- Work with the Executive team to commission and co-ordinate the programme research and development strategy and drive adoption and spread across the network.
- Work in partnership with other managers and stakeholders to deliver corporate goals.

#### **Performance management & reporting**

- Provide guidance to the Executive team in order to identify opportunities, develop proposals and win change support consultancy projects for the Yorkshire and Humber Partners AHSN, for delivery by the full organisation.
- Against the agreed detailed delivery plans, monitor and report on the appropriate milestones and metrics against which the success of the programmes will be judged at regular AHSN quarterly review meetings and Board.
- Deliver regular performance reports to the AHSN Board.

#### **Financial Responsibilities**

- Accountability and agreed sign off of certain projects and initiatives.
- Act in a way that is compliant with the organisational financial policies
- Constantly strive for value for money and greater efficiency in the use of AHSN resources

#### **People Management**

- Work in a collaborative management style and foster close working relations with all managers within the AHSN and all members and stakeholders
- Manage, motivate, support and develop staff within the organisation to ensure that they are able to deliver their responsibilities





- Prioritise the wellbeing of staff and embed policies and working practices to maximise this

#### **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 Lead Person Specification (if not stated otherwise, the specification is essential)**

**Qualifications**

- Educated to degree level or equivalent

**Knowledge & Experience**

- Understanding of NHSE/I public sector policy relevant to the NHS England Five year Forward View, Sustainable transformation and the relicensing of the AHSNs
- A strong appreciation of membership base and partners
- Experience of effective engagement of a range of diverse stakeholders in varied programmes
- Experience of managing and delivering a number of concurrent programmes on time and within budget
- Experience of working with programme management software
- Experience of using techniques for planning, monitoring and controlling programmes, including risk management
- In depth knowledge of analysing data, statistics, report and recommendations
- Good knowledge of budgeting and resource allocation
- Highly IT proficient

**Qualities and abilities**

- An ability to engage effectively with people internally and externally in order to maintain collaborative relationships
- Ability to put across complex ideas simply and succinctly in order to engage stakeholder support
- Ability to quickly grasp new ideas and concepts
- Ability to think out of the box and have a creative approach to problem solving
- Negotiation and conflict resolution skills
- Ability to challenge appropriately and influence stakeholders
- Ability to review programmes, assess success and develop relevant actions plans for organisational learning
- Effective people management skills
- Committed team worker

**Personal characteristics**

- A passion for the work we do and the values of YHAHSN
- Committed to diversity, equality and inclusion





- Resilient
- Dynamic, energetic and resourceful
- Professional and organised approach
- Proactive and results orientated
- An attitude of continuous improvement and innovation

**Other**

- Ability and willingness to undertake frequent travel within the UK

