

Partnerships Manager

Department: Health and Community Services (HCS)
Section: Improvement and Innovation
Reports to: Senior Change Manager Commissioning & Partnerships
JE Ref: HCS1197
Grade: CS10 **JE Date:** 05/04/2023

Job purpose

To develop and manage assigned commissioning projects of medium complexity (or multiple work streams of larger projects) and to support the implementation of the commissioning strategy, to support one or more areas of the health and care system, which will contribute to the delivery of the department's vision to create a healthy island with safe, high-quality, affordable care that is accessible when and where our service users need it.

Job specific outcomes

1. Manages, plans and controls assigned projects/plans following agreed project management, governance and reporting methodologies to ensure delivery within scope, budget and schedule, making adjustments where necessary. Assures consistent, robust standards of all documentation concerned with assigned projects/plans in order to support decision making and sound governance.
2. Communicates a robust case for change for assigned projects, advises on potential impacts and develops business cases so that projects that have sound foundation and clear business objectives.
3. Builds relationships with external partners to co-produce service design and development and improvement opportunities, maintaining excellent 2-way communication.
4. Plans and monitors the benefits realisation for assigned projects in order to assure sponsors that that project outputs contribute to the business' strategic objectives.
5. Uses evidence, experience and sound professional judgement to compare a range of project options that will enable the post holder to provide sound advice on risks and opportunities.
6. Develops, implements and manages governance frameworks to support partnership working and create the environment for collaboration.
7. Provides challenge and comments about any aspect of the Commissioning and Partnerships programme to ensure that the whole programme is aligned and can deliver the expected benefits.
8. Identifies and obtains data needed to support development of the assigned projects/plans and uses it as an evidence base in order to support robust on project decisions and governance.
9. Supports processes for procuring services, working closely with the Commercial Team.
10. Provides informal coaching and support to external partners to develop colleagues' capabilities in designing and delivering change.

Statutory responsibilities

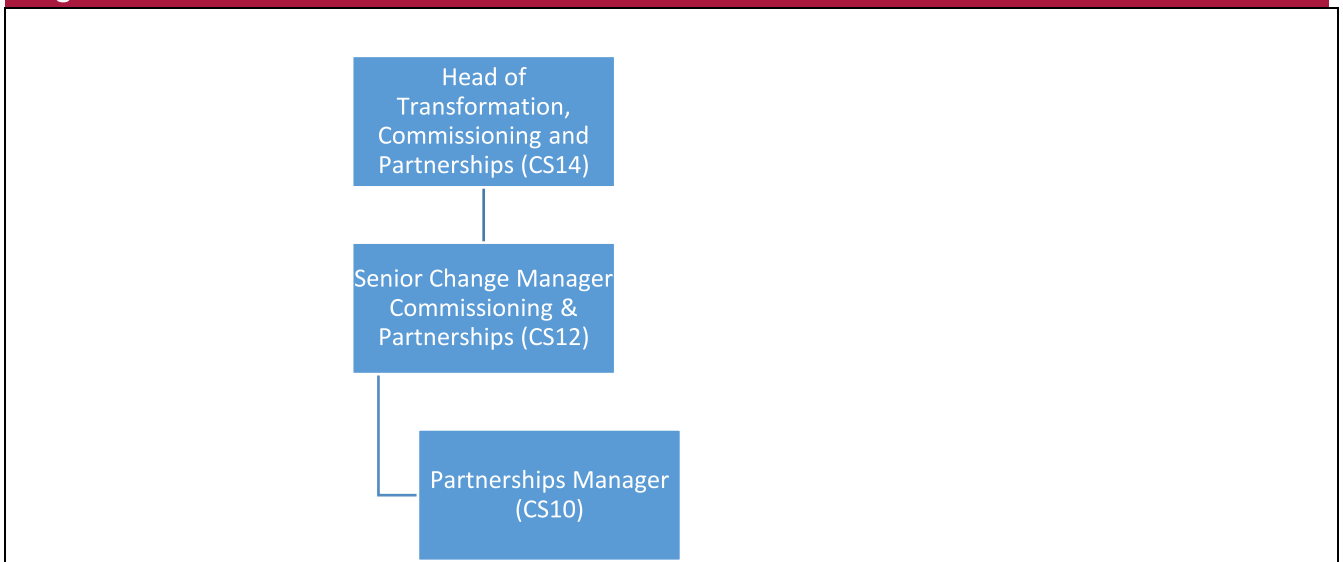
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to degree level in a subject with a high degree of analytical or numerical content, or demonstrate such a level of equivalent qualifications and experience.	Holds or is working towards a recognised project management qualification (e.g. PRINCE2, AGILE, Lean, etc.)
Knowledge	Has experience of project management methodologies, governance, stakeholder management and data analysis	Knowledge of Government of Jersey financial processes and experience of managing budgets.
Technical / Work-based Skills	<p>Numerical skills and the ability to produce accurate management information.</p> <p>The ability to scope, plan, implement and realise the benefits of a project through interpretation of quantitative and qualitative information.</p> <p>Analytical skills to understand problems or situations, select the appropriate approach to resolve the problem, and reflect on the result.</p> <p>Ability to break down potential solutions into manageable elements and plan these in a logical and sequential manner, considering interdependencies, resource and cost</p>	

	<p>implications.</p> <p>Demonstrable skills using tools such as Microsoft Word, Excel, PowerPoint and Project.</p>	
General Skills/Attributes	<p>Excellent oral communication to liaise with stakeholders at all levels.</p> <p>Must have an eye for detail, the ability to problem solve, to process work with accuracy and prioritise tasks.</p> <p>Ability to produce high quality, easy to understand written reports and presentations, which may include succinct summaries of complex situations.</p>	
Experience	<p>Experience in the planning, management and delivery of change and continuous improvement projects</p> <p>Demonstrable track record of successful delivery of projects across the full lifecycle, from planning through to implementation and benefits realisation.</p>	

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.