

NHF Programme – Healthcare Lead (Associate Director)

Department:	Health & Community Services	
Section:	New Healthcare Facilities Programme	
Reports to:	Programme Director	
JE Ref:	HCS1213	
Grade:	CS15	JE Date: 27/06/2023

Job purpose

The Healthcare Lead for the New Healthcare Facilities Programme (NHF) will support the Programme Director in the overall direction, coordination, & delivery of Jersey's New Healthcare Facilities, the island's largest ever public sector build programme, by acting as the lead and the interface for all clinical aspects of the programme. They will be responsible for the clinical delivery of the programme throughout the scoping, briefing, construction, commissioning, handover, and mobilisation stages.

The postholder will deputise for the Programme Director as required.

Job specific outcomes

- Ensure all aspects of the programme align with the Government's Strategic objectives and governance frameworks through quality and performance management, best practice procurement and business planning to bring forward the most benefits to the Client, Health & Community Services (HCS) and islanders.
- Be the primary interface between all staff within HCS for the programme, supported by the Clinical Advisor and the Interface Manager. Actively seek their input at appropriate times and continual feedback. Ensure staff are kept apprised of the programme and its progress.
- Lead the clinical commissioning of each clinical facility, working with relevant stakeholders to transition each new service safely into them, ensuring adequate training and induction is provided. Support safe, sustainable, affordable, and effective delivery of the client's strategy.
- Keep pace with any service transformation occurring within HCS that may impact on the specification and requirements of the new facilities. Lead and be involved in specific transformation projects as appropriate. Ensure that the programme is kept abreast of any changes in medical practice that may impact programme, whilst ensuring that flexibility is built into all designs to allow changes to be made post completion if required. Translate and transform the vision of HCS Exec and clinical teams into operational and functional delivery plans for each new healthcare facility.
- Provide expert clinical advice to the Programme Director, Senior Officers Steering Group and Ministerial Group as required in matters related to healthcare delivery and Health Building regulations. When outside the sphere of knowledge, source appropriate advice on all matters related to the development and build of the new Healthcare Facilities to inform decision making on strategic policy and resource allocation.

- Responsible for effective stakeholder management by overseeing that consultations, updates and briefings are provided to various key stakeholders and decision makers on the new proposed healthcare facilities delivery strategy, dependencies, and long-term operational and client impact, and obtaining relevant sign off as required to facilitate programme approval and effective delivery of proposed strategy relevant to each individual project. This will include island wide briefings for the general public and also to relevant patient community groups.
- Represent the Programme to other departments, authorities, politicians, or members of the public to obtain endorsement of proposals for Programme. Ensure scrutiny responses, ministerial questions and Comptroller & Auditor General responses accurately reflect the programme and its progress.
- Responsible for monitoring Programme delivery against agreed budgets, service targets and quality, overseeing the effectiveness and efficiency of individual project delivery, holding internal and external service providers to account. Provide regular reports, both written and verbal, on programme to relevant stakeholders, at a variety of meetings.
- Engage and collaborate with key internal & external stakeholders ensuring that all players' roles and responsibilities are clearly assigned, defined, and communicated as well as ensure all internal and regulatory standards are exceeded.
- Responsible for the coordination of project management and contract administration, through dedicated and shared staff across the Programme as required.
- Manage the programme performance by developing and monitoring suitable outcome measures and foster transparency through integrated tools and technology ensuring consistency and accuracy across data types and providing visibility into each stage of the project to ensure availability of accurate, complete, and timely information to make informed decisions throughout each project's lifecycle.
- Be responsible for ensuring all projects can support the delivery of the highest clinical standards and that all building standards are in line with Health Building Notes (HBN) and Healthcare Technical Memorandum (HTM). If there are to be derogations from this, ensure that there is clear and documented evidence for this, with appropriate HCS Executive sign off, prior to acceptance.
- Lead the healthcare related aspects of the programme level Strategic Outline Case, and individual project Outline and Full Business Cases. Lead any other appropriate business cases as part of the programme for example those linked to the FM Strategy, Digital Strategy or Workforce Strategy.
- Manage a team of staff, ensuring those are developed to reach their full potential. Provide mentorship and coaching, as required and requested to do so, both within and out with the programme.
- Actively contribute to and maintain the programme and projects risk registers. Be responsible for identifying any clinical and operational risks, real or perceived. Ensure appropriate mitigation is in place and that actions to mitigate progress in a timely way exist , with regular monitoring and review, in line with HCS governance framework.

Statutory responsibilities

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

The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner

Services (TIER 3)

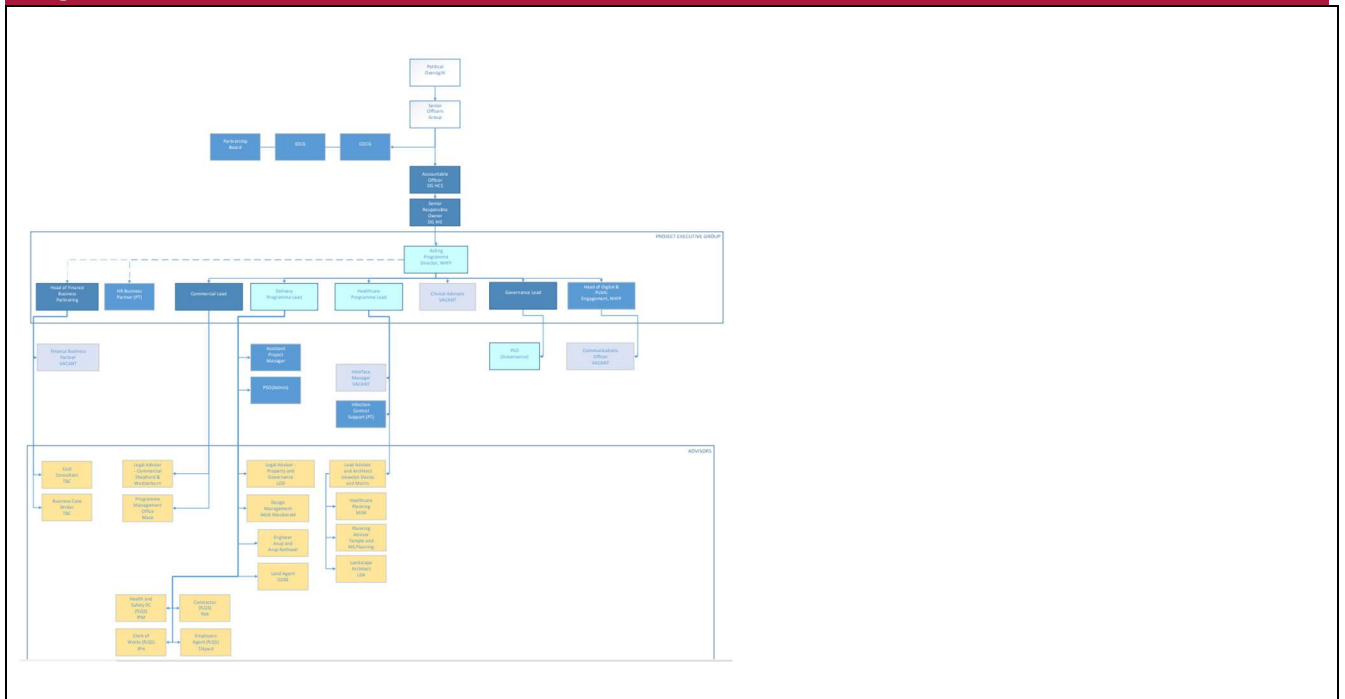
- All delivery aspects of the NHF Programme

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications</p>	<p>Clinical Qualification (eg Nurse, Midwife, Doctor, Physiotherapist)</p> <p>Post Graduate qualification in management or another relevant field</p>	<p>MBA or equivalent</p> <p>Prince 2 or other project management practitioner.</p>
<p>Knowledge</p>	<p>Detailed working knowledge of all elements required to make a functioning and safe hospital, understanding of how all departments interact with each other and the essential colocation of services required to minimise risks.</p> <p>Management reporting as it relates to this role.</p> <p>The departmental priorities, key objectives, risks, and issues relevant to the department division and the role.</p> <p>A detailed understanding of Health & Safety within healthcare.</p> <p>Knowledge of risk management strategies and how to mitigate known risks</p> <p>Knowledge and experience of Business planning processes and budget management.</p> <p>The activity and processes of Government including interaction between politicians and administration.</p> <p>Ongoing Continuing Professional Development, with knowledge of current trends in building new healthcare facilities.</p>	
<p>Technical / Work-based Skills</p>	<p>IT skills</p> <p>Ability to interpret the relevant clinical, professional and health building standards legislation/requirements</p> <p>Ability to analyse data to inform service and programme delivery</p>	

	<p>Knowledge of changes and developments within health and care services, particularly the UK National Health Service.</p>	
<p>General Skills/Attributes</p>	<p>Work successfully across departmental and organisational boundaries.</p> <p>Build and develop strategic relationships with key stakeholders, influencing and negotiating with a wide range of partners to achieve good outcomes on behalf of the public service.</p> <p>Planning and organising skills to generate medium and long-term strategic plans for the relevant areas of responsibility.</p> <p>Excellent verbal and written communication skills.</p> <p>A pragmatic approach with the ability to consider and promote innovative approaches to change and service delivery.</p> <p>A strong team player who can lead and motivate a team. Problem solver/confident decision-maker Negotiation and influencing skills.</p> <p>Ability to operate strategically or operationally</p> <p>Lead on the development and implementation of departmental strategies and organisational objectives.</p> <p>Work autonomously or as part of a team.</p> <p>Manage the production of strategic and operational presentations, papers, and business cases to ensure successful decision making, providing procurement and delivery inputs as required.</p> <p>Effectively communicate with all stakeholders, including government officials, designers, contractors, professional advisors, commercial managers, clinical and operation staff along with the public.</p>	
<p>Experience</p>	<p>Successfully managing a variety of teams, ideally involving estates teams.</p>	

	<p>Experience of working in a variety of Hospitals / Healthcare environments at a senior level</p> <p>Extensive risk management experience at a senior level</p> <p>Experience of user engagement and participation</p> <p>Presenting and engaging with the Jersey public and interested stakeholder groups</p> <p>Experience of having been involved in new healthcare build projects, new or refurbishment</p>	
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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 3 core accountabilities, attributes, and behaviour indicators.