

## Planning and Governance Officer

<b>Department</b>	Health and Community Services
<b>Reports to</b>	Senior Business Planner
<b>JE Ref:</b>	HCS1235
<b>Grade:</b>	CS10
<b>JE Date:</b>	21/08/2023

### Job purpose

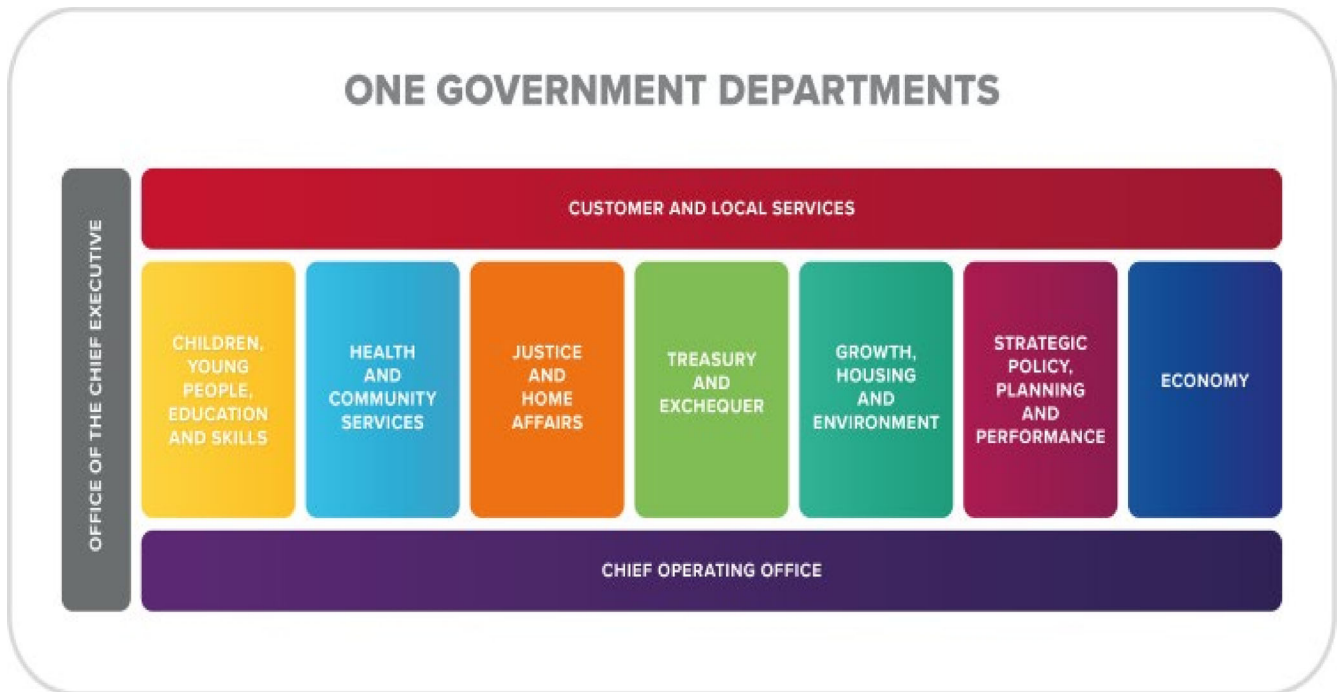
To support the development of an overarching view of HCS' activities, risks, and change initiatives, to coordinate the development of plans, with senior colleagues, that deliver health outcome improvements. In addition to leading on the coordination of planning activities, the post holder will establish a monitoring process that ensures the continued delivery of outcomes and benefits, 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

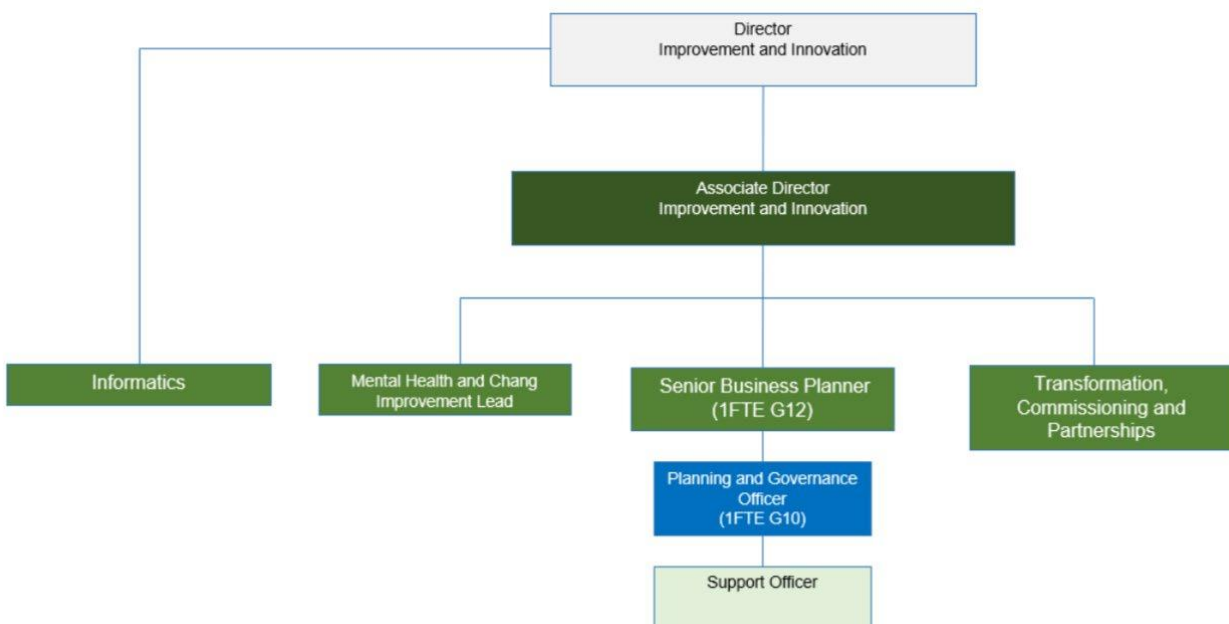
1. Undertake research across other jurisdiction's health-care settings into issues and opportunities, to inform the strategic planning decision making of HCS' senior leadership team.
2. Support the development of an overarching strategic plan for HCS, tying together existing strategies and workplans to drive the delivery of patient centred care in the future.
3. Holds discussions with stakeholders and is transparent about competing priorities and challenges in order to persuade, negotiate and manage expectations. Support the prioritisation of improvements and strategic initiatives within HCS, ensuring that sufficient information is available to permit senior leaders to make decisions on competing priorities.
4. Support the implementation of strategic initiatives, ensuring that governance frameworks are established, followed and that the desired benefits and objectives are delivered.
5. Support the Senior Business Planner in planning and reporting activities, including the development of ministerial priorities, delivery plans, business plans and the departmental annual report.
6. Support the monitoring of HCS' internal and external recommendations, coordinating activities to ensure the implementation of the recommendations.
7. Maintain close relationships with colleagues across HCS to stay abreast of ongoing workstreams, issues and developments.
8. Support the coordination of responses to scrutiny and audit, as well as ensuring the senior leaders within HCS are fully briefed on the information.
9. Ensure that appropriate risk and change management approaches are taken, to manage risks, issues and change requests for strategic initiatives.

### Statutory responsibilities

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



## Organisation chart



## Person Specification

**Specific to the role**

	Essential	Desirable
Qualifications	Educated to degree level in a subject with a high degree of analytical and research content or be able to demonstrate such a level of equivalent experience.	<p>Holds or is working towards a recognised qualification on project/change management or governance.</p> <p>Clinical health or social care qualifications.</p>
Knowledge	<p>Knowledge of how to establish and work within governance, project and change management frameworks.</p> <p>Knowledge of stakeholder management.</p>	<p>Knowledge of health and social care systems.</p> <p>Familiarity with the strategic and political framework of the States of Jersey and an ability to work within them.</p>
Technical / Work-based Skills	<p>Numerical skills and the ability to produce accurate management information.</p> <p>The ability to scope, plan, monitor and report on initiatives through the interpretation of quantitative and qualitative information.</p> <p>Good presentation and communication skills to communicate complex, sensitive or contentious information.</p> <p>Analytical skills to understand problems of situations, defining approaches to resolve the problem and reflect on the result.</p> <p>The ability to create quality Word, Excel and Powerpoint documentation, that coherently and concisely communicates often complex information.</p> <p>Ability to create and complete project documentation.</p>	
General Skills/Attributes	<p>IT skills, particularly with Microsoft Office applications, including O365.</p> <p>Ability to understand and manage the competing needs of individuals.</p> <p>Credible with a diverse range of stakeholders.</p> <p>Excellent oral and written presentation skills.</p>	

	<p>Resilient, maintaining effectiveness under pressure and competing deadlines.</p> <p>A keen eye for detail, the ability to problem solve, to process work with accuracy and prioritise tasks.</p> <p>Ability to work independently and autonomously.</p> <p>Well organised; able to deal with multiple competing priorities and a high workload.</p> <p>Ability to manage competing priorities</p>	
Experience	<p>Experience of working in a busy and varied professional office environment.</p> <p>Experience in the planning, delivery and monitoring of project and change initiatives.</p>	<p>Experience of working within health or care services, or other public services.</p> <p>Some experience of working with politicians in local/national government.</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 Government of Jersey Tier 4 core accountabilities attributes and behaviour indicators.