

NHF Programme – Senior Project Manager

Department:	Health & Community Services	
Section:	New Healthcare Facilities Programme	
Reports to:	Delivery Lead	
JE Ref:	HCS1268	
Grade:	CS12	JE Date: 04/12/2023

Job purpose

The Senior Project Manager will manage the effective and timely delivery of a portfolio of projects related to the work of the New Healthcare Facilities Programme, to ensure the programme's objectives are achieved. As well as provide analysis and intelligence to Programme Executive Group, to inform decisions, project improvement, awareness raising and thereby deliver better and more cost-effective outcomes, using government insight / intelligence and performance reporting, within an effective quality and performance management framework.

Job specific outcomes

1. Develop an annual project plan in collaboration with the wider programme that directs the development of policy, ensuring Jersey has future healthcare facilities that suit the islands needs.
2. Develop, manage and co-ordinate the delivery of projects within the New Healthcare Facilities Programme, applying robust project management in order to deliver on time and to quality standards.
3. Devise and implement effective project governance and project control, in order to achieve compliance with legislative, statutory and best practice e.g. for data protection and records management.
4. Lead the monitoring of all projects, providing timely, accurate reports which identify progress, risks, issues, budget and communication. This will result in projects which deliver their intended objectives, including the protection and promotion of children's rights.
5. Assess and manage project risks and issues, identifying, implementing, co-ordinating and monitoring mitigation and/or management actions. Effective risk management will ensure projects are robustly managed and therefore deliver to time and quality standards, and result in the intended outcomes.
6. Co-ordinate and produce a reports and papers for presentation to the HCS executives, senior officers and Ministers in order to gain approval on key project related topics.
7. Provide advice and guidance regarding communications and engagement for specific projects, in order to maintain the reputation of the New Healthcare Facilities Programme and raise awareness of the work and impact of the team.

8. Undertake research, evidence, analysis and surveys in order to assess the impact of the New Healthcare Facilities Programme and its stakeholders. Present and communicate in an appropriate and accessible way, and identify areas for improvement, policy development or further work.
9. Lead and manage staff, ensuring they deliver on time and to quality standards. Undertake appraisals, management of sickness absence, disciplinary matters, recruitment, and selection. Act as a role model, supporting individuals to develop and encouraging a learning culture focused upon improvement and high performance.

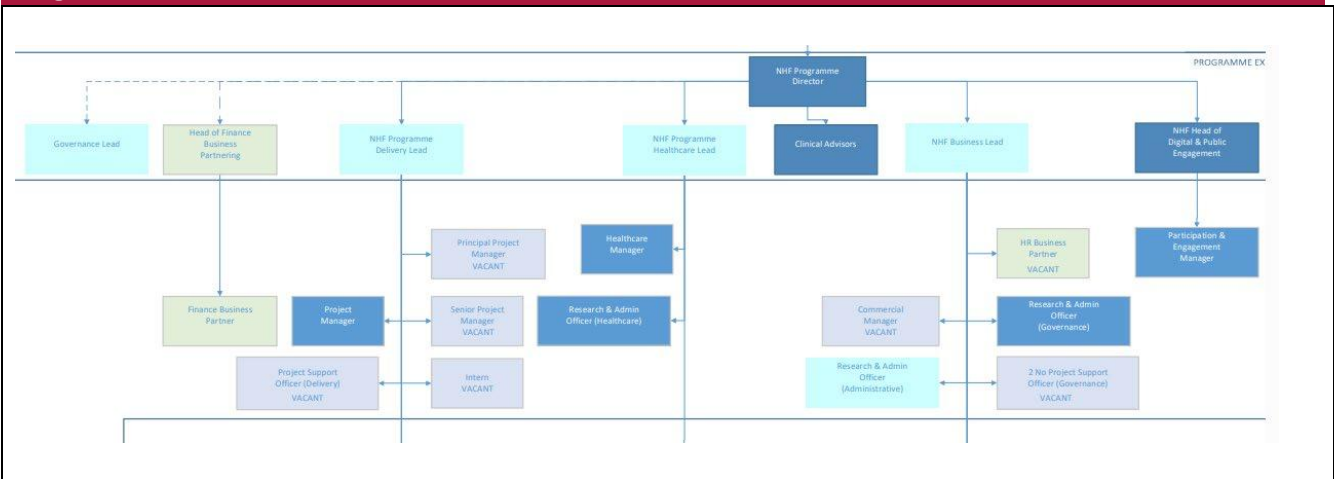
Statutory responsibilities
 Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time. This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Educated to degree level in a relevant subject e.g. public administration, policy, research.</p> <p>Project management qualification.</p>	
Knowledge	<p>Knowledge of the strategic and political frameworks of Jersey and an ability to operate within them.</p> <p>A detailed understanding of the public policy and delivery context relating to children and young people.</p> <p>Knowledge of environmental, economic and social issues affecting children and families, and the interaction between different policy areas.</p> <p>Understanding of the challenges that face Jersey for the future.</p> <p>Understanding of the importance of partnership working.</p> <p>Understanding and appreciation of supply chain procurement and challenges in Jersey for major projects.</p>	<p>Working knowledge of corporate policies such as Data Protection, Freedom of Information, Financial Directions.</p>

<p>Technical / Work-based Skills</p>	<p>Demonstrable programme and project management skills, including design development, project planning, risk and issue management, stakeholder and communications, progress monitoring, reporting and escalation.</p> <p>Proficient in methods and techniques associated with planning and monitoring progress of projects. E.g. dashboard reporting, Highlight reporting, critical path analysis, dependency management, benefits management.</p> <p>Ability to collate and analyse quantitative and qualitative information, and identify trends, patterns and anomalies.</p> <p>Ability to produce high quality reports, including appropriate conclusions, recommendations and action plans.</p> <p>Excellent written communication, to create documents and communications materials</p>	
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	<p>with good attention to detail.</p> <p>Excellent verbal communication, and confident in presenting data in a meaningful format, including ensuring complex information is accessible and understandable.</p> <p>IT literate and conversant with Microsoft Office applications, including SharePoint, project management applications, Word, Excel, PowerPoint, Outlook.</p> <p>Evidence of working at pace in a complex multistakeholder environment.</p> <p>Good political awareness, understanding of the political process.</p>	
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<p>General Skills/Attributes</p>	<p>An effective team member, contributing knowledge and expertise to the work of the department to achieve department and corporate objectives.</p> <p>Excellent organisational abilities; ability to deal with multiple competing priorities and a high workload, and deliver to tight timescales.</p> <p>A passionate and proven commitment to improving outcomes for children, particularly disadvantaged children.</p> <p>Highly resilient, maintaining effectiveness under pressure.</p>	<p>Media training.</p>
	<p>Ability to work with minimal supervision.</p> <p>Personal resilience to deal with challenging situations.</p> <p>Ability to engender trust and confidence from a wide range of stakeholders, including colleagues and service users.</p>	

<p>Experience</p>	<p>Experience of successfully managing major projects to delivery.</p> <p>Experience in leading and managing staff.</p> <p>Experience of postimplementation evaluation and identifying lessons.</p> <p>Experience of working with a range of stakeholders, with a track record and proven ability to influence and communicate effectively.</p> <p>Proven experience in social policy research, producing high quality and impactful reports.</p> <p>Policy, planning or administration experience.</p> <p>Experience of evidence based research and analysis.</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 4 core accountabilities attributes and behaviour indicators.