
Job Description

Job Title:	Place Planning and Development Programme Manager
Grade:	8a
Reports To:	General Manager Out of Hospital – SWFT; Head of Integration - UHCW
Accountable To:	Associate Chief Operating Officer Out of Hospital – SWFT; Director of Strategy and Integration - UHCW

Job Purpose:

Rugby Place is a multi-level, complex programme involving different partners and stakeholders in the delivery of a system wide approach to improving health and care outcomes for people living in Rugby.

The post is a new role and will support Rugby Place in the design and delivery of programmes of work to deliver agreed priorities and outcomes; hosted by SWFT it will be a joint post between the Trust and University Hospitals Coventry and Warwickshire.

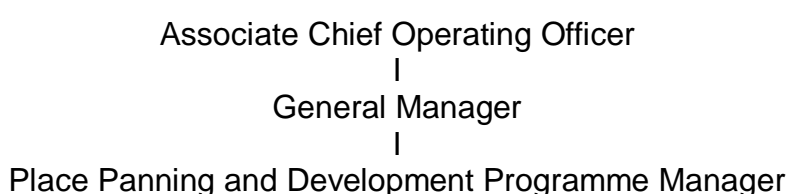
This role will be responsible for programmes of work associated with system leadership, transformation and improvement and partnership working across organisations and services. The role will have a strong link with Rugby Borough Council, particularly the Community Development team, in helping to support the levelling up and health inequalities agenda.

Key to the role will be the ability to work in collaboration with Place partners to design and deliver the priorities of integration and collaboration across Rugby Place and support interface with the Warwickshire Care Collaborative, one of two geographical Care Collaboratives in the Coventry and Warwickshire Integrated Care System which constitute the partnership of organisations responsible for organising and delivering health and social care within the Coventry and Warwickshire footprints respectively. The ICB has endorsed the creation of the Care Collaboratives to enable the transfer of responsibility for commissioning and delivering from the Coventry and Warwickshire Integrated Care Board to the Care Collaborative following a three-phase approach. The Warwickshire Care Collaborative brings together the three place partnerships of providers and

commissioners of health and care at a Warwickshire footprint; Rugby is one of three Places that make up the Warwickshire Care Collaborative (along with Warwickshire North and South Warwickshire Places).

The successful candidate will be highly motivated and will have experience of working in the health and/or local authority sectors. We are looking for someone who will relish working in a learning and reflective environment. They will have demonstrable knowledge and expertise across NHS and cross system improvement as well as successful programme management planning and management of risk.

Organisation Chart:



Key Result Areas:

Planning and Organisational Skills:

- Support the planning of programmes of work across Rugby Place partners including Primary Care, Warwickshire County Council, Rugby Borough Council, UHCW, SWFT, Coventry and Warwickshire Partnership Trust, the Coventry and Warwickshire ICS, the voluntary sector and Healthwatch to define priorities, benefits and deliverables.
- Work with partners to develop the provision of equitable services and ensuring parity for Rugby residents across services
- Manage the lifecycle of programmes of work containing multiple projects. Reporting on progress and managing risks and issues, acting as a point of escalation for projects.
- Design of work streams and projects to deliver programme objectives and deliverables.
- Development and maintenance of programme documentation which reflects the complexities of a system wide programme and captures cross linkages and dependencies.
- Manage project related expenditure and budgets.
- Undertake surveys and audits to ensure project benefits have been realised.
- Conduct regular Gateway Reviews to ensure that the programme and work streams are able to deliver on time and within budget.
- Manage the delivery of benefits and track realisation of programme/project outcomes.
- Conduct regular reviews of governance arrangements to ensure consistent operating structures and processes that are fit for purpose.

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- Work in close partnership with Rugby place partners, taking a joined up perspective and supporting the Rugby agenda by working in an increasingly joined up manner and delivering on the priorities of integration and collaboration in Rugby Place.
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General Items:

To provide short-term cover for colleagues during periods of leave.

To ensure that all Trust standards are maintained and monitored to improve the quality of care to all whom come into contact with services provided by South Warwickshire NHS Foundation Trust.

Every employee has a duty to take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions at work, and to co-operate with the South Warwickshire NHS Foundation Trust to ensure that statutory and Trust regulations are complied with.

To participate in appraisals and personal reviews and work to achieve agreed set objectives.

To participate in appropriate training and development activities

To participate in team, professional and personal development activities and promote commitment to continuous development and improvement.

Ensure that all staff consciously review mistakes, complaints and incidents/near misses as well as successes to improve performance and the level of customer care.

All employees will have an organizational and individual responsibility towards safeguarding vulnerable adults, young people and children. Where employees are working with children, young people and families they have a responsibility to cooperate in national safeguarding policy around early intervention activities appropriate to improving health outcomes.

Ensure that the Trust Smoke Free Policy is adhered to and that staff, patients and visitors are signposted to smoking cessation services.

Identify any appropriate support or interventions for staff to support their wellbeing.

To abide by Infection Prevention and Control policies relevant to their area of work, and undertake the necessary level of training. This will be appraised through the KSF review process or other relevant professional review process.

To accept responsibility for the provision of effective infection prevention and control within the Trust in liaison with the Trust's Infection Control Team.

To act as a role model in applying good infection control practice and ensures compliance with all Infection Control policies.

To promote and demonstrate implementation of the Trust's Carbon Management strategy and policy, ensuring team members are fully aware of the policy and are contributing to this.

This job description is subject to review at any time in consultation with the post holder.