

JOB DESCRIPTION AND PERSON SPECIFICATION

Maternity Project Manager

BAND 8a

Job Title: Maternity Project Manager Workforce/ Education and Personalised Care

Band: Band 8a

Team: Chief Nursing Officer

Directorate: Nursing & Safeguarding

Responsible to: Head of Maternity Programmes

Location: Usual office base: Unex Tower (Stratford)

But required to work at any establishment at any time throughout the duration of their contract, normally within the location of the ICB

Staff will be supported to work from home subject to the requirements of the role.

1. Job Summary

Leading and supporting continuous improvement in quality and efficiency of maternity services across NEL.

The Maternity Project Manager will support the transformation of maternity projects/ programmes across North East London Local Maternity & Neonate System (LMNS). The post holder will be accountable to the LMNS for delivering on a number of complex projects as part of the Three Year Single Delivery Plan (2023) and Long Term Plan. This includes working in a wider partnership with a broad range of stakeholders across an Integrated Care System, putting women and their families at the centre of any service development, or initiatives.

2. Key Working Relationships

The postholder will be required to maintain constructive relationships both with North East London and with the wider context of maternity:

- NHS NEL ICB Chief Nursing Officer
- NHS NEL ICB Director of Nursing & Safeguarding
- NHS NEL ICB Head of Maternity Programmes
- NHS NEL LNMS Chairs
- NHS NEL ICB Programme Management Office
- NHS NEL ICB Quality Directorate
- NHS England and the National Maternity Transformation Programme
- ICS colleagues
- Peers in other LMNS/ICBs
- Patient Representative Groups/Maternity Service Users
- Chairs of local MVPs
- Local and voluntary organisations

3. Accountable Areas

- Project management for the allocated workstream
- Monitoring and Supporting the LMNS in delivering recommendations at National, Regional and local levels including meeting requirements relating to the, MIS (CNST) Ockenden recommendations and Three Year Single Delivery Plan for Maternity and Neonatal.
- Lead on reviewing and updating NE London LMNS policy and guidelines related to the workstream requirements.
- Support and Monitor implementation of best practice across the system
- Support the implementation of the competency framework
- Providing professional support to the Heads of service and Directors/ Associate of Midwifery.
- Support the implementation and audits and deep dives of across the system
- Lead and project manage the agreed programme of work liaising with the individual providers/ Stakeholders and ICB as required. This requires the ability to work in a matrix management structure leading a broad range of complex activities
- To liaise proactively and appropriately with senior managers across the partner organisations to conduct impact analysis of changes including quality and equality impact assessment to ensure changes are managed effectively
- Provide direction to project team members and others required to support delivery of work stream priorities
- Lead project group meetings including administration and chairing of the group where required
- Plan and lead workshops/streams to design and review service changes, bringing together diverse groups of staff to design and motivate the group to deliver change
- Provide rapid feedback to teams as changes are implemented; facilitate adjustments to plans in where required
- Manage risks associated with programme delivery and benefits realisation

3.1 Operational requirements

- Postholder has responsibility and accountability for own work area and leads independently on this
- Oversee junior members' delivery of day to day activities and projects and a range of business initiatives and LMNS daily huddles
- Chair where required daily LMNS huddle with other project managers.
- Operate in a highly political and sensitive environment
- Support a portfolio of initiatives; demonstrating value for money through tracking, managing and delivering agreed benefits
- Demonstrate effective stakeholder management across different departments and at all levels
- To liaise proactively and appropriately with senior management teams across the partnership to develop and execution of communication plans to ensure consistent messages are used to drive improvements and service change
- Agree and develop project tracking metrics including process, outcome balancing measures, to show impact of changes and track progress against objectives
- Coordinate production and maintenance of supporting project documents e.g. monitoring reports, project plans, driver diagrams and action plans

- Conduct all activity with an awareness of the potentially sensitive and/or contentious nature of information about service user, staff, other organisations and work processes
- Responsible for proposing and drafting changes, implementation and interpretation to policies, guidelines and service level agreements (SLA's) which may impact service
- Proposes changes to own function making recommendations for other service delivery

3.2 Financial and physical resources

- The postholder will be directly responsible for all budgets associated with the management of the function
- Responsible for ensuring adherence to the budget, ongoing monitoring of expenditure against budget and ensuring the appropriate documentation is available for scrutiny.
- Act in a way that is compliant with Standing Orders and Standing Financial Instructions in the discharge of this responsibility
- Constantly strive for value for money and greater efficiency in the use of budgets and ensure they operate in recurrent financial balance year on year

3.3 Staff management

- The post holder will need to maintain a good knowledge of emerging policies from government departments for example pensions, change management, constitution. This will assist in the thinking and definition of the strategy discussions for the Network and stakeholder
- The post holder is required to follow all CCG policies and procedures which are regularly updated

3.4 Information management

- Drafts reports summarising status on issues, appraising outcomes, and providing progress reports
- Interpret and present data to highlight issues and risks, supporting decision making
- Analyse and synthesise data from a wide range of sources including qualitative and quantitative data relating to performance, compliance, experience and other aspects of service delivery
- Present highly sensitive and contentious information to a variety of audiences including staff at all levels. Navigate contentious issues in a sensitive manner, showing empathy and understanding, balancing the human dimensions of change with the business needs

3.5 Research and development

- Drafting reports summarising status on issues, appraising outcomes, and providing progress reports for the Directorate leads
- Collate as required, qualitative and quantitative information and lead appropriate analysis to develop robust business cases and contribute to project 'products'
- Analyse, interpret and present data to highlight issues, risks and support decision making

3.6 Planning and organisation

- To liaise proactively and appropriately with East London partners to design and deliver sector wide, strategic change programmes
- Communicate effectively with a wide range of stakeholders, service leads, Women's groups and clinicians across the east London local maternity system, and ICS
- Support the ELLMS meetings including the preparation of meetings

- To negotiate and influence diverse groups of stakeholders to implement agreed programmes of work and service changes
- Contribute to the strategic planning of Team projects, identifying interdependencies across projects/functions, potential impacts on wider organisation, resource requirements and building in contingency and adjustments as necessary
- Contribute to the development of performance and governance strategies and the development and implementation of improvement programmes, in accordance with the CCG
- Contribute to short, medium and long-term business plans, achieving quality outcomes

Person Specification

Band 8a

Supporting evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description	Essential	Desirable	Assessment
Knowledge, training and experience				
	Educated to master's level or equivalent level of experience of working at a senior level in specialist area	√		A/C
	NMC registered midwife		√	A/C
	Member of relevant professional body		√	A/C
	Extensive knowledge of specialist areas, acquired through post graduate diploma or equivalent experience or training plus further specialist knowledge or experience to master's level equivalent	√		A/I
				A/I
	Evidence of post qualifying and continuing professional development	√		A/C
				A/I
	Must understand the background to and aims of current healthcare policy in London and appreciate the implications of this on engagement.	√		A/I
				A/I
	Strong background in Programme and Project management, both experience and methodology	√		A/I
				A/I
	Should have an appreciation of the relationship between the Department of Health, the Strategic Health Authority and individual provider and commissioning organisations	√		A/I
				A/I
	Experience of managing and motivating a team and reviewing performance of the Individuals	√		A/I
				A/I
	Must be able to prioritise own work effectively and be able to direct activities of others	√		A/I
				A/I
	Experience of working in a busy environment	√		A/I

	Adaptability, flexibility and ability to cope with uncertainty and change	√		A/I
	Willing to engage with and learn from peers, other professionals and colleagues in the desire to provide or support the most appropriate interventions	√		A/I
	Professional calm and efficient manner	√		A/I
	Effective organizer, influencer and networker	√		A/I
	Demonstrates a strong desire to improve performance and make a difference by focusing on goals	√		A/I
	Working knowledge of Microsoft Office with intermediate keyboard skills	√		A/I
Communication skills				
	Must be able to provide and receive highly complex, sensitive or contentious information, negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups	√		A/I
	Negotiates on difficult and controversial issues including performance and change.	√		A/I
Analytical skills				
	Ability to analyse complex issues	√		A/I
	Ability to act upon incomplete information, using experience to make inferences and decision making	√		A/I
	Numerate and able to understand complex financial issues combined with deep analytical skills	√		A/I
	Knowledge of financial systems e.g. monitoring budget management, processing invoices and procurement		√	A/I
Planning skills				
	Evidence of planning and delivering programmes, projects and services on time	√		A/I
	Problem solving skills and ability to respond to sudden unexpected demands	√		A/I
	Ability to analyse complex facts and situations and develop a range of options	√		A/I

	Comprehensive experience of project principles techniques and tools such as Prince 2 and Managing Successful Projects	√		A/I
Autonomy				
	Capable of managing own workload and making informed decisions in the absence of required information, working to tight and often changing timescales	√		A/I
Equality and diversity				
	Ability to demonstrate knowledge and understanding of equality of opportunity and diversity. Being aware of how individual actions contribute to, and make a difference to, the equality agenda	√		A/I
Other				
	Willing to engage with and learn from peers, other professionals and colleagues in the desire to provide or support the most appropriate interventions	√		A/I
	Professional calm and efficient manner	√		A/I
	Effective organizer, influencer and networker	√		A/I
	Able to manage a team	√		A/I
*A=Application form I=Interview T=Test C=Certificate				

Working for NEL Integrated Care Board

About North East London and the NEL Integrated Care Board (NHS NEL)

North East London is steeped in history and culture, and home to over two million people (and rising). It's the most diverse area of the UK; and because of that, one of the most exciting and vibrant places to work.

NHS North East London works with our health, social care, voluntary and community partners and residents) to plan and buy health services to meet our population's needs, making sure all parts of the local health and care system work effectively together. We work as part of the North East London Integrated Care System northeastlondonhcp.nhs.uk

We make sure residents and visitors have the best physical and mental health and have good access to high-quality health and care services. We have a vision to *"work with and for all the people of North East London to create meaningful improvements in health, wellbeing and equity."*

We serve eight local authority areas: Barking and Dagenham; City of London; Hackney; Havering; Newham; Redbridge; Tower Hamlets; and Waltham Forest.

Our Culture

Every day our NHS people do amazing things, often in challenging circumstances.

The NHS is founded on a set of [principles and values](#) that bind together the communities and people it serves and the staff who work for it.

We are all responsible for bringing NHS values to life and contributing to a culture and working environment which is grounded in compassion, collaboration and inclusion. Our organisational behaviours set out our ambition for the culture we aspire to:

- We are open, honest and act with integrity
- We treat everyone with kindness and compassion
- We are tenacious in our approach to inclusion, challenging inequalities in everything we do to create a place where everyone can belong
- We work collaboratively with colleagues and partners to make the whole system work better for our population
- We focus on achievement and high standards of performance that contribute to improvements for our population
- We contribute to a psychologically safe work environment grounded in trust
- We focus on continuous personal development to reach our potential.

We expect all staff to ensure local people are at the heart of our work, no matter what their role is. Understanding the views of local people and working with them to improve services and lives is critical to our work.

Sustainability and Health Outcomes

In common with the Greener NHS agenda, NHS NEL is committed to reaching net zero carbon by 2040 and have an [ICS Green Plan](#). We have a staff action group, a carbon literacy offer and host system-wide net zero networks. We expect all staff to familiarise themselves with the Green Plan and ensure that they are making low carbon decisions that protect our people and planet when designing and delivering health and care services.

Creating an Inclusive Working Environment

NEL is committed to creating an inclusive working environment and is proud to be an equal opportunity employer. We want to provide a great workplace where our People can develop and thrive in a compassionate and inclusive space.

Equality, diversity and inclusion is more than just a commitment at NEL – it's the foundation of what we do and for the community we serve leading to improved health delivery and greater staff and patient experiences. Our organisation relies on the hard work and commitment of our employees and our dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in our staff team.

Every employee is responsible for ensuring that they are committed to creating a truly inclusive workplace, respecting others and are clear in what is expected of them. Our Standards of Business Conduct set out the organisation's expectations and we expect our Leaders to ensure that they are familiar with a Code of Conduct reflecting the Department of Health's requirements on NHS Managers.

We will not tolerate any forms of bullying or harassment in the workplace. Everyone has a personal responsibility to seek to improve their own and colleagues working lives to create a healthy and productive working environment.

Confidentiality / Data Protection / Freedom of Information

You have a responsibility to maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998.

Postholders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person, those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) 2005, postholders must apply NHS NEL's FOI procedure if they receive a written request for information.

Health and Safety at NEL ICB

All postholders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that NHS NEL's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and

employees.

Risk Management

You have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. It's a great idea to familiarise yourself with NHS NEL's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. You will also be required to attend training identified by your line manager in relation to your role, or where it is stated by NHS NEL to be mandatory.

Safeguarding Children and Vulnerable Adults

You have a general responsibility for safeguarding children and vulnerable adults in the course of your daily duties and for ensuring that you are aware of the specific duties in relation to your role.

Infection Prevention Control

Your Health

It is NHS NEL's policy to promote health within our community. Smoking is actively discouraged and it is illegal within NHS North East London's buildings and vehicles. If you would like to get help to quit smoking, please contact our Smokefree service on 0800 046 99 46.