

Join us at UHB



Building healthier lives

Welcome from our CEO

Jonathan Brotherton



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

Kind: the kindness that people show to each other every day

Connected: the connections we build with everyone around us

Bold: the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'J Brotherton', written in a cursive style.

Jonathan Brotherton
Chief Executive Officer

JOB DESCRIPTION

Job Title	IT Project manager
Pay Band	7
Department	IT Services Programme Delivery Team
Division	
Reports to	IT UHB & Regional Programme Manager
Professionally Responsible to	IT UHB & Regional Programme Manager

JOB SUMMARY

This role will be responsible for planning, executing and project managing the implementation of key work stream deliverables for the LIMS Programme. The IT Project Manager will ensure solutions maximise benefit delivery through working closely with business representatives and suppliers to understand their requirements and constraints. This will be supported through working with internal and external stakeholders to understand opportunities and constraints.

TEAM/DEPARTMENT STRUCTURE CHART

Reporting To IT UHB & Regional Programme Manager

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IT Project Manager

KEY SKILLS

Excellent written, keyboard and oral skills (E)
Experience and a good working knowledge and use of Microsoft Office applications. Confident user of Microsoft Project (MSP) as a tool to manage individual projects (E)
Good understanding of the reporting structures, roles and responsibilities of managing and leading a project team (E)
Good knowledge and understanding of the technical interfacing requirements between data networks, ICT and information systems, firewalls, and network management and monitoring tools (D)
Good clear communication skills (E)
Good level of personal and team organisation (E)
Good written & presentational skills (E)

KEY RESPONSIBILITIES

Responsible for the definition, documentation, and satisfactory completion of small- to medium- scale projects following PRINCE2 project methodology.

Produce project plans under direction from project sponsors and project boards which identify project activities, dependencies, resource allocation and time scales using Microsoft Project or other trust standard software.

Undertake and document business process reviews, workflow analysis on associated projects using Microsoft Project software, Microsoft Word, and other suitable tools.

Responsibility for ensuring that all elements of ICT project related equipment, systems network and services are subjected to testing prior to implementation.

Responsible for maintaining and updating an electronic library of all projects related documentation.

Production of complex output-based specifications and project definition documentation, in collaboration with appropriate ICT leads, health care professionals, suppliers, Trust and Strategic Health Authority staff, which contribute to the long-term plans of the health community.

Produce regular Project Status Summaries, monitoring returns and reports for Steering Groups and Boards.

Production of over-arching and inter-linking ICT plans, ensuring detailed timetabling of resources across all elements of delivery.

Liaise with departments, users and system suppliers on issues that arise during the implementation process.

Production and implementation of testing and training strategies for new IT systems.

Liaise with ICT Training Department and system supplier.

Initiate and, where appropriate, lead and attend internal and external meetings relating to ICT projects that involves negotiating with and influencing multi-disciplinary staff groups.

Identify, organise, and facilitate changes in working practice, acting as a change agent to lead fellow staff and colleagues to meet the national and local ICT agenda.

Identify, document, and manage risks associated with ICT projects.

Identify, document, and realise benefits associated with ICT projects.

As part of the ICT Programme Delivery team plan projects from initiation through to project closure, including their implementation to agreed plans, scope, time, budget, and reporting on exceptions as they arise.

Prepare ICT project presentations and workshops in conjunction with the ICT Head of Programme Delivery.

To provide practical advice and support to users of the relevant clinical and non-clinical systems being implemented throughout the Trust.

Analyse, investigate, and assist in the resolution of technical ICT issues related to project activities

Attend IT project related meetings, presentations, and workshops, and where instructed represent the ICT Head of Programme Delivery.

Analyse complex issues generated by individual projects, e.g: clinical, process, operational, and negotiate, in order to find a timely resolution.

To have expert knowledge of the various IT systems being implemented, both in terms of configuration and input. Provide effective management and leadership for all project activity or work assigned.

Produce, distribute, communicate, and maintain individual project documentation as instructed by the ICT Head of Programme Delivery to an agreed IT Services standard.

Identify and agree supplier, user, technical, and project activities & resources, in order to meet project criteria and deliver a successful solution in conjunction with the ICT Head of Programme Delivery.

Responsible for maintaining and managing the Project Management system, including project set up, activity and task management, resource allocation, configuration, and ongoing project progress monitoring. The individual will produce weekly, monthly, and quarterly reports for the ICT Head of Programme Delivery of individual project progress against agreed activities and timelines, exceptions, resource utilisation and issues and risk management.

Under the direction of the ICT Head of Programme Delivery, or Senior IT Project Manager the post holder will be responsible for producing regular reports of the project work undertaken, currently underway, and forecast. These

reports will include details such as the project manager, scope, benefits, priority, owner, start date, target and completion dates, project costs.

Responsible for undertaking regular review and audits of project processes, procedures, and documentation to ensure all projects are managed against the agreed Trust project management and quality procedures.

Responsible for ensuring Trust configuration management and change control procedures are adhered to as part of all projects related activity.

Responsible for documenting ongoing operational system management and support agreements with the relevant internal support teams and third-party suppliers.

The post holder will be responsible for ensuring that venues, attendees, documentation, agendas and minutes etc are available, recorded and communicated for all Project Team related meetings and activities.

The Post holder will be responsible for communicating project work and activities as instructed by the ICT Head of Programme Delivery.

The Post holder will network with project staff in other NHS Organisations, the private sector where projects are shared or delivered by a third party and more widely will also represent the Trust at national events.

Sharing Information with Internal IT Support and Service teams, and Project Management colleagues within the Local Health Community.

Regular monitoring of Trust, NHS and DOH information sources for updates to policy, legislation, procedures, or activity, which may affect Trust IT project work. Inform the ICT Head of Programme Delivery of any such changes.

BUDGETARY AND RESOURCE MANAGEMENT

No budgetary nor resource management responsibilities for this role

MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES

Manage small/Medium IT projects to successful completion using the IT Services project management tools and standards, ensuring all project work and documentation are completed on time and to the agreed requirement.

Manage elements of large IT projects as part of the overall ICT projects, using the IT Services project management tools and standards, ensuring all project work and documentation is completed on time and to the agreed requirement.

Chair meetings with healthcare professionals, Trust staff, suppliers, and other organisations re: the introduction of new systems, as required.

Managing all personal activities and tasks against the priorities and timescales agreed with the ICT Programme Delivery Manager, ensuring the best use of time and resources.

RESEARCH AND DEVELOPMENT

Not relevant to this role

EFFORT

TRUST VISION & VALUES

DO NOT AMEND THIS SECTION

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

Kind: The kindness that people show to each other every day

Connected: The connections we build with everyone around us

Bold: The ability to be bold in how we think, speak and act

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role.

University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated:

PERSON SPECIFICATION

JOB TITLE:	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
IT degree or equivalent industry qualification and relevant experience in an IT related job.	Ongoing education and learning to Post Graduate Diploma Level (D)
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
Relevant experience within an ICT environment including actual experience of project management which includes a period in an NHS environment. (E) Experience of managing a multi-disciplinary project team (E) Full project life cycle experience in medium and large ICT projects, with strong skills in the planning and implementation phases (E) Delivering projects on time and to budget (E) Writing and presenting ICT business cases (E) A good understanding of project risk and issue management (E) Presenting internally and externally, and at all levels (E) A good understanding of NHS strategies and plans and how they affect delivery of ICT within Trusts (E)	A good general understanding and knowledge of medium/large ICT systems design, databases, operating systems, interfacing and functionality. (D) A good understanding and working knowledge of data networking concepts, desktop, and server technology, with particular reference to Microsoft products. (D)
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
Well presented and positive attitude to Trust values (E) Good clear communicator at all levels and good clear telephone manner (E) Logical thinker (E) Good previous attendance records (E) Able to engage and motivate people (E) Pragmatic (E)	Ability to positively influence others (D) Fast Learner (D) Resilient (D)
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
Demonstrate leadership skills (E)	•

