

Job Description

<u>Job Title</u>	Director of Programmes & Digital Transformation
<u>Team/Service</u>	Senior Management
<u>Job Purpose</u>	<p>The Director of Programmes & Digital Transformation will have overall responsibility for the leadership of Programmes, Projects and Digital Transformation services supporting two acute hospital trusts, community services and primary care in Warwickshire. The key focus of the role will be ensuring that projects deliver real digital transformation for healthcare services, ensuring that the benefits of digital tools and technology are fully realised by healthcare staff.</p> <p>The postholder will be accountable for the delivery of the multi-million pound, high profile implementation and delivery programmes working alongside partners across Coventry and Warwickshire. They will be accountable for the full life cycle of programmes ensuring excellent governance and assurance processes from business case development, resource and risk management and implementation planning, reporting and delivery. Partnership working and clinical engagement will be fundamental to the successful delivery of the role.</p> <p>The Director of P&DT will act as Programme Director for critical, high value change projects – with an initial focus of delivery of a replacement Electronic Patient Records (EPR) system for South Warwickshire NHS Foundation Trust and George Eliot Hospital NHS Trust.</p> <p>The post holder will lead Innovate’s Project and Programme functions, as well as being a member of the company’s executive team - working with our staff to shape and lead the future development of the company.</p>
<u>Key Duties</u>	<p>Leadership</p> <p>A supportive, engaging and staff led culture is fundamental to Innovate. The Director of P&DT is expected to take the same approach in their leadership style ensuring that we maximise the potential of our staff and our organisation. Innovation, delivery and mutual respect are at our heart, and the post-holder is expected to demonstrate these skills in their day-to-day work.</p> <p>The Director of P&DT will be responsible for leading and directing healthcare transformation programmes, creating the appropriate environment for high-value, high-complexity programmes of work to succeed. This will involve managing multiple</p>

dependencies between the programmes and operational activities across the Trusts [primary care and other partners, and leading delivery of digital transformation in complex operational environments.

The post holder will be responsible for building a delivery and success focussed approach to complex digital transformation programmes. This will include setting and managing objectives for the programme teams, providing effective reporting to partners and ensuring the clinical and operational transformation across a complex health system is well led and delivered.

Governance

The Director of P&DT is responsible for ensuring robust governance for programmes is in place complying to standards, best practise and organisational policies. They will ensure robust programme and project controls are in place with regular assurance mechanisms.

The post-holder will be accountable for ensuring relevant risk management, reporting and planning arrangements are in place with necessary programme structures and roles in place to ensure success. Leading Innovate's Digital Transformation function, the post holder will ensure benefits of programmes are adequately identified, with excellent support in place to ensure delivery.

Partnership, Communication and Stakeholder Manager

The post-holder will be accountable for ensuring that robust arrangements are in place to ensure that partnership working can be a success. They will take the lead role in identifying and leading with external partners in a complex and politically sensitive environment.

The post-holder will ensure that excellent relationships are in place with national regulatory bodies where required (NHSE/I, NHSX, NHSD etc.) and that relevant funding bids are managed, monitored and reported appropriately.

Budget Management

The post holder will be responsible for multi-million pound programme budgets, as well as holding operational responsibility for the management of the P&DT budget. They will be expected to ensure adequate controls are in place, with regular monitoring and reporting to provide assurance.

The post-holder must build-and maintain excellent working relationships with suppliers and external commercial stakeholders and ensure that contracts are suitably managed and that value for money is achieved for Innovate and partners.

	<p>Corporate Responsibility</p> <p>The Director of P&DT will be a member of Innovate’s executive team, and have a key role in the delivery of the organisation’s objectives and business plan. They will be fundamental to establishing and maintaining our organisational culture, and must be able to work with staff across our company and partners, maintaining a focus on delivery and success.</p>
<u>Key Objectives</u>	<ul style="list-style-type: none"> ○ Establish, review and maintain robust Programme Leadership, Governance and Management arrangements, ensuring relevant programme controls are in place. ○ Work with stakeholders to establish innovative programme of work that ensure the organisations we support maximise their potential with digital transformation. ○ Ensure strong partnership working is in place with organisations across Coventry and Warwickshire ○ Ensure strong clinical leadership in programme delivery while ensuring clinical, operational and organisational objectives are balanced. ○ Ensure programmes deliver within identified timeframes and budgets ○ Develop excellent relationships with regulatory bodies and ensure that opportunities for funding are identified and managed appropriately. ○ Manage staff, contracts and supplier relationships to ensure successful delivery of the programmes.
<u>Responsible for staff / equipment / budget</u>	The post holder will be responsible for the relevant programme teams and high-value budgets.
<u>Reporting to... (name and title of line manager)</u>	Managing Director

Innovate Healthcare Services encourages all staff to broaden their experience and competences. This job description contains the key duties in your role, however it is not exhaustive and you will be required to carry out other on-going or ad-hoc duties as required by the service or the company and encouraged to work with a “portfolio” based approach that develops your skills and support your career aspirations.

Person Specification

Job Title: Director of Programmes & Digital Transformation

Team/Service: Executive

Job Requirements		Weighting (Please state whether each criteria is essential or desirable)
<p>Technical Competencies</p> <p>The skills and experience needed for the role, some of which will have external validation i.e. academic and vocational qualifications plus:</p> <p>Length and type of experience</p> <p>Level at which experience gained</p>	<ul style="list-style-type: none"> ○ Demonstrable experience in the successful delivery of large and complex technology transformation programmes with budgets of > £10m and affecting 2000+ staff ○ Qualification in programme and project management methodologies ○ Experience delivering Electronic Patient Records or Shared Care Record programmes ○ Experience working with multi-disciplinary clinical and operational teams ○ Broad knowledge of technology systems and applications in healthcare ○ Experience developing High Value Business Cases ○ Experience managing operational budgets >£1m with an excellent understanding of budget control processes ○ Understanding of NHS operational and governance structures ○ Excellent experience of establishing and reviewing complex governance structures across multiple organisations ○ Skills in risk management, review and complex risk control processes ○ Experience identifying, managing and delivering benefits in complex systems implementation projects 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

<p>Leadership and Management Competencies</p> <p>Drawing on the principles of distributed leadership, staff at all levels will be expected to demonstrate the leadership and management behaviours that underpin the company values</p>	<ul style="list-style-type: none"> ○ Experience leading transformation in complex environments. ○ A commitment to developing and leading an open, inclusive and consultative culture ○ Experience leading and developing high-performing teams in complex circumstances ○ Outstanding staff leadership and motivational skills ○ Experience working with organisational executive teams and senior management ○ Experience putting in place programme and project teams with diverse skills and experiences ○ Experienced at being accountable for leading and delivering multiple complex programme workstreams ○ Values-driven approach to management with a strong collaborative approach to working ○ Experience working with high-contract value suppliers, with excellent negotiation and contract management skills. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p>Core Competencies</p> <p>The behaviours that support and contribute to IHS's values and objectives eg. personal attributes, customer service experience</p>	<ul style="list-style-type: none"> ○ Demonstrable ability to lead by example ○ Excellent communication with a track-record of customer-focussed approach to stakeholder management and delivery ○ Partnership focussed approach to working arrangements, with experience working across multiple organisations ○ Highly focussed on delivery ○ Organised, collaborative and open approach to programme governance and management. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p>Other Job Requirements</p> <p>Physical attributes, specific job circumstances such as unsocial hours and special requirements such as car driver</p>	<ul style="list-style-type: none"> ○ Resilient with the ability to work and remain calm in a high-pressured complex environment ○ Able to work with ambiguity ○ Understanding of relationship management and politics in a highly complex healthcare environment. 	<p>Essential</p> <p>Essential</p> <p>Desirable</p>

How to apply

Anderson Quigley is acting as an advisor to Innovate Healthcare Services. An executive search process is being carried out by Anderson Quigley in addition to the public advertisement.

The closing date for applications is **Friday 11 March**.

Applications should consist of:

- A full CV.
- A covering letter (maximum of 2 pages) setting out your interest in the role and details of why you will be successful
- Please include the names and addresses of two referees. Referees will not be approached until the final stages and not without prior permission from candidates.

Completed applications should be uploaded at www.andersonquigley.com/candidates using the AQ reference number **AQ1363**.

Should you wish to discuss the role in strict confidence, please contact our advising consultants at Anderson Quigley: Helene Usherwood helene@andersonquigley.com / (07719) 322669.