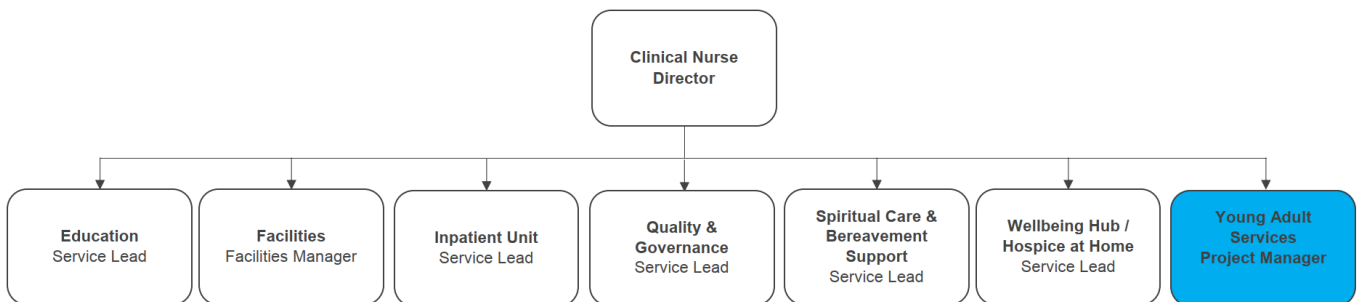


## JOB DESCRIPTION

<b>Job Title:</b>	<b>Project Manager – Young Adult Services</b>
<b>Contract Type:</b>	<b>2 Year Fixed Term</b> (potential for permanent post)
<b>Department:</b>	Clinical Services
<b>Post Holder:</b>	<b>tbc</b>
<b>Grade:</b>	Band 7
<b>Reports to:</b>	Clinical Nurse Director
<b>Accountable to:</b>	Chief Executive Officer

### Organisation Chart:



The duties and responsibilities of this post have been assessed as levels of competence required and reflect the skill and knowledge needed to satisfactorily perform the duties of the post.

<b>Job Purpose:</b>	<p>The post holder will lead on the development and delivery of a Young Adults Service at Bolton Hospice, working alongside the team at Bolton Hospice and other care providers, to support young adults with life limiting conditions to access adult specialist palliative care services, when required.</p> <p>Work proactively and closely with key stakeholders, including young adults, other care providers, community services and wider care teams, in ensuring that the support services for young people are safe, caring, effective, responsive, well led and provides age appropriate services for young adults and their needs</p> <p>Promote and champion the needs of young people with life threatening conditions through the development of transition pathways and services which will promote autonomy and independence.</p> <p>Work together with peers and colleagues across the hospice, including Wellbeing Hub Service Lead and IPU Ward Manager, throughout this project, ensuring the model is effective and efficient in the delivery of services and that outcomes are monitored and reported to the Clinical Nurse Director.</p> <p>Participate in service evaluation and audit within the clinical governance framework, as required.</p>
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<b>Key Working Relationships:</b>	<p>Clinical Nurse Director</p> <p>Wellbeing Hub Service Lead and team</p> <p>IPU Ward Manager and Clinical team</p> <p>Medical Director and team</p> <p>Service Leads and teams internally, including Corporate Services, Quality &amp; Governance, Education, Spiritual Care and Bereavement Support, Facilities and Human Resources</p> <p>Other Young Adults care providers</p> <p>Palliative and End of Life Care team in Bolton</p> <p>Chief Executive Officer</p> <p>Members of the MDT</p> <p>Bolton Integrated Care Partnership</p>
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**Role Responsibilities:**

- Work together with the Bolton Hospice team, other children’s hospices / care providers and all key stakeholders as one team, continuously developing and improving the Young Adults Service at Bolton Hospice.
- Be responsible for the day to day management of the project across the organisation and will be a single point of contact, ensuring delivery against timelines, escalating issues and reporting highlights within the governance process as appropriate.
- Agree tasks and resources required to meet project objectives and manage the project within and according to the agreed budget and timescales, ensuring deadlines are met and work is delivered to a high standard.
- Produce robust and realistic project plans for driving forward transformation initiatives, using appropriate methodology and leading to the implementation of actions and outcomes required to deliver the projects in line with locally agreed timescales.
- Maintain a full and accurate audit trail of key decisions, actions and outputs, including but not limited to risk and issue logs, project/milestone plans, update/highlight reports, and action plans, and make adjustments if targets/deadlines are not met,
- Produce audience-appropriate documents, reports and presentations on a regular basis for meetings, committees and boards in accordance with the agreed governance arrangements. Be open to challenge and opposition, raise awareness and provide ongoing training for others, as required.
- Use appropriate software to create and maintain quality project documentation, including project initiation documents, business cases, project plans, project briefs, risk and issue logs, communication plans, progress presentations and all updates / communications shared.
- Work with clinical teams and managers to develop new ways of working, ensuring that the clinical perspective and clinical staff are central to the work of the project.
- Ensure the young adults’ voices, together with those most important to them, are at the heart of transition service planning and delivery, engaging in co-production from initial scoping discussions all the way through to agreeing evaluation and the desired outcomes of change.
- Provide support to relevant boards, and chair project and/or work stream meetings as appropriate. Attend programme meetings to provide updates and facilitate discussions to seek key decisions.

- Manage internal and external barriers to change.
- Effectively identify and manage key stakeholders to enable project delivery.
- Interpret and analyse complex information and make decisions on a range of programme issues where there may be more than one course of action.
- Work collaboratively across the Transformation landscape when other programmes or projects are in a resource intensive period, providing a flexible, varied project support as required.
- To have knowledge and experience of Mental Capacity Act, Equality Act, Care Act, Children and Families Act, Education, Health and Care Plans, Adults and Children's Safeguarding, together with the willingness to learn.
- Act at all times as an ambassador for the organisation and maintain positive and effective communication both internally and externally, in representing the services offered by the hospice really well.
- Undertake any other duties, as may be required and commensurate with post, in caring for the young adults and all patients within the care of Bolton Hospice.

### ***General Responsibilities:***

#### **Health and Safety**

All employees have a duty to report and accidents, complaints, defects in equipment, near misses and untoward incidents, following hospice procedure. Ensure health and safety legislation is complied with at all times, including COSHH and Workplace Assessment.

#### **Confidentiality**

All information relating to patients, patients' families, staff, volunteers, supporters and suppliers gained through your employment with Bolton Hospice is confidential. Disclosure to any unauthorised person is a serious disciplinary offence.

#### **Infection Control**

Prevent spread of infection. Comply with policies and procedures for correct disposal of waste, sharps and soiled linen.

#### **Disclosure & Barring Service Check**

This post is subject to a Disclosure & Barring Service check.

#### **Safeguarding Vulnerable People (Children and Adults)**

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Hospice for further advice. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

#### **Continuous Personal Development**

You are responsible for your own professional development, identifying training and development needs to your line manager and completing all mandatory training as required. You must attend any specialist training and development activities relevant to your role within the hospice.

#### **Valuing Equality and Diversity**

All hospice staff should carry out their duties in accordance with the values and principles of our Equality and Diversity strategy. It is the responsibility of all employees to support the hospice commitment to do all we can to ensure we do not exclude, alienate or discriminate in any way and to promote a positive attitude to equality and diversity in adherence to our Equality and Diversity policy.

### Living Our Values Everyday

All staff must actively support the vision, aim and values of the hospice, promoting our core values at all times and in all aspects of your work.



The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

This job description is an outline of the main responsibilities. It will be subject to periodic review and amendment.

Employee Name:			
Employee Signature:		Date:	

Manager Name:			
Manager Signature:		Date:	

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>Project Manager</b>
<b>Department:</b>	Clinical Services
<b>Grade:</b>	Band 7

The person specification sets out the qualifications, experience, skills, knowledge and personal attributes which the post holder requires to perform the job to a satisfactory level.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>TRAINING &amp; DEVELOPMENT</b>	<p>Degree or relevant experience</p> <p>Working towards or educated to Masters degree level or equivalent experience.</p> <p>Working in a specialist area and/or evidence of post qualifying/degree and continuing professional development.</p>	<p>Clinical qualification</p> <p>Programme or Project Management qualification such as Prince2, Agile, MSP (Foundation level) or equivalent.</p>	<p>Application Form</p> <p>Interview</p> <p>Certification</p>
<b>EXPERIENCE</b>	<p>Experience of gathering and analysing data from a wide variety of sources and using a variety of software packages</p> <p>Experience of project management and strategic service development in a complex organisation</p> <p>Track record of meeting deadlines and delivering objectives in a timely manner</p> <p>Experience of working in and managing a team</p> <p>Experience of development of training materials, presentations, and awareness programmes</p>	<p>Good working knowledge of the wider NHS agenda regarding transition services for young adults with life limiting conditions</p> <p>Experience of developing business cases</p>	<p>Application Form</p> <p>Interview</p>
<b>SKILLS</b>	<p>Excellent oral and written communication skills</p> <p>Strong analytical skills</p> <p>Ability to exercise judgement when presented with complex problems ensuring that the implications of any decisions are thoroughly considered</p> <p>Ability to persuade clinicians and senior managers to provide information to deadline</p> <p>Ability to prioritise and communicate issues to colleagues</p> <p>Ability to analyse situations and to provide a resolution</p> <p>Demonstrable leadership experience</p>	<p>Understanding of the existing young adults agenda for transitioning from children's to adult hospice care</p>	<p>Application Form</p> <p>Interview</p>

	<p>with evidence of affecting change, process redesign and establishing monitoring/evaluation mechanisms within an NHS setting</p> <p>Ability to motivate others and negotiate deadlines</p> <p>Ability to build excellent working relationships and gain respect and confidence of others</p> <p>Able to work effectively as part of a team</p> <p>Excellent planning and organisational skills, with the ability to prioritise work and manage multiple tasks</p> <p>Excellent IT skills</p>		
<b>KNOWLEDGE</b>	<p>Understanding of professional boundaries and appropriate relationships with young adults</p>	<p>Up to date knowledge of opportunities and resources to aid a young adults progression</p>	<p>Application Form Interview</p>
<b>OTHER</b>	<p>Able to work proactively, independently and on own initiative</p> <p>Adaptable and able to work in a team environment</p> <p>Able to work under pressure</p> <p>Assertive and confident</p> <p>Ability to inspire trust and respect</p> <p>A full driving licence and access to a vehicle insured for business use</p> <p>A commitment to the vision and values of Bolton Hospice</p> <p>Awareness of the hospice's charitable status and its reliance upon charitable donations which are influenced by clinical care delivery and the professionalism of hospice personnel</p>		