

Job Description

Job Title	Transformation Project Manager – Anticipatory Care Planning
Band	7 (12 months Fixed Term)
Responsible for	Delivery of a System Model and Plan for Anticipatory Care
Accountable to	Transformation and System Commissioning Partner - Community

Job Summary

The NHS National Ageing Well programme aims to deliver key features of the NHS Long Term Plan which will see people having greater control over the care they receive, with more care and support being offered in or close to people's homes, rather than in hospital.

The current workstreams related to this programme are;

- Urgent Community Response and Recovery Report
- Personalised and Anticipatory Care Planning – to include end of life care
- Community Multidisciplinary Teams (Community Services/PCNs)
- Enhanced Health in Care Homes (EHCH)
- Carer identification and support
- Dementia and Delirium

For 2022/23 Integrated Care Systems are required to have a model and plan for Anticipatory Care which will interface with the existing programmes of work and will integrate with the requirements of the Primary Care Direct Enhanced Service.

The Project Manager for the plan for Anticipatory Care will be a member of small project team which will have the requirement to work with system partners, patients and the public to develop this model and plan by October 2022.

The key aim of the role of the Project Manager, as a member of the project team for Anticipatory Care Planning, will be to work towards a model of Anticipatory Care for STW which is aligned to NHSE operating model (due to be published early 2022) and will include;

- Population Health Management
- Assessment and Care Planning
- Multidisciplinary Team Working
- Care Coordination
- Care delivery

This model of Anticipatory Care will need a clear focus on;

- Addressing health inequalities
- Workforce requirements
- Coproduction with health and care partners
- Digital solutions

The Transformation Project Manager- for Anticipatory Care Planning will work within the CCG Community Transformation and Commissioning Team and will be required to work flexibly across programmes as required.

Working in partnership with the wider system, their leadership approach will demonstrate the principles of the STW ICS of 'system first', where compassion and values-based approaches to care is the goal. The organisation's values and behaviours are about supporting one another to create a work environment and culture which is the best place to work.

Key Responsibilities

- Work as a member of the Project team with responsibility to deliver the programme of work to develop a system plan for Anticipatory care
- Develop the project plan with clear outputs and timelines for delivery
- Engage with System partners to support coproduction of outputs
- Provide information and analytical advice and expertise to working groups, programme boards and other forums.
- Engage with a wide range of stakeholders including patients and the public to support coproduction of the plan
- Ensure timely and accurate information analysis and reporting on programme of work.
- Develop and implement data collection systems that provide accurate and timely data on project progress.
- Provide regular reporting to relevant programme groups in particular Local Care Programme Delivery Group, Primary Care Network Groups and Primary Care Locality Groups.
- Contribute to development of governance structures for the programme of work, in line with team Programme Management approach and with wider CCG and system governance arrangements.
- Contribute to development of key performance indicators for the successful assessment of the project.
- Work with members of the team to investigate the causes of variance from the plan and proactively contribute to the development and implementation of solutions
- Work within a matrix model of working to contribute flexibly to the work of the CCG Executive, driving forward programmes of transformation in line with national best practice and policy guidance.

Information Governance, Data Protection and Confidentiality

All staff are expected to:

- ensure the confidentiality and security of all information that is dealt with in the course of performing duties in accordance with the requirements of the Data Protection Act 2018 and adhere to the principles of Caldicott;
- be aware that the CCG operates a “Code of Conduct for handling personal identifiable information”. They should become familiar with the “Code” and keep up to date with any changes that are made. Breaches of the guidelines in the “Code” could be regarded as gross misconduct and may result in serious disciplinary action being taken, up to and including dismissal;
- comply with and keep up to date with the requirements of legislation such as the Freedom of Information Act 2000 and Computer Misuse Act 1990;
- ensure that staff maintain that the confidentiality and security of all information that is dealt with in the course of performing their duties is in accordance with the requirements of the Data Protection Act 2018 and the principles of Caldicott; and
- ensure that staff are aware of their obligations under legislation such as the Freedom of Information Act 2000; Computer Misuse Act 1990, and that staff are updated with any changes or additions relevant to legislation.

Equality and Diversity

The CCG is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. The CCG values the diversity of staff and service users, and therefore recognises and appreciates that everyone associated with the CCG is different and so should be treated in ways that are consistent with their needs and preferences.

In support of this all staff are required to be aware of the CCG’s Equality and Diversity Policy and the commitments and responsibilities the CCG has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not

The CCG firmly believes that it makes good business sense to have a workforce representative of the communities it serves and so encourages applications from all sections of the community.

Safeguarding Children and Adults

All CCG employees are required to act in such a way that at all times safeguards and promotes the health and well-being of children and vulnerable adults. Familiarisation with and adherence to the policies and procedures of the local safeguarding partners (for children and adults) and those of the CCG is an essential requirement of all employees as is participation in mandatory safeguarding training in accordance with the employees roles and responsibilities.

Personal Development

The CCG is committed to supporting the development of all staff. All employees have a responsibility to participate in the personal development process with their manager, which will provide an opportunity to:

- establish and take action towards achieving goals

- have a conversation about job role, career aspirations and personal development
- align personal aspirations with corporate objectives
- agree actions that are underpinned by the CCG's value base

As part of development, employees have joint responsibility with their line manager for the development of skills and competencies through identification and participation in training and development activities relevant to their role.

External Interests

Each member of the CCG's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict of interest.

Health & Safety

In accordance with the Health and Safety at Work Act 1974 and other supplementary legislation, you are required to take reasonable care to avoid injury during the course of work and co-operate with the CCG and others in meeting statutory regulations.

- To comply with safety instructions and CCG policies and procedures.
- To use in a proper safe manner the equipment and facilities provided.
- To refrain from wilful misuse of or interference with anything provided in the interest of health and safety and any action which might endanger yourself and others.
- To report as soon as practical any hazards and defects to your senior manager.
- To report as soon as practical accidents and untoward incidents and to ensure that accident forms are completed.

Smoke Free Policy

In line with the Department of Health guidelines, the CCG operates a strict smoke-free policy. This includes not permitting the use of E-Cigarettes on the premises.

Notes & Review

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with their manager. This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the Organisation. It will be reviewed in conjunction with the post holder on an annual basis.

Person Specification

Job Title	Transformation Project Manager – Anticipatory Care Planning
Band	7
Team Responsible for	Transformation and System Commissioning Team
Accountable to	Delivery of a System Model and Plan for Anticipatory Care
Accountable to	Transformation and System Commissioning Partner - Community

	Description	Essential/ Desirable	Assessment
Experience	<ul style="list-style-type: none"> Significant experience of coordinating projects in complex environments 	E	A/I
	<ul style="list-style-type: none"> Experience of Population Health Management and/or Anticipatory Care Delivery Models 	E	A/I
	<ul style="list-style-type: none"> Experience of Risk Stratification, population segmentation and cohorting 	E	A/I
	<ul style="list-style-type: none"> Experience of developing processes in relation to multidisciplinary team working 	E	A/I
	<ul style="list-style-type: none"> Experience of contributing to engagement work as part of a change programme 	E	A/I
	<ul style="list-style-type: none"> Experience of creating and giving presentations to a varied group of stakeholders 	E	A/I
	<ul style="list-style-type: none"> Experience of managing risks and reporting 	E	A/I
	<ul style="list-style-type: none"> Experience of writing and presenting reports 	D	A/I
	<ul style="list-style-type: none"> Experience of monitoring budgets and business planning processes 		
	Qualifications	<ul style="list-style-type: none"> Educated to degree level 	D
<ul style="list-style-type: none"> significant experience of working at similar level in transformation/change management/service improvement 		E	A/I
Knowledge, Skills and Competencies	<ul style="list-style-type: none"> Ability to produce concise and informative communications to a broad range of stakeholders 	E	A/I
	<ul style="list-style-type: none"> Ability to analyse complex issues, where information is drawn from multiple sources 	E	A/I
		E	A/I

	<ul style="list-style-type: none"> • Capability to act on incomplete information, using experience to aid decision making • Able to understand complex financial and workforce issues associated with change Programmes • Knowledge of financial systems e.g. monitoring budget management, processing invoices and procurement 	E D	A/I A/I
Personal Qualities	<ul style="list-style-type: none"> • Able to manage own workload • Able to work and contribute as a member of a team • Able to make informed decisions in the absence of required information • Able to work to tight and often changing timescales • Reflective, open approach to learning and continuous improvement • Patient and outcome focused 	E E E E E	A/I A/I A/I A/I A/I

Assessment Key

A = Application Form, I = Interview, C = Certificate, T = Test/Assessment Centre