

Job description

Details of the job

Post title:	Workstream Lead
Salary grade:	Grade K
Hours:	37
Reports to:	Programme/Project Manager
Service area:	Information Management and Technology

Overall purpose of the post

The post holder is required to act as workstream lead in relation to projects that might have a IT, Clinical System or Development focus. It is expected that the successful candidate will be experienced in project management methodology but also a subject matter expert within one or more of those deployment area. The postholder will be required to support LGSS, NHFT and any other partner/shareholder organisation as required.

Programme workstreams will be complex in nature, and include a number of factors, such as engagement, communication, clinical/business change, cross-boundary organisational issues, system configuration, IT deployment, other technical deployment, end-user training and other necessary activities. The workstream lead will manage all stages within multiple projects. To be responsible for ensuring the implementation of effective programme workstream governance, and for the project management of related projects, from initiation through to final evaluation, in accordance with the project management policies and procedures defined by the IM&T Project Office.

The post holder will be expected to work flexibly to meet the needs of a 24/7 workforce. This may mean, on occasion, working outside the core office hours.

Principal responsibilities

1. To ensure the effective implementation of workstream activity associated with projects in delivery. Utilising the appropriate structured programme/project management policy and procedure, as defined by the IM&T Project Office.
2. To be responsible for the management of resources and budgets pertinent to the workstream being worked on.
3. To assist in the management of the programme workstream and associated projects, supporting LGSS, NHFT and any other partner/shareholder organisation as required, including setting priorities and project plans, liaising with colleagues and clients, monitoring and reporting on progress, including exception reporting and evaluating project success and lessons learnt. To help in the preparation of the business cases, Project Initiation Documents, Risk/Issues Logs, Lessons Learned Logs, Project Closure and other relevant documentation as required and ensuring that effective governance is in place.
4. To deliver programme workstream objectives by utilising resources from other parts of the IM&T Directorate and wider Trust, LGSS and third parties in some instances. This will also necessitate a high level of flexible working across teams.

5. Under direction, to co-ordinate relevant programme workstream and project groups, including project board and team meetings and Communication and Stakeholder engagement activities.
6. Following deployment, to ensure appropriate handover arrangements are in place to IM&T Service Desk, Clinical Systems Team and other relevant partners.
7. To act where relevant as a subject matter expert in relation to one or more of the following project deployment areas; IT, Clinical and/or Corporate Systems and Development of new applications and solutions.
8. To ensure awareness of national and locally developed best practice, and incorporate it consistently across all clients.
9. To ensure that activities of the team are recorded and available for analysis as Key Performance Indicators.
10. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
11. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
12. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION

Post Title:	Workstream Lead
Grade	Grade K
Service Area:	Information Management and Technology

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<p>Educated to a minimum of degree level, with specialist knowledge and training to post registration level (or equivalent experience).</p> <p>Evidence of recent and ongoing CPD/learning.</p> <p>Project Management qualification, such as PRINCE II or AgilePM (or equivalent experience).</p>	
Experience and Knowledge	<p>Demonstrable specialist experience of programme workstream or project management, including across organisational and professional boundaries.</p> <p>Experienced in the use of project management software, such as Microsoft Project.</p> <p>Experience of line management/team management, or supervisory experience preferably within a programme or project environment.</p> <p>Subject matter expert in at least one of the following project deployment areas; IT, Clinical and/or Corporate Systems and Development of new applications and solutions</p> <p>Understanding of service improvement tools and techniques.</p> <p>Knowledge of business process change issues within a programme or project environment.</p> <p>Experience of delivering change and benefits realisation through persuasion and negotiation.</p> <p>Experience of preparing business case</p>	<p>Understanding of the NHS strategy and policy agendas.</p> <p>Understanding of the NHS IM&T agenda and of NHS information requirements.</p> <p>Subject matter expert in additional project deployment areas; IT, Clinical and/or Corporate Systems and Development of new applications and solutions</p>

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	documents for submission to various stakeholder groups.	
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ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<p>Ability and Skills</p>	<p>Effective communication and motivation skills will be required to engage a range of project team members and other stakeholders in service development and change issues; this includes developed interpersonal, negotiation, influencing and conflict management skills, where the subject matter is complex and/or sensitive.</p> <p>Ability to communicate to clinical and other non-informatics staff in an outgoing, professional and confident manner, using persuasion, negotiation and training skills, in order to implement and train on IT systems (both clinical and corporate).</p> <p>Developed analytical and problem solving skills will be required for assessment of complex facts or situations and formulation of improvement strategies.</p> <p>The ability to interpret and critically analyse client requirements.</p> <p>Organisation and prioritisation skills with ability to manage multiple strands of work.</p> <p>Able to travel.</p>	
<p>Equal Opportunities</p>	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	