**Job Description – Project and Development Manager (CEPN) I year Fixed Term**

**Who we are**

H&FGPF Limited (“The Federation”) is a company owned by all the GP practices that operate in the London Borough of Hammersmith & Fulham. It is party to the Out of Hospital Services contract alongside all the GP practices and it also hosts a Community Education Provider Network (“CEPN”) which receives grant income from Health Education England for training, education and workforce development of primary care staff. The Federation supports the delivery of clinical and related patient services through the local GP practice network, and it acts as a system manager, agent of change, and contract lead. We have recently become a member of the National Primary Care Community.

**What are CEPNs?**

CEPNs are networks of education and service providers based in the community. They are tasked with increasing capacity for future workforce training in the community, and the development of the current and future workforce around the needs of a geographically defined population. CEPNs are expected to work collaboratively with other stakeholders across North West London and reflect this in their Investment Activity Plans. HEE continues to prioritise the development of CEPNs (or educational hubs) to support workforce transformation across Primary and Community Care.

**Our Strategic Priorities**

H&F GP CEPN has four strategic priorities:

1. Support, develop and expand the scope and quality of clinical services delivered by the 30 GP practices in H&F.

2. Delivery of training, education and workforce development projects to support recruitment and retention, and upskilling of the GP practice workforce (all staff types including nonclinical). This also includes the further development of themed education hubs, each one hosted by a local GP practice, and facilitating shared resource across smaller practices to harness a wider workforce mix (e.g. pharmacy, care navigators, physician associates)

3. Development of a platform across the GP practices that supports the development and implementation of accountable care principles. Principally this work is focused on: - Working closely with the 4 local Trusts, currently under an MoU, and moving to an Alliance Contract in the next 12 months - Developing Primary Care Homes to cover all practices (1 already, 2 or 3 more to follow), including integration of community services and mental health services - Joint development with H&F CCG of a primary care vision and strategy

4. A transformational change programme for primary care locally, including: - Rolling out a shared service function that we have recently launched - Programme managing local practice mergers

**What are we looking for?**

We are looking for a dynamic Project and Development Manager to work closely with the Clinical Education Provider Team and CEPN partners to develop quality improvement for a range of clinical and non-clinical services.

You will be the first point of contact for members and external agencies in relation to training activities within the remit of the CEPN.

Working closely with the Clinical Nurse Lead you will design, develop and deliver a range of training placements including Practice Nurses, Healthcare Assistants and Apprentices.

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Under the direction of the Project Manager you will be involved in collecting and analysing data, updating project plan along with report writing and administrative duties as required

**Role Specific Responsibilities**

* To organise and manage the clinical training programme for GP practices in H&F, including diabetes, spirometry, mental health, ABPM, ECG, wound care, near patient monitoring, anti-coagulation therapy, ring pessary, and phlebotomy.
* This includes sourcing training providers, all logistics and bookings, delegate management, reporting and evaluation
* To achieve economies of scale and ensure that training places are filled, much of the clinical training programme is organised collaboratively with the neighbouring boroughs. You will be required to work closely with those colleagues and ensure that work is divided fairly and delivered on time
* To organise the CEPN Steering Group, including scheduling, and taking the minutes
* To keep the CEPN website, Yammer and Facebook sites up to date with training courses and other relevant material
* To establish Eventbrite as the route for practices to book onto training courses so that it is easier to monitor events and report on them
* Your line manager is also responsible for various clinical governance and quality improvement initiatives and you will be required to support this activity at your line manager’s direction, for example including clinical audit work
* You will be working in a small team, and may also be asked to carry out work on other projects, such as a Caring for Care Homes
* Act always in a responsible and professional manner, projecting a high quality and high service experience to all stakeholders and patients
* Work to high ethical standards in line with company policies and procedures
* Work collaboratively with colleagues to deliver services effectively and efficiently
* Smart appearance, appropriate behaviour with colleagues and patients
* Ensure the company’s objectives are embedded in every day routine
* Safe handling of data and records regarding privacy and confidentiality, including files, records and data

This post is subject to the requirements of a six month probationary period for new staff only.

**Person Specification**

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| **Requirements** | **Essential** | **Desirable** | **Evidenced By** |
| Education & qualifications | Educated to degree level in relevant subject or equivalent level qualification or  significant experience working at a similar level in specialist area | Post graduate degree  or equivalent experience  Comprehensive knowledge of project  principles, techniques and tools, such as Prince 2 Foundation and Microsoft Project | Application and Interview |
| Experience | Significant experience of successfully operating in a politically sensitive  environment.  Demonstrable experience of  Coordinating projects and relationships in complex and  challenging environments.  Experience of managing risks and reporting.  Experience of drafting briefing papers and correspondence  Experience of monitoring budgets and business planning processes.  Experience of setting up and implementing internal processes and procedures  Demonstrable capability to plan over short, medium and long  -term timeframes and  adjust plans and resource requirements accordingly | Experience of working in  Primary Care / Community  environment  Demonstrable experience  of working in Healthcare / Voluntary Sector / Education or Social Care Sector environment  Experience of team working | Application and Interview |
| Skills and Abilities | Excellent communication skills both oral and written with the  ability to collate and  present information to others  Ability to liaise and communicate effectively  with all members of the multi  -disciplinary team and other services.  Effective administration skills with experience of planning, organising and managing own  workload with limited supervision  Ability to prepare and produce concise yet insightful communications for dissemination to senior stakeholders and a broad range of stakeholders as required.  Skilled in the using all Office applications to present and  analyse information  Experience of creating and giving presentations to a varied group of internal and external stakeholders. |  | Application and Interview |
| **Knowledge** | Familiar with programme development cycles and typical problems associated with  implementation of projects  Knowledge of Financial Systems e.g.  monitoring budget management,  processing invoices and procurement | Understanding Public Sector | Application and Interviews |
| Other  attributes | Ability to analyse  very complex issues where  material is conflicting and drawn from multiple sources  Demonstrated capability to act upon incomplete information, using experience to make inferences and decision making.  Numerate and able to understand financial  issues combined with analytical skills.  An interest in service development and service evaluation  Patient, determined and diplomatic |  | **Application and Interview** |
| **Other general requirements** | Ability to attend work on a regular basis and meet the requirements of the role with any reasonable adjustments which have been notified and arrangements made under the  Equality Act  Ability to meet the transport needs of the post |  | **Application and Interview** |