

## Job description

<b>Job title:</b>	<b>Senior Project Manager</b>
<b>Grade:</b>	Grade X: LSHTM scale £39,182 to £50,808 per annum depending on qualifications and experience
<b>Department:</b>	Clinical Effectiveness Unit – National Cancer Audit Collaborating Centre
<b>Responsible for:</b>	Working with team members to deliver national cancer audits of the National Cancer Audit Collaborating Centre
<b>Accountable to:</b>	Dr Julie Nossiter, Director of Operations, National Cancer Audit Collaborating Centre

### Job summary

This post offers a unique role to work within the [National Cancer Audit Collaborating Centre \(NATCAN\)](#). NATCAN is a new national centre of excellence overseeing the 10 National Cancer Audits in England and Wales aiming to strengthen NHS cancer services by looking at treatments and patient outcomes across the NHS.

The [National Cancer Audit Collaborating Centre \(NATCAN\)](#) is part of the Clinical Effectiveness Unit (CEU) at the Royal College of Surgeons of England (RCSEng). The CEU is a collaboration between the RCSEng and the London School of Hygiene and Tropical Medicine (LSHTM). NATCAN has 35 staff members, employed at the RCS or the LSHTM, from a wide range of backgrounds (medicine, statistics, epidemiology, data science, quality improvement, project management).

#### *Senior Project Manager*

This role is pivotal in the planning and delivery of the national cancer audits in the National Cancer Audit Collaborating Centre. The successful candidates will manage the delivery of a programme of national clinical audits, in particular, the audits in [primary breast cancer](#) and [metastatic breast cancer](#). Working closely with the Director of Operations, the Senior Project Manager will ensure these national clinical audits respond to the evolving needs of the medical professionals and audit stakeholders, produce professional reports and scientific publications, and strengthen their range of outputs that support benchmarking and quality improvement by NHS cancer services.

The post holder will be able to provide evidence of working in a demanding project managing role, simultaneously coordinating projects with different stakeholders. The roles are part of multidisciplinary teams, including senior cancer specialists, clinical fellows, epidemiologists



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and data scientists/statisticians, who together deliver national cancer audits and carry out research.

*A current Senior Project Manager in NATCAN says “Being a Senior Project Manager in NATCAN is a rewarding experience as this role provides a great opportunity to work with multidisciplinary teams of clinicians, epidemiologists, statisticians and data scientists to identify variations in cancer care and to stimulate improvements in the treatment and outcomes for patients. The managers guide and support the successful delivery of large-scale national projects using ‘big data’ and I enjoy working with a broad range of stakeholders including medical professional organisations, patient charities and patients. I take great pride when disseminating valuable findings and outputs to a wide and varied audience, tailoring communications so that they are accessible and useful to all of the stakeholders that we work with. For me, working with members of the patient forums is especially important as this really brings to life our core purpose and improves my understanding about how patients experience care following a diagnosis of cancer. I would strongly recommend this role to anyone that wants to play a really important part in improving the quality and consistency of care that patients with cancer receive.”*

Further details about the National Cancer Audit Collaborating Centre and the Clinical Effectiveness Unit are available at the bottom of the job description.

## Specific duties and responsibilities

The main duties and responsibilities of the post holder are described below. Post holders will need to be flexible as the activities of the National Cancer Audit Collaborating Centre change over time.

### **1. Audit management and support activities**

In collaboration with project team members, the post holder will manage the delivery of national cancer audits in the National Cancer Audit Collaborating Centre. The successful applicant will work with key stakeholders to ensure these national clinical audits are delivered in collaboration with, and respond to the evolving needs of, the medical professionals and patient charities. Areas of audit management and support activities include, for example:

- Monitor progress towards audit deliverables and key milestones using project management techniques.
- Manage the inter-dependencies of project activities so that the national clinical audits and related research projects achieve their deliverables on time and within budget.
- Convene, facilitate and ensure the effective running of internal and external meetings and events through detailed planning, organisation, preparation of papers and taking detailed minutes/actions.
- Prepare progress reports and provide status updates on audit activities to a variety of stakeholders including the NATCAN Executive Team, the audit commissioner and the NATCAN Board.
- Manage the contribution of patient representatives to the strategic development of the audits.
- Manage the relationships with external bodies including the project commissioners (eg, Healthcare Quality Improvement Partnership), data controllers, the relevant



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medical professions, NHS England and government authorities in the devolved nations, to ensure the audits meet expectations and contractual deliverables.

- Provide oversight of risks and issues for the audits and manage mitigation measures.

The delivery of ten cancer audits brings the opportunity for efficient working across audit teams. The post-holder will be required to work collaboratively with colleagues in NATCAN, identify potential areas where processes can be streamlined, and to share learning and best practice in the delivery of the cancer audit outputs and activities.

## **2. Quality improvement**

The applicant will support the teams in the development and implementation of quality improvement interventions, expected to begin in the Autumn 2025

- Manage the process of designing and implementing of quality improvement interventions
- Regularly review and update audit quality improvement plans, working with key audit stakeholders and clinical teams.
- Support the quality improvement activities of the project teams including (but not limited to) data acquisition, report development, quality improvement meetings, events and workshops, and website management.
- Support (1) hospitals to use audit publications for quality improvement and (2) regulators (eg, Care Quality Commission) to use audit findings in their quality assurance role.
- Support research and development activities in NATCAN essential to guiding the audit quality improvement activities and the design of quality improvement initiatives as well as publication of academic papers, and writing of funding applications.

## **3. Communication and stakeholder communication**

The role requires excellent communication skills, both verbal and written, and the successful applicant will be at ease working with a wide variety of audiences. Key activities include:

- Develop and maintain effective working relationships with all members of the multidisciplinary project teams including the audit Clinical Leads, methodologists, and data analysts.
- Inform and engage members of the project teams, ensuring communication about the audit and its deliverables is clear.
- Develop and maintain relationships with key stakeholders including the audit commissioner, professional organisations and patients/patient representatives, to support the audits and the activities of the project teams, acting as the first point of contact for queries.
- Support the development and monitoring of the audit communications plans covering both internal and external stakeholders to ensure that audit participants (NHS providers across the UK) and stakeholders are regularly informed about the audit objectives, activities and outputs.
- Plan, prepare and disseminate effective communications that utilise an appropriate range of communication channels (email, newsletters, website content and materials,



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social media) to ensure that audit participants remain engaged with the audit and are aware of its progress.

- Manage and contribute to the development and production of the audit outputs (quality improvement plans, 'state of the nation' reports, quarterly reports, conference presentations, peer-reviewed publications).
- Manage the standard reporting process for the audit 'state of the nation' reports and the outlier process, liaising with NHS providers whose performance is outside statistical limits.
- Provide support to senior colleagues in managing ongoing consultation and engagement with stakeholders.
- Participate in activities to publicise the work of the audits, their key messages and results, at national meetings of relevant audiences (e.g. public / patients, commissioners, clinicians, researchers).
- Support and facilitate communication with, and the meetings of, the audit Patient and Public Involvement Forums.
- Liaise with hospitals nationally to ensure that high quality data is collected from cancer units and their multi-disciplinary teams on eligible patients.
- Manage communications with stakeholders, via relevant media including the audit websites and social media, to collect stakeholder feedback and disseminate audit results.
- Identify opportunities to improve quality of communications with commissioners and other stakeholders.
- Support and contribute to the re-development of the NATCAN website, ensuring audit-specific information is accessible and suitable for key audiences.

#### **4. Data access, management and Information Governance**

An appreciation of how data play a role in improving patient care within legal frameworks, is crucial to this role.

- Support the data application process for access to national datasets and monitor the receipt of data, liaising with data partners in the National Cancer Registration and Analysis Service and the Wales Cancer network as required.
- Support the future development of the centre-level data application ensuring the inclusion of cancer site-specific requirements working with the project teams.
- Monitor developments of the national routine cancer datasets including the Cancer Outcomes Services Dataset, ensuring the audit minimum datasets are kept up to date.
- Support the implementation and monitoring of processes which ensure that data access, management and analysis activities take place within a robust data sharing and information governance framework in keeping with legal requirements including the General Data Protection Regulation.
- Liaise with RCS Data protection Officer (DPO) as required to ensure projects comply with RCS information governance policies and other statutory requirements.
- Support data access requests.



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## 5. Other

- Undertake any other duties, appropriate to the grade, required to ensure the smooth running of NATCAN and CEU projects.
- Respond flexibly to requests to support the NATCAN Project Manager and Director of Operations in centre-level activities and outputs.
- Deputise for specific tasks and enquires in the absence of NATCAN colleagues.
- Monitor developments in the area of healthcare performance assessment and national clinical audits, and contribute to audit and research activities elsewhere in NATCAN.
- The post-holder is expected to represent the college in a professional manner in relation to their responsibilities and to undertake training for their own continuing professional development.

The post-holders will have the opportunity to pursue further training in project/programme management, quality improvement methodology or data management.

Further training in Information Governance and Data Protection will also be available.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

If you would like to find out more about the role and working in NATCAN please get in touch with Julie Nossiter, Director of Operations, National Cancer Audit Collaborating Centre, CEU on [jnossiter@rcseng.ac.uk](mailto:jnossiter@rcseng.ac.uk). For more information about the audits in [primary breast cancer](#) and [metastatic breast cancer](#), please contact Prof David Cromwell, Senior Methodologist for breast cancer audits and Director of the CEU ([dcromwell@rcseng.ac.uk](mailto:dcromwell@rcseng.ac.uk)).

The Royal College of Surgeons of England is an Equal Opportunities Employer.

All College employees are responsible for records held, created or used as part of their work for the College including patient/client, corporate and administrative records whether paper-based or electronic, which also includes emails. Records should be managed and stored appropriately and should in all cases comply with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation. Employees should have read and understood the College's Data Protection Policy and Records Management Policy and should follow all agreed records management and data protection procedures, seeking advice where necessary.

09 June 2025

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# Person specification

	Essential	Desirable
<b>Qualifications</b>	<p>Bachelor Level degree or equivalent level</p> <p>A recognised project and/or programme management course/qualification, or have appropriate practical experience</p>	<p>Masters Level degree or equivalent level</p>
<b>Experience and skills</b>	<p>Minimum two years' experience working in the health sector or similar environment</p> <p>Highly motivated with strong organisational skills, including an ability to prioritise work to meet deadlines and work on various tasks simultaneously</p> <p>Experience of coordinating activities across multiple projects working with numerous external stakeholders</p> <p>Experience of working within multi-disciplinary teams across different organisations</p> <p>Experience of coordinating the delivery of projects ensuring delivery to time, budget and quality</p> <p>Experience of coordinating internal and external meetings and events</p> <p>Experience of preparing progress reports, meeting papers and taking minutes</p> <p>Experience of presenting information and giving updates to a range of stakeholders</p>	<p>Experience of working within teams on national healthcare projects and liaising with stakeholders at national level</p> <p>Experience of managing activities for complex work programmes with evidence of organisational and operational planning skills, including the ability to manage a varied workload and meet tight timelines</p> <p>Experience of writing for a wide range of audiences, including reports and peer-reviewed publications</p> <p>Experience of data management, analysis and presentation</p> <p>Experience of writing applications to access healthcare datasets</p> <p>Strong presentation skills</p> <p>Knowledge of national clinical audit programmes</p> <p>Knowledge of data protection and information security principles</p>



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	<p>Experience of using different communication channels including websites and social media</p> <p>Effective IT skills, including use of Microsoft Office, Teams/Zoom</p>	<p>Knowledge of Quality Improvement methods</p> <p>Ability to work with Wordpress (or similar) and database software</p> <p>Data visualisation skills</p>
<b>Financial management and business planning</b>	<p>Proven awareness of the principles of PRINCE 2 and demonstrable project management skills with experience of monitoring and recording progress towards project milestones</p> <p>Flexible approach to re-prioritise as needed to make best use of resources</p>	<p>Demonstrable understanding of the principles of good financial management</p> <p>Experience of cost management and working to strict financial budgets</p>
<b>People and interpersonal skills</b>	<p>Excellent verbal and written communication skills, with the ability to adapt oral and written communication</p> <p>Ability to use initiative and work autonomously whilst within a team environment</p> <p>Collaborative, constructive approach to build strong working relationships with colleagues</p> <p>Diplomatic and astute</p>	<p>Effective at building professional relationships and responsive to stakeholder needs</p> <p>Experience of public and patient involvement</p> <p>Experience of line management</p>



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The post holder will also need to demonstrate the following values:

<p><b>Collaboration</b></p>	<p><b>We embrace our collective responsibilities working collaboratively and as one college.</b></p> <ul style="list-style-type: none"> <li>• We work together, using our collective expertise and experience to effect positive change</li> <li>• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments</li> <li>• We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work</li> </ul>
<p><b>Respect</b></p>	<p><b>We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.</b></p> <ul style="list-style-type: none"> <li>• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others</li> <li>• We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team</li> </ul>
<p><b>Excellence</b></p>	<p><b>We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.</b></p> <ul style="list-style-type: none"> <li>• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve</li> <li>• We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work</li> <li>• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience</li> </ul>

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to race/ethnicity, nationality, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability.



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### National Cancer Audit Collaborating Centre

Evaluating and where necessary improving the treatment for cancer patients is a key priority for the NHS Cancer Programme, and the Quality Statement for Cancer Wales. The Healthcare Quality Improvement Partnership, on behalf of NHS England and the Welsh Government, has commissioned the development and establishment of a new centre of excellence for national cancer audits.

NATCAN is part of the National Clinical Audit and Patient Outcomes Programme (NCAPOP). NATCAN is home to all ten national cancer audits. This includes new audits in breast cancer (primary and metastatic), ovarian, pancreatic, non-Hodgkin lymphoma and kidney cancer. In addition, this includes to existing clinical audits in [prostate](#), [lung](#), [gastro-oesophageal](#) and [bowel](#) cancer. These audits have helped to identify and address variations in cancer care across England and Wales and improve outcomes for patients. They have also promoted quality improvement initiatives within NHS cancer services and identified best practice.

NATCAN aims to:

1. Provide regular and timely evidence to cancer services of where patterns of care in England and Wales vary.
2. Support NHS services to identify the reasons for the variation in care in order to guide quality improvement initiatives.
3. Stimulate improvements in cancer detection, treatment and outcomes including survival.

[NATCAN](#) began on the 1 October 2022 in the CEU, a collaboration between the RCSEng and LSHTM. NATCAN collaborates closely with professional groups, clinicians and patient charities to ensure that all relevant stakeholders inform the quality improvement goals of each audit. NATCAN has approximately 35 staff from a range of disciplines including statistics, data science, health services research, epidemiology, healthcare quality improvement and clinical audit management. It is led by Dr Julie Nossiter, Director of Operations, NATCAN; Prof Ajay Aggarwal, Clinical Director, NATCAN; Prof David Cromwell, Director of the CEU and Professor of Health Services Research, LSHTM; Prof Kate Walker, Professor of Medical Statistics, LSHTM; and Prof Jan van der Meulen, Professor of Clinical Epidemiology, LSHTM.

NATCAN will be a key source of information that supports various quality assessment and improvement activities, both at a local level (by NHS trusts and boards, Cancer Alliances, Integrated care Systems) and at a national level (e.g., CQC inspection and regulatory work). The activities of NATCAN and the individual audits will drive quality improvement across the country aiming to help cancer services reach the highest standards possible.



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### Clinical Effectiveness Unit

The [CEU](#) is a collaboration between the RCSEng and the Department of Health Services Research & Policy of the LSHTM.

The work of the CEU involves carrying out national clinical audits, developing audit methodologies and producing evidence on clinical and cost effectiveness. An essential element of the CEU's strategy is that it considers audit projects as *epidemiological studies* of the quality of hospital care. Epidemiological methods are used to generate high quality evidence on the *processes* and *outcomes* of hospital care as well as on their *determinants*. Another important feature of the CEU's strategy is the emphasis it gives to joint clinical and methodological leadership.

The CEU has 45 staff members, of whom 12 are academic staff members of the LSHTM. The background of the staff demonstrates the multidisciplinary character of the Unit (medicine, health services research, medical statistics, epidemiology and public health). The Unit's Director is Professor David Cromwell.



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