

JOB DESCRIPTION

POST:	JCST/ISCP Project Manager
DEPARTMENT:	JCST – Intercollegiate
RESPONSIBLE TO:	Head of ISCP
BAND:	4a
KEY RELATIONSHIPS:	ISCP Surgical Director; JCST Chair; Head of IT; JCST team; IT web development team; SIMS team, Specialty Advisory Committees (SACs) and Medical Royal College e-Portfolio leads.

ABOUT THE JOINT COMMITTEE ON SURGICAL TRAINING (JCST)

The JCST is an intercollegiate body, working on behalf of the 4 Surgical Colleges of the UK and Ireland. Our mission is to develop, promote and ensure the highest standards of surgical training for the benefit of patients and we are the parent body for the Intercollegiate Surgical Curriculum Programme (ISCP). Our 4 main work streams are specialty training, non-CCT specialist registration, curriculum development and quality improvement.

The ISCP team is responsible both for the content of the curriculum and the development and maintenance of the associated online training management system.

JOB SUMMARY

To lead and manage the delivery of projects relating to the JCST and ISCP training management systems, including project scoping, management, monitoring, reporting and evaluation of specific development projects according to JCST/ISCP strategy.

SPECIFIC DUTIES AND RESPONSIBILITIES

Project strategy

Responsible for:

- Leading on establishing plans for IT development projects in line with JCST strategy as part of the JCST/ISCP senior management team.
- Developing professional business cases and budgets for individual projects and presenting them to intercollegiate leadership committees.
- Building effective relationships across departments and organisations and negotiating resources to facilitate project delivery.
- Leading project evaluations and helping to develop plans for continuous improvement.

Project delivery

Responsible for:

- Developing full-scale project plans including the scope, risks, goals, deliverables and timelines, managing multiple projects concurrently.
- Maintaining the prioritised list of work, issues and developments.
- Overseeing and measuring progress against work plans between, the JCST and RCSEng web development team to ensure that JCST/ISCP developments are conducted and completed to a high standard.
- Acting as the central link between JCST/ISCP staff and the web team for system issues.
- Working as part of an 'Agile' development team:
 - Finding solutions to address system and user issues.
 - Writing specifications for web development.
 - Organising testing routines and recruitment of internal and external volunteers.
 - Leading the collation and evaluation of feedback.
 - Co-ordinating communications about changes to key stakeholders.
 - Ensuring that processes are documented as part of systems records.
 - Providing user guidance to support changes.
 - Presenting and reporting on progress (3-weekly).
 - Providing training on new functions.
- Tracking progress against project deliverables and timelines using appropriate tools.
- Tracking resources and project costs against budget.
- Ensuring team members and subject matter experts keep to project deadlines.
- Advising on issues and risks, escalating issues as appropriate.
- Managing project changes and interventions to achieve project outputs.
- Ensuring timely decision-making by people in key roles, including the sign off of project stages and releases according to scheduled timelines.

JCST/ISCP Committees

Responsible for:

- Reporting and presenting projects to key intercollegiate stakeholders such as the JCST, SACs and the Planning and Review Group.
- Interpreting and translating technical concepts for non-technical stakeholders.
- Representing the JCST/ISCP on external committees, including the COPMeD ePortfolio governance group.

General

- The post-holder is expected to represent the JCST in a professional manner in relation to his or her responsibilities and in ensuring their own continuing professional development.
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- Undertake such duties appropriate to the grade, as required by the ISCP/JCST.

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.

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.

PERSON SPECIFICATION

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education/Qualifications <ul style="list-style-type: none"> ▪ Degree or equivalent in project management 	Education/Qualifications <ul style="list-style-type: none"> ▪ Masters' degree in a field of project management
Experience/Knowledge <ul style="list-style-type: none"> ▪ A successful track record of project managing the development of interactive web-based systems ▪ Demonstrable experience of interpreting information technology for a non-technical audience ▪ Experience of dealing directly across more than one department 	Experience/Knowledge <ul style="list-style-type: none"> ▪ Experience of 'Agile' development ▪ Experience of working in an educational environment ▪ Knowledge of healthcare sector and or postgraduate medical education
Skills <ul style="list-style-type: none"> ▪ Ability to use advanced project management software ▪ Excellent IT skills ▪ Highly organised and able to respond quickly to change ▪ Problem solving skills ▪ High level of numeracy ▪ Excellent written and oral communication skills ▪ Ability to form good working relationships at all levels ▪ Ability to work independently and take initiative ▪ Good time management skills ▪ Attention to detail ▪ Report writing ▪ Presentation skills 	Skills <ul style="list-style-type: none"> ▪ Proven experience in strategic planning

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

Diversity - we value **diversity** and treat each other with respect.

- I listen effectively and treat each person as an individual
- I value people with different skills, expertise and knowledge to myself
- I ensure that everyone I meet feels welcomed at the college
- I trust the people I work with and know they will work to their best ability
- I am inclusive and build good relationships with everyone I work with
- I take time to understand different views to myself for the sake of the college

Improvement - we seek continuous **improvement**, and improvement requires change.

- I use my expertise to question, challenge and improve the way we carry out our tasks
- I identify opportunities to innovate and present ideas to improve our products and service
- I am open and positive to new ideas and ways of working which help the college
- I adapt to change positively
- I help my manager communicate change to others
- I learn from my mistakes and do things differently as a result

Responsibility - we take personal **responsibility** for all we do.

- I set challenging goals for myself
- I deliver what I say I will deliver
- I take informed decisions which are within my control and hold myself accountable for them
- I take initiative and am proactive in all I do
- I constantly work to the best of my ability
- I work with integrity in the best interests of the College and its priorities

Collaborative - we are **collaborative**, both across the College and with our stakeholders across the world.

- I build positive relationships with the people I work with
- I work collaboratively with others to deliver exceptional performance
- I always work for the greater good of the College
- I highlight behaviours which are inconsistent with the College standards
- I consistently live the College values
- I involve others in key decisions I take at work

Prudent - we are **prudent** in our use of resources.

- I deliver excellent work and customer service with the resources available to me
- I am efficient with the resources I use
- I find effective solutions to problems
- I escalate issues quickly when resources are stretched
- I prioritise my work effectively
- I follow the rules at work so that I minimise risks to the College

Professional development - *we are committed to personal **professional development** that benefits the individual and the College.*

- I seek learning opportunities for my personal and professional development
- I support, encourage and help my colleagues to develop
- I put my learning into practice in my role
- I ask for regular and honest feedback on my performance and learn from what is said
- I create opportunities to share my knowledge within and across teams
- I know my areas of expertise and convey this with confidence to my colleagues

The appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for short-listing and selection. Failure to provide evidence of the required qualifications will result in the offer of employment being withdrawn.

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