

JOB DESCRIPTION

POST:	Senior Project Officer – Improving Surgical Training (9 months fixed term, with possible extension)
DEPARTMENT:	Professional and Clinical Standards (PCS)
RESPONSIBLE TO:	Project Manager – Improving Surgical Training
BAND:	3a

JOB SUMMARY

The post holder will work as part of the core project team for the Royal College of Surgeons Improving Surgical Training (IST) project, funded by Health Education England (HEE). The purpose of the project is to initiate and support pilot postgraduate training programmes in a number of surgical specialties across a number of deaneries and HEE local offices in the UK.

The post holder will be responsible for managing a number of project work streams in line with the wider project plan to agreed time, budget and quality criteria. He or she will work with council members, colleagues and contractors as required to deliver project outcomes. Working closely with the Project Manager and Project Board, he or she will ensure scope, deliverables and benefits remain achievable and fit for purpose. The focus of the role may change depending on the IST work plan and the priorities of the College so a flexible approach will be required.

SPECIFIC DUTIES AND RESPONSIBILITIES

1 Project management

Responsible for:

- Developing and documenting project deliverables, plans, resources and benefits for specified project work streams. This may include facilitating working groups, workshops and other meetings as required.
- Advising the Project Manager on ensuring work streams meet the strategic needs of the project through planning, negotiation with decision makers and continuous risk management and monitoring.
- Coordinating operational aspects of delegated work stream activities. This may include allocating tasks and responsibilities to team and working group members, ensuring work stream plans function properly and cohesively, and monitoring the completion of work to ensure it is fit for purpose.
- Monitoring allocated work stream budgets.
- Identifying, analysing, recording, managing, escalating and reporting on project risks and issues within allocated work streams to ensure these do not adversely affect the project or the College.
- Overseeing work streams in line with recognised project management methods, tools and techniques.

2 Project support tasks

Responsible for:

- Supporting the Project Manager and sponsors to continuously justify and champion the project.
- Supporting the Project Manager in negotiations with, and contract management activities for, external funders.
- Acting as a point of contact for queries related to allocated work streams and proactively managing stakeholder relationships, including bringing together internal and external stakeholders with divergent views as necessary.
- Drafting and maintaining project documents, records and other artefacts as required for allocated work streams, including work plans and reports.
- Working with working group lead(s) to define product outputs and creating agendas and relevant documentation for meetings.

- Contributing content to briefings, committee papers, reports, presentations and other documents for both specific work streams and the wider project.
- Preparing and proofing project communications (web content, newsletters, FAQs, etc.)
- Providing regular, timely and accurate status updates and assessments of work stream performance (written reports and verbal) to the Project Manager and other internal and external stakeholders.
- Representing the project at conferences, seminars and external working groups as required.
- Planning stakeholder events such as forums and webinars.

3 Team and departmental activity

- Attending regular team and project meetings to provide verbal updates on project progress, to manage interdependencies and to contribute to portfolio management.
- Contributing to the development and continuous improvement of the College's project management toolkit.
- Acting as an advocate of the PCS project management methodology across the directorate and College.

General

- The post holder is expected to represent the College in a professional manner in relation to his or her responsibilities and in ensuring his or her own continuing professional development.
- The post holder is required to work autonomously with minimal supervision.
- Undertake such duties appropriate to the grade, as required by line manager.

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.

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

POST: Senior Project Officer – Improving Surgical Training

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications	<ul style="list-style-type: none"> An undergraduate degree or equivalent qualification or a proven track record in a similar role 	<ul style="list-style-type: none"> A recognised qualification in project management, eg APMP, PMP
Experience/ Knowledge	<ul style="list-style-type: none"> Experience of planning, managing and delivering work streams/projects to timescale and budget Experience of building relationships with external partners and developing networks Experience of managing and supporting high level committees and working groups 	<ul style="list-style-type: none"> Knowledge of formal project management methods Experience of working on multi-agency projects Experience managing relationships and contracts with suppliers Experience of representing employer/organization Minimum two years' experience of working in the health sector or similar environment
Skills	<ul style="list-style-type: none"> The ability to multitask, prioritise and delegate in order to deliver to tight deadlines High level of attention to detail Able to get up to speed quickly and hit the ground running Excellent interpersonal skills including the ability and gain support or actions from others Excellent communication and presentation skills, including the ability to explain complex/technical concepts articulately Ability to take charge of situations Excellent written skills, including report writing A good standard of numeracy, including estimating, financial budgeting, using percentages and working with dates A confident computer user, including word processing, spreadsheets and use of project planning software Ability to work independently and autonomously as well as within a team environment 	<ul style="list-style-type: none"> Facilitation of meetings and workshops

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 shortlisting and selection. Failure to provide evidence of the required qualifications will result in the offer of employment being withdrawn.

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

October 2018