



WEST SOMERSET PRIMARY CARE NETWORK: LIVING BETTER

JOB DESCRIPTION

JOB TITLE: Project Manager

ACCOUNTABLE TO: West Somerset Primary Care Network

REPORTS TO: The Clinical Director

HOURS: Approximately 24 hours per week (with flexibility to attend evening meetings as required)

Job Summary:

To work closely with the Clinical Director and Living Better Administrator to provide operational support and guidance to enable the Network to meet its agreed aims and objectives.

Job Responsibilities:

Strategic Management and Planning

Key Roles and Responsibilities:

Financial Management

- ✓ Financial administration and Reconciliation of financial funds and maintaining accurate financial records
- ✓ Preparing a PCN budget/forecast and share a quarterly financial update to keep members informed
- ✓ Administer and monitor pay and reimbursement for staff
- ✓ Contracts management with other organisations in the project
- ✓ Creation and submission of funding bids

Human Resources Management

- ✓ Support the recruitment process of the West Somerset PCN workforce
- ✓ Maintain adequate staffing levels to meet the commitments of the PCN. Monitoring skill-mix and deployment of staff.
- ✓ Liaison with Musgrove Park Hospital regarding employment contracts
- ✓ Ensuring mandatory training and appraisals are up to date and records kept
- ✓ Maintain up to date Human Resources records

**Data and IT Management:**

- ✓ To work closely with the Living Better Administrator to ensure maintenance of the PCN shared drive (eg. regular upload of minutes and any other important documents, including Network Agreements and schedules)
- ✓ Managing the collection of data for continuous quality improvement
- ✓ Ensuring team members have access to IT to enable them to successfully perform in their job roles
- ✓ Develop and management of any websites alongside the Living Better Administrator and in collaboration with other Living Better Partners
- ✓ Manage information governance to include development and implementation of information sharing agreements, completion of data privacy impact assessments and other matters around GDPR

Marketing and PR Communications

- ✓ Develop and update promotional literature (to include any social media and internet platforms) to promote Living Better to the healthcare community and public
- ✓ Develop and implement a public relations programme to promote Living Better (to include attendance and presentations at events hosted by the Network, Somerset CCG, NHSE etc.)
- ✓ Attendance at meetings to include operational meetings, executive team meetings, steering group meetings and external meetings of value to the project.

General

- ✓ Keep a log of PCN projects, milestones and objectives tracking progress of these objectives
- ✓ Overseeing meeting schedules, minute taking, preparation (including Agendas) and distribution of papers within 7 days of Meetings.

Primary support to the Clinical Director in his/her roles and responsibilities:

- ✓ Supporting the CD to provide strategic and clinical leadership to the network, developing and implementing strategic plans, leading and supporting quality improvement and performance across member practices (including professional leadership of the Quality and Outcomes Framework Quality Improvement activity across the network).



- ✓ You will be based at the same surgery as the Clinical Director (Exmoor Medical Centre) but also be able to work flexibly across all West Somerset Primary Care sites or from home as required.
- ✓ Influencing, leading and supporting the development of excellent relationships across the network to enable collaboration.
- ✓ Supporting the CD to provide strategic leadership for workforce development, through assessment of clinical skill-mix and development of network workforce strategy.
- ✓ Supporting network implementation of agreed service changes and pathways, working closely with member practices, the wider PCN and the commissioner to develop, support and deliver local improvement programmes aligned to national and local priorities.
- ✓ Take a leadership role in supporting staff, public and stakeholder engagement.
- ✓ Developing relationships and working closely with other network Clinical Directors, clinical leaders of other health and social care providers, local commissioners and Local Medical Committees (LMCs).
- ✓ Attending meetings as required on behalf of the Clinical Director or the Network and feeding back to the PCN members.
- ✓ Prepare and annually update the Network Strategic Development Plan (and any other written information requested by the management committee), oversee the implementation of the aims and objectives and feedback on progress at Network meetings.



Underpinning policies

Confidentiality:

- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to practice staff and other healthcare workers. They may also have access to information relating to member practices as business organisations. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with individual practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

Equality and Diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights

Personal/Professional Development:

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

Quality

The post-holder will strive to maintain quality within the organisation, and will:

- Alert other Federation team members to issues of quality and risk



- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the Federation team members by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Effectively manage own time, workload and resources.

Communication:

The post-holder should recognize the importance of effective communication within the organisation and will strive to:

- Communicate effectively with other team members
- Communicate effectively with outside agencies and other stakeholders
- Recognize people's needs for alternative methods of communication and respond accordingly