

Job Description	
<b>Role title</b>	Digital Project Manager
<b>Location(s)</b>	<p>The post will be based at Osprey Court in South Bristol but there may be a requirement to work across the Bristol, North Somerset and South Gloucestershire (BNSSG), with occasional trips across the Southwest.</p> <p>We have a hybrid working policy which requires staff to work a minimum of 2 days in the office, within general practice or at locations of our system partners.</p>
<b>Job Purpose</b>	To project manage one or more digital projects designed to support General Practice. To deliver the digital strategy, aims and objectives of the One Care digital team.
<b>Job profile</b>	<p>Main duties and responsibilities</p> <ul style="list-style-type: none"> <li>• Project manage one or more digital projects, being flexible according to the needs of the One Care digital team</li> <li>• Be proactive and positive to inspire and enthuse Practices and their staff to take part in digital transformation projects</li> <li>• Develop a thorough understanding of the benefits and risks related to digital in health and care so you can support Practices to manage risk. This includes knowledge of GDPR, the Data Protection Act and other similar information.</li> <li>• Develop and maintain a thorough understanding of emerging technology, automation and AI to ensure you are able to support the safe use of this technology in Practices</li> <li>• Where necessary, line management responsibilities to include recruitment and onboarding, day to day management and performance and development</li> <li>• Ensure that project targets and milestones are met, and escalate to commissioners and/or the One Care digital leadership team if they are likely to be missed</li> <li>• Write and maintain project management documents, including PiD (project initiation documents), risk registers and other documentation</li> <li>• Support the deputy director and other team leads to identify and secure future funding for digital projects</li> <li>• Attend a variety of meetings to provide updates on progress to One Care staff, stakeholders and commissioners</li> <li>• Work with all ICB system partners to build links, improve digital partnerships and interoperability of digital systems</li> <li>• Attend events to publicise our work and engage with stakeholders</li> <li>• Project administration, including maintaining stakeholder lists, regular emails with Practices, setting up webinars</li> </ul>

	<ul style="list-style-type: none"> <li>• Work with the Communications and Engagement Team and One Care subject matter experts to develop and manage a communication plan and training materials</li> <li>• Identify opportunities for improvement and digital transformation, helping to develop health and care partnerships that deliver regional and national aims and objectives</li> <li>• Support the Deputy Director to engage with and maintain a productive working relationship with stakeholders including ICBs, Councils, NHS England, Department of Health and Social Care, universities and others</li> </ul>
<b>Line management responsibility Y/N</b>	Y
<b>Responsible to</b>	Deputy Director – Digital Transformation and Strategy
<b>Budget Holder</b>	N
<b>Salary</b>	Pay Band D £38,384 - £46,221

## PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Recognised project management qualification, or equivalent experience</li> <li>• Experience of line management</li> <li>• Knowledge of the health service, including primary care</li> <li>• Knowledge of EMIS Web, and other primary care digital tools</li> <li>• Knowledge of and recent experience of current developments in the NHS</li> <li>• Experience of leading digital transformation projects</li> <li>• Knowledge and experience of emerging technology, automation and AI</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Degree level education</li> <li>• Knowledge of local and national NHS guidance and targets, e.g. QOF, IIF</li> <li>• Knowledge of local government and adult social care ways of working e.g. care homes commissioning frameworks, technology enabled care, CQC requirements</li> </ul>

- Understanding of commissioning in the NHS, how funding works and contributing to bid writing

## PERSONAL QUALITIES, SKILLS AND ATTRIBUTES

### Essential

- Proven analytical and numeracy skills
- Excellent oral and written communication skills, interpersonal skills and negotiating ability
- Able to work effectively within diverse groups and teams
- High standard of IT and Excel skills
- Motivated by the provision of quality assurance and excellent customer service
- Motivated by a drive for improvement
- Excellent attention to detail, particularly in report writing and information gathering
- Excellent diplomacy and persuasive skills, including an understanding of the motivations and pressures faced by Practice staff