

Job description

Job title:	NHS Pathways Project Manager
Salary:	Band D – starting salary of £46,359, rising in five annual increments to the top of the band at £52,217
Contract:	Fixed term for three years with potential to renew, subject to funding
Hours:	Full time (35 hours per week) Monday to Friday. There may be very occasional early evening work required.
Location:	Academy of Medical Royal Colleges, 10 Dallington Street, London, EC1V 0DB
Reports to:	Chief Executive Officer
Line reports:	None
Budget responsibilities:	Responsible for the NHS Pathways Content Assurance budget. Budget to be confirmed as part of the contract negotiations.

Key working relationships:

- Academy Chief Executive and other Academy staff
- Chair of the Steering Group
- Steering Group Members
- NHSD Pathways Team
- Academy Finance Officer
- Medical Royal Colleges and Faculties

The Academy

The Academy of Medical Royal Colleges (the Academy) is the coordinating body for the UK and Ireland's 24 medical royal colleges and faculties. The Academy brings together the views of their individual specialties to collectively influence and shape healthcare across the four nations of the UK.

The Academy's policy priorities and work programme are set by its Council of members and, where appropriate, relevant committees. The governance of the Academy is the responsibility of the Board of Trustees.

The Academy is a registered charity in England, Wales, Scotland and Northern Ireland. It is also an independent corporate body limited by guarantee.

To find out more please visit our website www.aomrc.org.uk.

NHS Pathways

NHS Pathways is a clinical tool used for assessing, triaging and directing contact from the public to urgent and emergency care services such as 999, GP out-of-hours and NHS 111. It enables patients to be triaged effectively by call handlers and ensures that they are directed to the most appropriate service available at the time of contact. NHS Pathways is developed and managed by NHS Digital.

Role Summary

To coordinate and manage the Academy's work on behalf of NHS Digital to assure the clinical content of NHS Pathways.

Duties and responsibilities

1. To establish the project operationally. This will include:

- Finalisation of a contract with NHSD
- Agreement of terms of reference and working arrangements of the group with NHSD and Colleges
- Establishment of the Steering Group and recruitment of chair and members
- Creating an MOU/contract for Steering Group members and Colleges
- Agreement and establishment of remuneration arrangements i.e rates, process, approval etc for Colleges and Steering Group members
- Agreement of initial priorities and KPIs with NHSD
- Any other arrangements for the successful operational launch on the agreed date

2. Manage the work of the Steering Group. This will comprise:

- Working with NHSD and the Chair to agree programme of activity and scheduling of items for consideration

- Arranging meetings including preparation of agenda and papers and ensuring presence of required specialists
- Recording decisions and ensuring appropriate follow up action

3. Other

- Manage the payment of Steering Group members and Colleges in line with agreed rates and arrangements ensuring claims and payments are properly documented and approved
- Liaison with the NHSD Pathways team on operation of the project and forthcoming activity
- Establish good links and relationships with relevant College leads to ensure effective operation of the project
- Management of the project budget
- With the Chair and NHSD conducting a review of the performance of the Steering Group and project in line with agreed criteria or KPIs
- At the appropriate time, ensure discussion of the extension of responsibilities of the Academy and Steering Group to encompass the creation of all the clinical content of pathways
- Report activity and progress to CEO, Academy Council and Board as agreed
- Maintain full membership of the Steering Group arranging for the filling of any vacancies
- Build corporate relationships with key external organisations and individuals

General

- Contributing to the development of the Academy and supporting and providing cover for Academy colleagues if required. The Academy is a small organisation, and all staff are expected to be flexible and contribute to its operations as necessary.
- A commitment to diversity, equality and inclusion. Contribute positively to a working environment where everyone is treated with dignity and respect; and comply with all relevant law and Academy policies relating to equality and diversity.
- Maintain a safe and healthy working environment by complying with all relevant Academy health and safety policies, procedures and practices.
- Safeguard confidential and sensitive information, complying with relevant data protection legislation and Academy policies.

- This job description sets out the main responsibilities of the role which may vary from time to time without changing the general character of the role or the level of responsibility.

Person Specification

Criteria		Essential / Desirable
Education / Qualifications	– Educated to at least graduate degree level	E
	– Project Management training	E
Experience	– Considerable experience of project management	E
	– Budget management experience	E
	– Committee management experience	E
	– Experience working in a complex policy environment	E
	– Experience drafting and agreeing contracts	D
Skills / Ability / Knowledge	– Excellent organisational and project management skills to deliver work on time and on budget	E
	– Excellent oral and written communication skills, with the ability to communicate complex messages including proven presentation skills and writing for publication	E
	– Understanding of healthcare context	D
Personal qualities / Attributes	– Well-developed interpersonal skills with the ability to establish, sustain and develop productive relationships with professional partner organisations to achieve shared objectives	E
	– Confident and articulate, able to speak corporately on behalf of the Academy if required	E
	– Analytical, critical thinking and problem-solving skills	E
Other	– Experience with and confidence using remote meeting software such as Teams/Zoom, and the full range of Microsoft Office packages	E