



ROLE TITLE:	Project Management Office (PMO) Support Officer	Accountable To:	PMO Manager
SALARY	£25,000 to £29,000 dependent on experience	Responsible for	No direct reports

YHAHSN Position Statement

Vision

Our vision is to improve the health and prosperity of our region by unlocking the potential of new ideas.

Proposition

Yorkshire & Humber AHSN exists to encourage innovation in health and care and to stimulate growth in life sciences and industry.

Our role is to act as a bridge between healthcare providers, commissioners, academia and industry. We create the bridge that connects these sectors to build a pipeline of solutions from research and product development through to implementation and commercialisation.

The needs of citizens are at the heart of our work. We ensure that new products and services are evaluated and supported by evidence and designed in consultation and collaboration with patients and the public.

Benefits

What we do breathes life into innovations that improve care, effectiveness and efficiency in the NHS and social care.

We guide clinicians and other frontline staff to work in new ways to make care safer and better for patients.

Our work with the life sciences sector and academic researchers helps focus their efforts on meeting genuine healthcare needs and ensures that their findings are implemented.

When we introduce healthcare organisations to the industry innovators and entrepreneurs who can help them most we generate new business opportunities and the new jobs that come with them.

In the future we will accelerate the spread and adoption of innovations with proven impact and value so that the healthcare system in our region gains the maximum benefits more quickly.

Purpose

We believe in the power of new ideas to improve lives. Our ambition is to make life better for the people of Yorkshire by improving their health and care and by creating a thriving economy for the benefit of all.



Overall Purpose of Role (Summary)

To support the PMO Manager and Programme Office in providing a comprehensive and professional programme and project management service to all appropriate stakeholders in order to facilitate the successful delivery of Change Programmes and Integrated Projects with potential to take the lead in managing a sub-set of projects.

The post holder will be expected to work across other work streams and line management boundaries to ensure effective and successful delivery of change programmes and projects.

Main responsibilities

Support the development and implementation of the programme of change across a number of themes of work supporting national and local initiatives.

Support the PMO Manager in the development, implementation and maintenance of a robust programme and project management framework ensuring alignment with the programme management toolkit.

Take responsibility for risk management across Yorkshire & Humber AHSN working closely with the Programme Managers to ensure that risks and issues are identified within the programme(s) and associated projects and that the relevant links are made across the programmes. Ensure that management systems are in place so that risks and issues are actively reviewed with respective actions being assigned and tracked. Drive progress on risks and issues and escalate / report appropriate and effectively to escalate when risks are not being addressed and to ensure high scoring risks receive appropriate management support.

Help the PMO Manager establish a change management framework for use across the AHSN to ensure adequate control of change whilst ensuring progress is not restricted.

Provide support and guidance across the whole of Yorkshire & Humber AHSN in the preparation and management of Gateway Reviews and other internal and external audits, assisting in the preparation and monitoring of action plans.

Job Description

- Support Programme Manager(s) with the communication strategy for their programme, in particular providing consultation material, reports and briefings for key stakeholders.
- Support Programme Manager(s) in the development and implementation of internal project assurance that meets the needs of Yorkshire & Humber AHSN, the Programme Management Office and external audit requirements.
- Provide advice and guidance to all relevant staff in the use of the agreed programme and project management methodology, processes and techniques in accordance with Yorkshire & Humber AHSN standards.



- To develop and support the communication strategy for the programme and associated projects, ensuring effective communication with internal and external stakeholders.
- Take ownership of PMO meetings including scheduling, minutes and actions and also provide similar support to the Delivery Management team.
- Provide deputising support to the PMO Manager when required working at Director level when necessary in a competent and confident manner.
- Facilitate programme and project workshops to assist in identifying risks, benefits, interdependencies and key messages of communication. Ensuring that the relevant systems and process are adhered to in order to manage these areas.
- Ensure that support is available to programme(s) and project(s) in the following areas:
 - Governance
 - Programme and Project Management
 - Communication
- To provide support and assurance across the portfolio of programmes as required.

Education and Professional development

- Take every reasonable opportunity to maintain and improve professional knowledge.
- Develop own skills and knowledge and provide information to others to help individual and team development.
- Participate in personal objective settings and review, including a personal development plan.

Special Requirements:

- You may on occasion be required to work irregular hours in accordance with the needs of the role.
- You will occasionally be expected to travel across the region, London and other locations to meet with members of the AHSN team, project stakeholders and others.

Health and Safety

- Ensure that you remain compliant with health and safety regulations and accepted safe practice at all times. Report any health and safety issues or contraventions witnessed anywhere within the business to your Manager or in their absence a Director.
- Work efficiently and responsibly within all areas of the Company in a safe manner sharing good practice with colleagues.

General

- You will contribute to continuous improvement of working practices.
- You will comply with all policies and procedures within the Company.
- Carry out all duties with regards to and ensuring equal opportunities and work with all employees within the Company in the fulfilment of our aims and objectives.

Please refer to the person specification for this role for further information