



## **Project Lead (Complex Care Health Project)**

HOURS OF WORK: MONDAY TO FRIDAY – 37.5hours per week (minus 30 min break unpaid)

TIME: 09:00 – 17:00

CONTRACT: 18 month Contract

LOCATION: Working from HCPA Office Welwyn Garden City

RESPONSIBILITY TO: Programme Manager for Integration

SALARY : £25,000 per annum (37.5 hours per week) Band M1 £25,000 - £29,000

### **SCOPE OF JOB**

Hertfordshire Care Providers Association (HCPA) is a small company set up to support care providers within Hertfordshire. Support is given to our members via funded training, information and advice.

We run a number of projects around integration between Health and Social care services, the biggest project being the Complex Care Framework. The Complex Care Framework is a training programme run by HCPA to support Care Staff to be specially trained in health related care. There are a number of projects in this Framework and therefore a number of courses/events running each year. This job requires a competent project lead with previous experience managing projects and keen to see projects through from beginning to end. The Project Lead will need to manage aspects of the project including keeping the plan up to date, meeting KPI's, tracking risks and issues, attending meetings, creating frequent reports for Programme Manager for Integration, approving marketing materials for project, organising events and forums and complete analysed evaluation through project.

To work in a busy office in Welwyn Garden City. Facilitate the smooth running of Complex Care Framework and the other projects and be a point of contact for all Complex Care Framework and other projects incoming and outgoing calls referring on to the Programme Manager for Integration where necessary.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. Managing/creating Project Plans and keeping up to date
2. Keeping track of all risks and issues of projects
3. Keeping track of all project KPI's and make sure they are being met
4. Booking training/events for all Complex Care and other integration projects
5. Working with Complex Care Trainers – checking content of training and resources
6. Reviewing and editing Complex Care and other integration projects training resources
7. Carrying out evaluation of project, including visits and creating analysed reports
8. Supervising project support for project related tasks
9. Attending meetings with regards to the projects with outside partners and covering for Programme Manager for Integration when necessary
10. Creating wording for marketing literature to share with Marketing Co-ordinator

11. Approving marketing materials
12. Creating change requests where necessary
13. Managing Complex Care events/forums and other possible events around integration
14. Keeping all documents and paperwork relating to project up to date and standardised.
15. Signing up new companies onto new projects
16. Carrying out evaluation and support visits to providers
17. Editing analysed evaluation reports on projects
18. Any general tasks as requested which contribute to the smooth running of HCPA

### **Essential technical knowledge and skills**

- Would suit someone with a business degree/health or Social Care background/Project Management Experience
- A high degree of computer literacy along with a strong working knowledge of the Microsoft Excel, Power Point, Project, Word
- Strong interpersonal and verbal communication skills (with people at all levels of the organisation)
- Excellent standards of written documentation
- Self-motivated, with excellent ability to work on own initiative
- Excellent team-working skills with willingness and ability to engage with others at all levels of the organisation
- Excellent organisational and administrative skills
- Ability to analyse information and present it in a clear, concise way
- Enthusiastic, committed, proactive and resourceful
- Must be able to successfully multi task displaying excellent time management and organisational skills
- Ability to work under pressure without compromising the quality of work
- To work independently.
- Experience in managing projects

### **Health & Safety**

You will be required to adhere to Health and Safety requirements and instructions and bring to notice any apparent shortcomings or potential hazards.

### **Supervision**

Quarterly supervision with Programme Manager for Integration and annual appraisal.

The duties and responsibilities outlined above do not represent a full list of the tasks the postholder will be expected to perform. Also it is recognised that the duties of all posts are subject to change from time to time. Alterations to duties and responsibilities and performance of similar tasks within the scope of and at the same level will be expected. The postholder will be consulted before major changes to duties and responsibilities by management.

### **Personal Qualities**

A really good communicator (face to face and on the telephone) who enjoys working with people and can work as part of a team. Committed to the company ethos of helping our members raise



their quality standards. Well-presented and tidy. Keen eye for detail and use of professional language in all communications. Ability to be punctual.

**Education /Qualifications**

Educated to at least Grade B GCSE English

Desirable- Prince 2 Foundation and Practitioner - training would be given to the right candidate

**PROBATION:** this job will be subject to a 3 month probation period