



JOB DESCRIPTION

1. JOB DETAILS

Job Title:	Project Manager, Faculty of Clinical Informatics (FCI)
Reports to:	Business Manager, FCI
Location:	6 Alie Street, London E1 8QT, with flexibility for home working
Term:	Full-time, for one year from start date initially, but may be extended
Salary:	£41,500

2. Charity Overview

The Faculty of Clinical Informatics serves as a home for people passionate about ensuring that Clinical Information is used as a basis for achieving the best possible decisions for patients and service users across Health and Social Care in the UK.

Our community of members shares our belief that better digital tools, coupled with skilled, high quality information led practitioners across the NHS and Social Care, who are recognised and their contribution valued, will yield better care all who need it, whilst also delivering efficiencies to the UK's most overstretched services.

The Faculty's mission is to lead the way on behalf of our members to get Clinical Informatics and Clinical informatics staff recognised as a force to drive digital led solutions and practices, which meet the NHS and Social Care's greatest challenges.

3. Job Purpose and Scope

The post holder will be responsible developing project briefs and proposals for both internal and externally funded projects and managing several projects at any one time. Projects may be in areas such as, education, professional standards, information standards and digital health.

Working alongside the Business Manager, the post holder will be responsible for developing project management processes which support the delivery of the Faculty's objectives.

The post holder will work with the Business Manager to develop and respond to opportunities for funded projects, create project teams, drawing in clinical informaticians and external expertise where required, and manage projects. They will work with external stakeholders, project funders and FCI members to ensure that the FCI meets the need and expectations of the sector.

5. RESPONSIBILITIES

Project Management

- To manage FCI projects
- To develop effective project management processes and documentation
- To identify opportunities for projects and to develop proposals for projects and submissions in liaison with the Business Manager, Executive team and Standing Committees as relevant
- To work with the Business Manager to develop and maintain a register of clinical informaticians and others to engage in consultancy projects
- To manage designated projects, both externally commissioned and internal to the Faculty - adhering to the project scope, project management plan and budget, and ensuring all risks are identified and actioned appropriately
- To produce project summaries and reports as necessary
- Ensure effective activity delivery for each project managed, from selection and set up through to end of project reporting, legacy planning, post project review and transfer of project assets/knowledge

Contract Management

- To provide appropriate contractual documentation required for invoicing
- To manage contracts with clinical informaticians and others who are contracted to work as part of an FCI project team
- To escalate risks or issues to the Business Manager and Executive team, as appropriate.
- To be responsible for ensuring the efficient recruitment of clinical informaticians and other project team members – making certain that standard operating procedures are adhered to

Engaging Stakeholders

- To work with the Business Manager, Executive and Standing Committee members to identify, and where appropriate, engage with, potential new stakeholders
- To attend Executive, Council and Standing Committee and Trustee Board meetings as relevant to report on progress. To liaise regularly with members of these groups to ensure that project outputs integrate appropriately with wider Faculty initiatives

Information and resources

- To disseminate up-to-date high-quality information relevant to projects through website and e-newsletters, and to appropriate groups as necessary, in conjunction with Marketing and Communications colleagues
- To be responsible for ensuring that all information retained by the Faculty regarding projects are in line with the Faculty Data Protection policy

Budgets and Finance

- To manage appropriate budget lines, ensuring that individuals adhere to policies on expenditure and the budget does not overspend

- Supporting the business manager in producing accurate financial reports for the Trustee Board
- To support the Business Manager in preparing funding bids, including budgets and income and expenditure calculations

Communications and Engagement

- To contribute to Faculty marketing and communications promoting and disseminating project outputs both to membership and external audiences, working with Marketing and Communications colleagues to develop and deliver appropriate approaches
- To advise on appropriate messaging around projects and programmes of work.

General Responsibilities

- To work with the Business to produce regular reports and briefings as required for the Council and Trustee Board
- To contribute to the Faculty Conferences and other events
- To maintain responsibility for own health and safety, and that of people in close working relationships, complying with all statutory and company policies
- To adhere to all Faculty policies and procedures
- To actively champion and promote the Faculty’s Diversity and Equality policy
- Alongside your key duties you may be asked to complete other tasks as and when necessary and reasonably required in line with business needs.

This job description is dynamic in line with the work of FCI, and may be subject to change in consultation with the post holder.

4. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED	
Education	
• Educated to degree level or higher (or relevant professional qualification / experience)	Essential
• Health informatics training or working experience	Desirable
• Recognised project management training	Desirable
Experience of	
• Project Management in a multidisciplinary setting	Essential
• Stakeholder Engagement	Essential
• Meeting/Committee Management	Essential
• Undertaking literature reviews, survey design and quantitative and qualitative analysis	Essential

• Budgetary Management	Essential
• Developing proposals/ bids for funders	Desirable
• Working in partnership with governing bodies, membership organisations and the voluntary sector and coordinating messaging	Desirable
• Health and care services	Desirable
Skills and Abilities	
• Proven time management skills demonstrated by ability to work effectively under pressure, to prioritise and to deliver to tight deadlines	Essential
• Well-developed interpersonal skills and ability to deal tactfully and sensitively with a wide range of people including senior members of the health care professions, patients and commercial organisations	Essential
• Advanced oral and written communication skills, including proven presentation report and writing skills using appropriate software	Essential
• Interest in self development, willingness to learn new skills and work in a changing environment	Essential
• Self reliance and a high level of initiative, with a willingness to take ownership of projects	Essential

6. COMMUNICATIONS AND WORKING RELATIONSHIPS
<p>Faculty of Clinical Informatics</p> <ul style="list-style-type: none"> • Trustees • Executive Board members • Council and Standing Committee Members • Staff • Faculty Members <p>External</p> <ul style="list-style-type: none"> • Professional bodies, e.g. RCGP, BCS, FEDIP, etc • Sponsoring/commissioning bodies, e.g. Health Education England, NHS England • Academic and consultancy partner organisations