



Health
Innovation
Manchester



Programme Director – Digital & Data

Candidate Information Pack

April 2023



HUNTER
Executive talent for the healthcare sector

Welcome

We are Health Innovation Manchester, an academic health science and innovation system, at the forefront of transforming the health and wellbeing of Greater Manchester's 2.8 million citizens.

This is an exciting time to join us on our mission to become a recognised international leader in accelerating innovation that transforms the health and wellbeing of our citizens.

The health system in England is now embracing digital as a powerful driver for transformation, improving care, productivity, and experiences. There is increased investment in technology, talent, and skills – and there remains more to do to achieve the levels of experience and expectation in other digitally transformed industries.

We want Greater Manchester to be a place where everyone can live a good life, growing up, getting on and growing old in a greener, fairer more prosperous city region. To deliver on our region's strategic vision and support the ambition for Greater Manchester to become a world-leading digital city region, we need to embrace the digital

transformation opportunity across the health and care system.

To date, we have made considerable digital and technological advances in Greater Manchester – from the acceleration of the Greater Manchester Care Record for all citizens, to the implementation of digitally enabled new care models, to the development of a secure data environment (SDE) in support of one of the largest life sciences clusters in the country.

Working with the GM Integrated Care Partnership and stakeholders across the city, we are developing our new Digital Strategy, to be launched in summer 2023. This will drive digital transformation across the health and care system, at pace and at scale.

Thank you for your interest in working with us at Health Innovation Manchester, I wish you every success in your application.

Gareth Thomas
Digital Innovation Director



Health Innovation Manchester:
Working at the forefront of healthcare
innovation to discover, develop & deploy new
healthcare solutions at pace & scale

What we do

Health Innovation Manchester works at the forefront of healthcare innovation to discover, develop and deploy new healthcare solutions. We harness the power of the NHS, wider health and care system, industry and academia within our region and more widely to address major challenges and tackle inequalities.

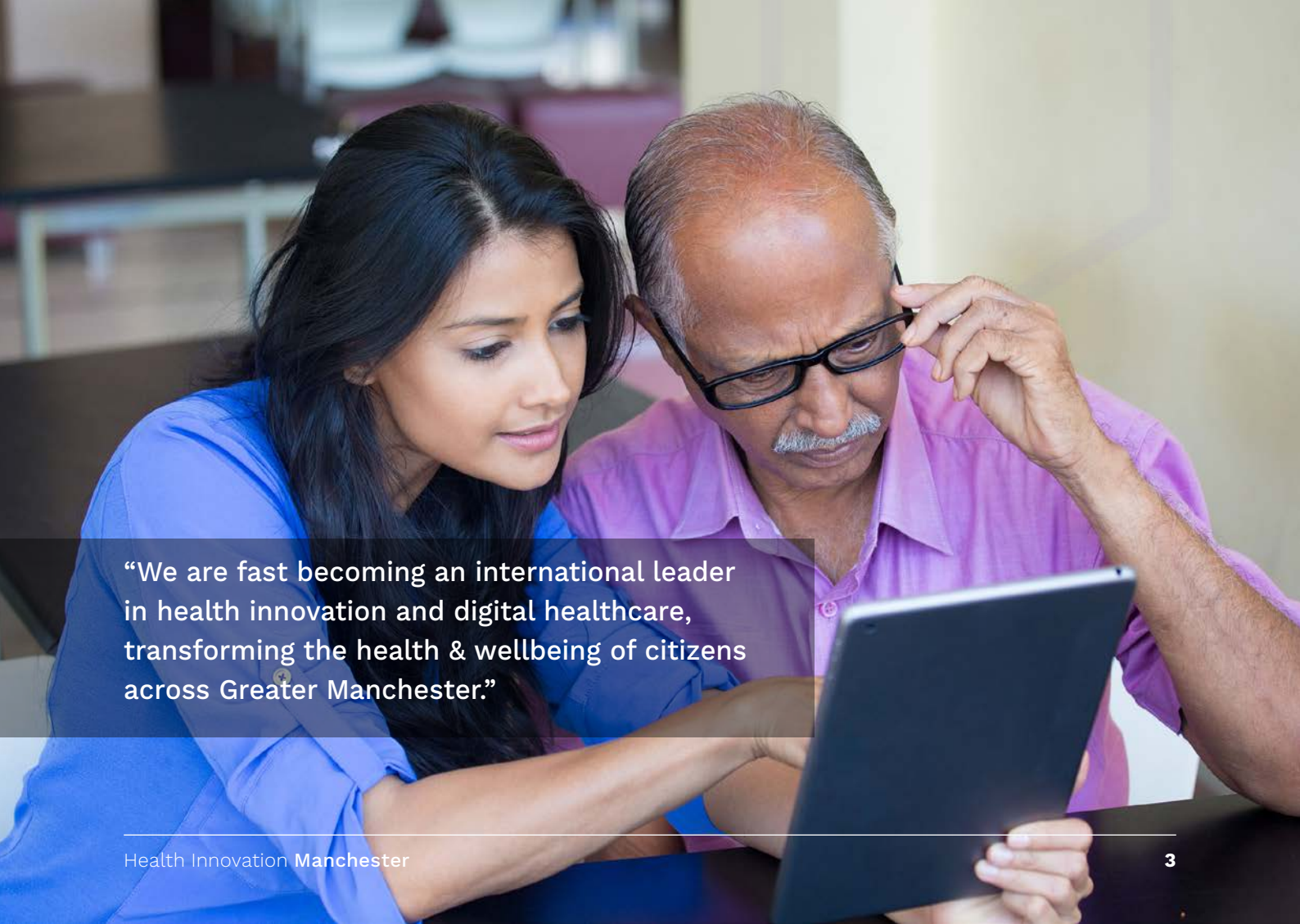
We are fast becoming an international leader in health innovation and digital healthcare, transforming the health & wellbeing of citizens across Greater Manchester.

Partnership is the core of our work and through strong relationships and collaborative working we bring together expertise from across the system to turn great ideas into healthcare solutions.

From clinical trials and research to implementation, academic research to healthcare analytics and digital tools, our work is wide-ranging, exciting and makes a difference to people's lives.

We aim to make Greater Manchester one of the most innovative health and social care systems around the world, with rapid cycle from innovation to delivering population health benefits at scale. Our exceptional academic and clinical assets, booming life sciences sector and the massive opportunity of devolved accountability for health and social are just some of the factors that put us in a unique position.

Health Innovation Manchester works with innovators to discover, develop and deploy new solutions that improve the health and wellbeing of Greater Manchester's 2.8m citizens. For more information about Health Innovation Manchester, visit our [website](#).



“We are fast becoming an international leader in health innovation and digital healthcare, transforming the health & wellbeing of citizens across Greater Manchester.”

Who we are

Health Innovation Manchester brings together the best of the NHS with a culture that champions new ideas and innovation.

We're based at Citylabs, which is on the Manchester University Hospital NHS Foundation Trust (MFT) Oxford Road site and the Oxford Road corridor, creating a world-class hub for health innovation and precision medicine, part of Europe's largest clinical academic campus. It's a great place to work, with easy access to Manchester City Centre and surrounded by health and university facilities.

We've embraced agile working, with staff combining on-site and remote working, flat multi-disciplinary teams, rapid delivery of benefit through 'sprints' and a real focus on user-centric design. This means that we can come together when it matters most and promote a healthy work-life balance.

Our culture is inclusive and welcomes anyone with a passion for innovation and a desire to make a difference. We are committed to promoting equality of opportunity, celebrating and valuing diversity.

We are continuously working to improve our collective offer to staff in areas like health and wellbeing, benefits and flexible working, and are positively challenging traditional organisational barriers and cultures which get in the way of care delivery.

We want you to be able to enjoy working in environments which are efficient responsive and holistic and we are empowering teams to create the conditions for this.

Our board

Health Innovation Manchester is proud to hold a formidable Board of Directors with highly established leadership careers spanning healthcare, academia, industry and wider public sector, both in the UK and globally. Our Board provides strategic direction and oversight to the organisation and it is chaired by Rowena Burns. It includes Directors from our executive team, non-executive directors and representatives from our key stakeholders in GM. Together, they help ensure we will deliver our mission to become an international leader in accelerating innovation that transforms the health and wellbeing of our citizens. More information about our board members is available on our [website](#).

About MFT

Health Innovation Manchester is hosted by Manchester University NHS Foundation Trust (MFT), the largest acute Trust in England, which brings together ten hospitals and community services from across Manchester, Trafford and beyond, with a workforce of over 28,000 staff. MFT is one of the major academic research centres in England, with a robust infrastructure to encourage and facilitate high-quality research programmes. For more information about MFT, visit their [website](#).

Our active projects

We aim to make Greater Manchester one of the most innovative health and social care systems around the world.

Our work portfolio can be described under four main categories: Digital, Health & Care, Industry and Research. For more information visit our [website](#).



Digital

Driving forward digital transformation

Working with our partners, we're unlocking the full potential of digital technology through a range of digital health and care projects, real world evidence studies and use of data science techniques. This is underpinned by collaboration with patients, citizens, professionals and industry to drive forward digital transformation together and improve the standard and quality of care for our citizens.



Industry

Fostering partnerships to deliver health improvements

We have a proven track record in fostering industry partnerships to deliver population health improvements, from start-ups to global players. The benefits of devolution, combined with the strength of our commercial life sciences sector, links to academia, and assets in health tech, data analysis and healthcare put us in a fantastic position to accelerate innovation that will improve health outcomes for our citizens.



Health & Care

Innovation projects to improve health and wellbeing

We have an active portfolio of innovation projects that are being deployed across Greater Manchester to help improve local people's health and wellbeing. These include using new technology and devices, digital products and tools, optimising medication and modifying practice.

Projects span all aspects of health and care including maternity, cardiovascular, cancer, respiratory, mental health and frailty, as well as cross cutting themes such as patient safety, medicines and precision health.



Research

Accelerating discoveries into clinical practice

We have a thriving programme of research activities across the six domains of research excellence – cancer, cardiovascular disease, inflammation and repair, women and children, mental health, and neuroscience.

We are working with local research partners to focus activity on addressing the health and social care priorities, as well as to secure further funding and advance translational research delivery into the frontline.

Job description

Role:	Programme Director – Digital & Data
Department:	Health Innovation Manchester
Grade:	Band 9 - £93,735 - £108,075
Hours:	37.5
Responsible to:	Digital Innovation Director
Liases with:	HInM Board, Executive Management Team, Chief Executives, Senior Leaders, Chief Information Officers, Clinical and Academic leads, national decision makers, government officers, strategic partners, industry leaders
Responsible for:	Programme Managers, Project Managers, Support Officers
Workbase:	Hybrid working, between home and Health Innovation Manchester, Third Floor, Citylabs, Nelson Street, Manchester, M13 9NQ

JOB PURPOSE:

Health Innovation Manchester's vision is to become a recognised international leader in accelerating innovation that transforms the health and wellbeing of our citizens. We work with researchers and innovators to discover, develop and deploy new solutions, harnessing the transformative power of health and care, industry and academia working together to address major challenges and tackle inequalities.

As Programme Director for Digital and Data you will be responsible for overseeing delivery of HInM's digital transformation portfolio, as well as strategic digital transformation programmes on behalf of the Greater Manchester health and care system.

Reporting to the Digital Innovation Director as executive lead, you will act as Senior Responsible Officer, owning and leading a portfolio of key large scale programmes to deliver a range of digital and data products and services, including the Greater Manchester Care Record delivery programme.

This post requires an experienced individual, with strong influencing and negotiating skills, able to work across organisational boundaries to lead and deliver in a dynamic environment.

The post holder will have strong leadership skills, experience of multi-agency delivery partnerships, an ability to think strategically, as well as being able to problem solve. Style flexibility, emotional intelligence, learning agility and excellent communication skills are essential and the postholder will need to demonstrate credibility with key senior internal and partners.

Use of political judgement and astuteness in understanding and working with complex policy, and diverse interest groups is a key aspect of the role.

MAIN DUTIES & RESPONSIBILITIES

Digital and data portfolio oversight:

- Works across the GM ecosystem to develop a shared understanding of HInM's business plan and strategic objectives, as well as adherence to the defined pipeline process and methodology to support the translation of research and innovation into practice.
- Act as the lead point of contact for HInM's digital and data portfolio, working closely with other Programme Directors to share learning, deepen understanding and align opportunities across the pipeline.
- Reporting to the Digital and Innovation Director as executive lead, act as the SRO for specific innovations from GM through the product lifecycle management process towards deployment at scale, overseeing a delivery portfolio of circa £5m per annum.
- Ensure that equality, diversity and inclusion is baked into the thinking for all digital innovations to support GM to address inequalities and population health challenges.
- Fulful all reporting requirements to the HInM executive team, HInM Board, MFT as host and external stakeholders such as the Department for Health and Social Care, or NHS England and NHS Improvement.
- Working with key stakeholders with the GM health and care system, ensure that the digital and data delivery portfolio is formulated, communicated and understood by all stakeholders and is delivered utilising all available resources efficiently and effectively.
- Draw from experience and expertise in other digital fields and industries, ensures that the organisation benefits from relevant initiatives.
- Ensure the development and management of regular plans to deliver key elements of the HInM business plan and GM digital strategy to positively impact the health and social care sector.

- Build a culture of collaboration and accountability across HInM and its constituent partner agencies, developing and managing key senior stakeholder relationships.

Improving Quality and Outcomes:

- Actively manage and support the development of individuals and the team through appraisal, personal development planning, coaching and mentoring.
- Work in partnership with others and as part of cross-directorate teams to deliver successful outcomes
- Support the organisation's ways of working and model its values
- Ensure the health, safety and wellbeing of all staff within the department.
- Ensure compliance with all confidentiality and governance requirements for the organisation.
- Adhere to the NHS Managers Code of Conduct and any other relevant professional codes of conduct at all times.

Enabling patient and public involvement, reducing inequalities:

- To act as a champion for patients and their interests and where appropriate involve the public and patients in programme development and implementation.
- To ensure public and patient contact with the identified portfolio areas is of the highest professional standard.
- To lead identified teams and be responsible for all aspects of these services across identified portfolio areas in HInM including but not limited to the industry, trials and place-based activities
- Manage, monitor and report on benefits realisation management, tracking the progress and ensuring that the intended benefits are achieved with outcomes maximised.

- Monitoring and establishing accountability on the overall progress strategic portfolio areas to ensure completion within agreed timescales.
- Manage the budgetary implications of activity and deliver benefits realisation from industry innovation activities.
- Measure impact of partnerships and digital/innovation development activity and refine in the light of this to continually improve.

Partnership and cross boundary working

- To work closely with stakeholders across the local health and care system, national and international stakeholders (including other AHSNs, AHSCs, ARCs, DHSC, NHS England and NHS Improvement, NHS Digital and other ALBs, the Accelerated Access Collaborative, AHSNs and umbrella organisations representing the innovation, digital and tech sector) to ensure a joint approach to supporting health research and innovation.
- To engage with an international network of health, social care, innovation and technology organisations to ensure good knowledge of the sector.
- To form close relationships with external stakeholders and partner organisations to ensure that HInM can marshal and access expertise quickly around specific issues, generating practical recommendations and new insights.
- Effective stakeholder management across different organisations at all levels, maintaining relationships with key and high-profile stakeholders.

Using insight and evidence for improvement

- Represent the organisation in sensitive and political situations, delivering difficult messages where required to high-level audiences.
- Communicate the vision and progress HInM, as well as keeping audiences updated on progress through writing in blogs, articles and delivering presentations to a range of audiences.

Financial and Physical Resources

- Budget setting across a range of areas/ services, managing and monitoring related activity, liaising with Finance colleagues to ensure appropriate costings, and ensure compliance with standing financial instructions
- Responsible for ensuring adherence to the identified budget, ensuring appropriate documentation is available for scrutiny. Constantly striving for value for money and greater efficiency.
- Responsible for providing guidance, management and assurance on the procurement of identified products, equipment, services and facilities for assigned for the organisation.
- Responsible for making recommendations, providing advice and able to prepare strategic reports/ briefings, business plans as required.
- Constantly strive for value for money and greater efficiency in the use of budgets and to ensure that they operate in recurrent financial balance year on year.

Key Working Relationships

- Operate effectively in a flexible and demanding environment and proactively engage with stakeholders.
- Lead as an expert; integrating systems and managing effective working relationships with the appropriate stakeholders.
- Drive and challenge each key working relationship to innovate with drive reform to achieve agreed objectives.
- Manage stakeholders within change programmes for successful outcomes, often dealing with complex and conflicting issues with staff and stakeholders.
- Employ effective communication, negotiation and influencing skills to enable stakeholder relationships to deliver objectives over the duration of projects/programmes.
- Represent the organisation in sensitive and political situations, delivering difficult messages where required to high-level audiences.

The job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by their line manager.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Directorate and or the organisation.

INFECTION CONTROL

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

HEALTH AND SAFETY

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

SAFEGUARDING

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

SECURITY

The post holder has a responsibility to ensure the preservation of NHS property and resources.

CONFIDENTIALITY

The post holder is required to maintain confidentiality at all times in all aspects of their work.

TEAM BRIEFING

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

NO SMOKING POLICY

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.

Person Specification

AM=Assessment Method: A=Application; I=Interview

Attributes	Essential	Desirable	AM
Qualifications: Academic / Professional	<ul style="list-style-type: none"> • Master's degree level or equivalent professional qualification • Management qualification 	<ul style="list-style-type: none"> • Programme Management Qualification • Digital Academy Programme graduate or equivalent. 	A
Knowledge, Training and Experience	<ul style="list-style-type: none"> • Significant experience at a supervisory or management level • Proven leadership skills • Professional and personal credibility • Change management skills and experience • Developed understanding of clinical governance and information governance • Able to identify and manage critical issues and priorities • Knowledge and experience of integrated care systems, redesign and reform • In depth understanding of healthcare policy, development and the politics of healthcare • Advanced problem-solving ability and able to explore and implement alternative routes to delivery • Experience of delivery of significant health and care digital transformation programmes at scale • Advanced IT skills including: <ul style="list-style-type: none"> • The ability to interrogate databases and complex information systems • Ability to draft complex reports including diagrams, charts, statistical models and hyperlinks 	<ul style="list-style-type: none"> • Experience of working with multiple stakeholders in complex health and care environments, including at national level 	A/I
Communication Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication and presentation skills • Proven influencing and negotiating skills • Able to develop and maintain effective working relationships with professional groups and senior managers within the organisation and in other agencies • Experience of delivering presentations to large and /or professional audiences e.g. Executives, senior managers, clinical directors and at national conferences 		A/I
Analytical Skills	<ul style="list-style-type: none"> • Preparedness and ability to challenge existing systems and processes based on data and information analysis • Demonstrable experience of developing new and innovative ideas based on data 	<ul style="list-style-type: none"> • Evidence of influencing change at a strategic level • Advanced skills in information analysis interpretation and judgement 	A/I

AM=Assessment Method: A=Application; I=Interview

Attributes	Essential	Desirable	AM
Planning Skills	<ul style="list-style-type: none"> • Able to manage and direct multiple projects and programmes simultaneously • Able to complete assignments within tight timescales • Able to deliver programmes flexibly with regards to scope, methodology and timeframe 		A/I
Management Skills	<ul style="list-style-type: none"> • Excellent organisational skills, able to respond to competing priorities of client organisations and make sound judgements on complex issues • Excellent interpersonal skills. Demonstrates the ability to lead and build a team motivate and influence and negotiate effectively 		A/I
Physical Skills	<ul style="list-style-type: none"> • Advanced keyboard skills • Light to moderate physical effort • Mental effort: intense concentration required and in depth mental attention combined with pro-active leadership and managerial engagement • Working conditions: mainly office based with a requirement for onsite activity in clinical settings. There is a requirement to travel to external organisations and use a VDU more or less continuously on most days. 	<ul style="list-style-type: none"> • Demonstrate an awareness and understanding of the factors that contribute to good health. 	A/I
Equality and Diversity	<ul style="list-style-type: none"> • Demonstrates an awareness and understanding of supporting equality and valuing diversity • Understands and evidences the need to develop and monitor inclusive policies and procedure 		I
Financial and Physical Resources	<ul style="list-style-type: none"> • Management level capability and experience in a position of managing human resources and budgets. • Conversant and compliant with Standing Financial Instructions 		A/I
Other	<ul style="list-style-type: none"> • An innovative thinker that finds innovative solutions to challenging strategic problems. Has the ability to work in a changing and challenging environment. • Self-motivated and self-directed. Team builder. • Sound judgement and confidence in decision making 		A/I

How to apply

All applications must include:

- A full and updated CV, which includes your contact details and email address.
- A personal statement of no more than two sides of A4, which should explain why you are interested in applying for the role and how you believe you meet the requirements set out in the person specification.
- Contact details of three referees (who will not be contacted without your permission).
- A completed **Equal Opportunities Monitoring Form** and **Fit and Proper Person Monitoring Form**.

All applications should be sent to: apply@hunter-healthcare.com.

All applications will be acknowledged.

For an informal conversation about the post, please contact Luke Scott-Crowley at our recruitment partners, Hunter Healthcare by email: LScott-Crowley@hunter-healthcare.com or phone: 07512 322 109

Diversity Matters

We are passionate about creating an inclusive workplace that promotes and values diversity. We know through experience that different ideas, perspectives and backgrounds create a stronger and more creative work environment that delivers better patient outcomes. We welcome all applications, especially those from underrepresented communities, including people with a disability, and those from Black, Asian and Minority Ethnic (BAME) backgrounds.

We have policies and procedures in place to ensure that all applicants are treated fairly and consistently at every stage of the recruitment process, including the consideration of reasonable adjustments for people who have a disability.

Key Dates

Please be mindful of the selection process timeline and ideally, consider securing these dates in your diary in advance. It is important to advise us as soon as possible if you are going to be unable to commit to any of the dates listed beyond the shortlisting period.

Selection Process

The selection process for this role will include:

- Preliminary structured conversation with Hunter Healthcare
- If shortlisted, psychometric testing
- Final Panel Interview face to face

Key Dates:

Closing date	12 May 2023
Longlisting	16 May
Shortlisting	30 May
Assessments	w/c 5 June
Interview	w/c 5 June



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