

## Head of Programmes

Department: **Delivery Team**

Salary: £68,156 - £84,352

Hours of work: Full time.

Flexible working options compatible with the full-time role can be discussed.

Base: Cambridge.  
We offer hybrid arrangements, with our staff combining regular on-site and remote working. This enables us to come together as a team when it matters most, whilst also promoting a healthy work-life balance.

Reports to: Director of Delivery

Closing date for applications: 6 May 2024 midnight

Date of Interview: Stage one Friday 17 May (Virtual)  
Stage two Monday 20 May  
(In person at our Cambridge office)

## About Health Innovation East (trading name of Eastern AHSN)

At Health Innovation East we believe that great ideas only make a difference for our health when they are put into practice.

Health Innovation East is the innovation arm of the NHS in the East of England, and we are one of 15 regional Health Innovation Networks that support the introduction of innovative technologies, devices and care pathways to transform health and care. Our team of clinicians, clinical scientists, commercial and NHS experts works with pioneering start-ups, universities, global corporates and the NHS to ensure that the best innovations in health and care reach the people and places where they deliver the most benefit. We also have a growing team of specialist programme managers, experts in real world evidence and data scientists who support the specialist work increasingly needed to deliver today's world of technology-enabled patient care.

<https://healthinnovationeast.co.uk/>

## **Our values and commitment to equity, diversity and inclusion**

Health Innovation East is fully committed to being an inclusive employer, affording equity of opportunity and welcoming applicants from broad and diverse backgrounds.

Staff have come together to co-produce our values and expected behaviours. Our values focus on providing trusted expertise, being inclusive, kind and collaborative in all our working relationships and implementing innovations that truly matter to our communities and partners.

## **What are we looking for?**

We are looking for colleagues who share not only our values but also our enthusiasm and commitment to making a difference for our communities. We are united by being dynamic, curious, creative and adaptable. We appreciate the value of evidence and also enjoy trying new and different approaches to solving problems and are comfortable with ambiguity, often-changing plans and unanticipated challenges.

## **Job summary and purpose**

As Head of Programme within the delivery team you will oversee our core work to support the adoption and spread of late-stage innovations across the NHS in the East of England under our main contract with NHS England. The post holder will lead a high performing team of programme managers, scientists and clinicians, all of whom are skilled in programme management and methodical in their approach to ensuring programme delivery. For the financial year commencing April 2024 the size of this portfolio could be 20-30 projects, within five programmes, and across 5 NHS ICBs. The size of the team varies according to project delivery but is typically 10-15 people, plus a number of clinical advisors and other part-time associates. The projects are diverse in terms of clinical area and type of innovation, but all have the underlying aim to reduce healthcare inequalities, improve equitable access to an innovation, and/or make a tangible difference for patients and/or workforce.

It is to be expected that the post holder will take on key strategic roles on behalf of the Director of Delivery (e.g. to act as a lead for a national programme on behalf of the 15 networks, or in a lead role for a regional programme of work). The post holder will take ownership for agreeing the delivery of projects with ICBs and our commissioner (business planning and contract specification delivery), and external quarterly reporting.

The post holder will be required to commit to flexibility and responsiveness, as the requirements of the post are certain to change over time. You will be working closely with our Head of Evaluations, Head of Consulting and Head of Operations within a large, growing delivery team.

## **KEY RESPONSIBILITIES**

The post holder will support the Director of Delivery and wider Advisor team to ensure that projects are managed effectively and be accountable on their successful delivery through:

- Providing leadership and programme oversight to the respective programme portfolio ensuring successful outcomes and delivery of projects
- Responsibility for effective delivery and oversight of all relevant projects, working closely with Advisors in a matrix structure
- Ensuring (and modelling) robust project management processes are in place for all projects including effective project governance, development and maintenance of business cases; project scopes and briefs; project initiation documents; milestones and key deliverables; risks and issues log etc
- Responsible for effective management and delivery of programme portfolio to the agreed budgets, ensuring compliance with organisational policies and procedures relating to financial management
- Providing support to the Director of Delivery to establish effective resource utilisation processes across the organisations project delivery function
- Leading on communications and engagement activity relevant to the programmes, including liaison with regional stakeholders and system partners to raise awareness of and support implementation of the projects
- Line management of assigned Senior Advisors and Advisors as agreed with the Director of Delivery

### Corporate and personal responsibilities

- Promote equal opportunities and affirm that staff, colleagues, patients, and others who encounter Health Innovation East are afforded equality of access, experience and outcomes
- Observe Health Innovation East’s equity, diversity and inclusion pledges in every aspect of your work, avoiding any behaviour which discriminates against colleagues, potential employees, patients, or partners on any grounds
- Uphold and promote the organisation’s values
- Work flexibly and collaboratively with others to achieve the organisation’s goals and support its values
- Support the organisation in creating an environment that values risk management and promotes the highest standards of health and safety for Health Innovation East’s employees, supported by policies and procedures as appropriate
- Ensure up to date knowledge is maintained and comply with current data protection laws and company data protection and confidentiality policies and procedures
- Ensure that we only operate within our remit of not offering clinical advice
- Adhere to all company policies and procedures and any applicable legislation

### Person specification

| Competence                  | Essential requirements  | Desirable requirements |
|-----------------------------|---|------------------------|
| Qualifications and training | <p>Degree in relevant discipline or equivalent experience</p> <p>Evidence of continuous personal development including project and programme management</p> |                        |

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| <p>Knowledge</p>  | <p>Highly developed knowledge and understanding of the NHS (politically, regionally and local) including commissioning, procurement, and governance</p> <p>Extensive awareness of strategic challenges facing the NHS and the wider health and care system (with a working knowledge of the Eastern region preferred).</p> <p>Knowledge of the design, development, implementation, evaluation, and management of change in a complex, political and multiple stakeholder environment</p> <p>Understanding of innovation and change science, evidence and practice</p>  |  |
| <p>Skills</p>     | <p>Excellent written communication skills; able to write clearly and concisely, producing reports and business cases</p> <p>Excellent oral communication, presentation and negotiating skills. Is confident presenting to large groups and is able to handle challenge from senior specialist professionals</p> <p>Ability to prioritise, work to, and set deadlines and function effectively under pressure with competing demands</p> <p>Strong track record of successful project and programme delivery</p> <p>Ability to work on own initiative and as part of a team</p> <p>Advanced skills in Word, PowerPoint, Project, and Excel.</p> <p>High levels of emotional intelligence to inform working with a wide range of internal and external partners</p> |  |
| <p>Experience</p> | <p>Extensive project and change management experience across large multi-disciplinary teams. This could (for example) come from within the NHS or from specialist consulting, advisory or academic organisations.</p> <p>Team and project leadership experience including strategy development and visioning development</p> <p>Extensive experience of monitoring and managing budgets</p>   |  |

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|  | <p>Experience of managing teams</p> <p>Experience in the design, development, implementation, evaluation, and management of change in a complex, political, multiple stakeholder environment</p> |  |
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**Right to work in the UK: Applicants must be able to provide evidence of their right to work in the UK at the point of interview.**

**Personal development responsibilities**

- Understanding and awareness of own personal development needs
- Maintenance of a compliant professional portfolio where required

**Key relationships**

*Internal* - all Health Innovation East employees will be expected to form key relationships within the organisation relevant to the role.

*External* - in addition, the successful appointee will need to develop and build relationships with external colleagues as relevant to the role. These may include, but are not limited to, relationships with senior management and clinicians in the following types of organisation:

- NHS providers (hospital and community trusts, primary care and others as appropriate)
- The five Integrated Care Systems where we have responsibility to support innovation
- The NHS England regional team in the East of England and potentially more widely
- Industry partners including SMEs and large corporates within the health and life sciences sectors
- Academic partners in (universities and other research organisations)
- Funding/investment organisations
- Applied Research Collaboration (ARC) East of England colleagues
- Local Government.
- Third Sector Organisations
- Patient Advisory Groups/Services
- Other Health Innovation Networks

**Benefits of working at Health Innovation East**

As part of the benefits package, Health Innovation East’s employees are entitled to 27 days of annual leave plus bank holidays (pro rata for less than whole-time equivalent) and are offered a company pension (employer contribution up to 10% of annual

salary) as well as a cycle to work scheme. In addition, after passing probation, all employees are covered for life insurance, which also allows access to a broad well-being programme which is fully confidential.

### **How to apply**

To apply please submit your CV and a covering letter, by 6 May 2024, to [recruitment@healthinnovationeast.co.uk](mailto:recruitment@healthinnovationeast.co.uk) specifying your motivation for applying and how you meet our person specification. For an informal discussion, please contact [sarah.robinson@healthinnovationeast.co.uk](mailto:sarah.robinson@healthinnovationeast.co.uk).

*This job description is intended as an outline of the general areas of activity and will be amended in the light of any changing needs of the organisation.*