

Advisor (Patient Safety)

Department:	Patient Safety
Salary:	£33,000 - £43,000
Hours of work:	Full time. Flexible working hours / options compatible with the role can be discussed – a minimum of 0.8wte for this role is indicated.
Contract type:	12-month fixed term, with possible extension subject to funding.
Base:	Cambridge We offer flexible working arrangements. Our staff combine on-site and remote working, enabling us to come together when it matters most and promote a healthy work-life balance.
Reports to:	Maternity Clinical Improvement Lead or equivalent in the Patient Safety team
Closing date for applications:	4 August 2025, 8am
Date of Interview:	14 August 2025

About Health Innovation East

Great ideas only make a difference for our health when they are put into practice. 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. Health Innovation East, the innovation arm of the NHS in the region, comprises of a team of over 60 clinicians, data scientists, life sciences industry experts and skilled programme leaders passionate about helping the best innovations in health and care reach the people, places and problems where they bring the most benefit.

<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 at Health Innovation East 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 and unanticipated challenges.

Job summary and purpose

The Patient Safety Collaborative Team leads on the delivery of quality improvement (QI) programmes in line with NHS England's National Patient Safety Strategy. This includes working primarily with local NHS organisations to support teams to undertake QI projects to improve outcomes for patients, families, and carers. The team is currently working on five national patient safety improvement programmes including maternity and neonatal safety, Martha's Rule, medicines safety, perinatal culture and leadership and Avoiding Brain Injuries in Childbirth (ABC).

The Advisor will be responsible for supporting the clinical faculty and Maternity Clinical Improvement Lead, primarily by organising and co-ordinating on-site training and site visits and providing hands-on QI support to the health and social care teams we work with, being able to translate QI methodology into practice, and working as a key member of the PSC Team. You will both be confident supporting teams with a variety of QI interventions, and willing to develop your QI teaching skills.

The Advisor will provide project management support to ensure successful project delivery with measurable outcomes. The post holder will be expected to undertake programme / project management activities to ensure compliance with corporate and organisational requirements for project delivery and achievement of the desired outcomes for the programme.

The postholder will be required to work flexibly and adapt to the changing needs of the patient safety team and wider organisation. This may include working on consulting projects such as bid writing and proposal development to delivery of costed projects for a range of NHS and social care partners.

Given the range of projects, the post will be varied in nature and would suit someone who enjoys working on different types of projects. However, post-holders will be required to:

- Show adaptability to different types of work
- Take a flexible approach, recognising that projects, activities and tasks will be varied
- Demonstrate an aptitude for learning about new areas quickly
- Write reports to a high standard in different styles for different purposes and audiences
- Engage with project stakeholders and demonstrate an ability to build excellent working relationships
- Monitor timely project progress and ensure successful completion of projects
- Track progress of ongoing service improvements to agreed timescales and produce monthly highlight reports
- Support on-site training, across the East of England region

Key responsibilities

- To deliver on projects under the supervision of the Maternity Clinical Improvement Lead, clinical faculty and the Director of Programmes and Quality Improvement. This may involve any of the combination of elements:
 - Organising and co-ordinating on-site training and site visits, this will involve liaising with hospital teams, venues and catering suppliers.
 - Provide practical hands-on support to teams undertaking QI projects
 - Provide training in QI methodologies to build local capacity and capability, supporting teams to deliver sustainable projects.
 - Promote improvement work being underpinned by latest evidence, demonstrating impact and effectiveness through well-defined measures and outcomes.
 - Support the team to build the will for change and engage stakeholders.
 - Model a collaborative and influencing style of working, negotiating with others to achieve the best outcomes.
 - Support teams to analyse their data and use the findings to inform local project, process change and redesign.
 - Collate complex information about QI projects and contribute to presentations to be delivered to stakeholders in a formal setting, such as regional networks and learning events.

Across all our projects, the following core responsibilities apply:

- Writing monthly internal highlight reports.
- Maintaining and updating project plans (including key milestones, risks, assumptions, issues and dependencies) and escalating concerns to the programme manager as appropriate.
- Developing excellent working relationships with the client and other external stakeholders as required.
- You may also be asked to support bid writing and developing compelling proposals for paid work.

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

	Essential	Measured at:	Desirable
Qualifications and training:	<p>Educated to degree level in relevant subject, or with equivalent experience in healthcare.</p> <p>Evidence of quality improvement qualification, learning or demonstrable experience.</p>	<p>Application</p> <p>Application / Interview</p>	
Knowledge and understanding:	<p>Good working knowledge of improvement methodologies and application within health and/or social care settings.</p> <p>Good working knowledge of project management and risk management best practice.</p>	<p>Application / Interview</p> <p>Interview</p>	<p>Awareness of strategic challenges facing the NHS (with a working knowledge of East of England region preferred)</p>
Skills:	<p>Strong written and verbal communication skills and the ability to adapt and appeal to various audiences.</p> <p>Ability to manage own workload and prioritise work in response to changing requirements and demands</p> <p>Good organisational skills and attention to detail, with the ability to multitask and work to strict deadlines</p> <p>Proficient in use of a range of IT software, including MS Word, Excel and PowerPoint</p> <p>Good communication skills – ability to receive and understand complex information, summarise and disseminate to varied audiences</p> <p>Ability to develop strong working relationships with a wide range of stakeholders</p> <p>Ability to regularly travel within region</p>	<p>Application / Interview</p>	<p>Knowledge of qualitative data collection methods</p> <p>Meeting and workshop facilitation skills</p>
Experience:	<p>Good working knowledge of improvement methodologies and</p>	<p>Application / Interview</p>	

	<p>application within health and/or social care settings.</p> <p>Robust project and programme management – including using recognised project management approaches</p> <p>Report writing for a range of audiences</p> <p>Presenting to a range of audiences</p>		
Disposition/ Aptitude:	<p>Flexibility and adaptability for different kinds of projects, tasks and activities</p> <p>Evidence of the ability to work with teams in developing quality improvement projects.</p> <p>Ability to develop good relationships with senior colleagues internal and external to the organisation</p> <p>Ability to maintain credibility of self and the team</p> <p>Ability to work flexibly (hours of work and duties) both autonomously and within a small team</p>	Interview	

Appointment will be subject to evidence of right to work in the UK and may require an enhanced DBS check, due to the potential for the postholder to be working in an environment with children and vulnerable adults.

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's 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:

Clinical and operational colleagues within partner organisations, may include but not exclusively:

- NHS Trusts and NHS Foundation Trusts in the East of England
- Integrated Care Systems and Boards in the East of England
- NHS England (regionally and nationally)
- Other Health Innovation Networks
- Care Quality Commission
- Local Government
- Third Sector Organisations
- Patient Advisory Groups/Services

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 completing probation all employees are covered by our life insurance scheme which gives unlimited access to the company's well-being programme which is fully confidential. Team members on secondments will remain on their employer's terms and conditions.

How to apply

To apply please submit your CV and a covering letter, by 4 August 2025, to recruitment@healthinnovationeast.co.uk specifying your motivation for applying and how you meet our person specification. For an informal discussion, please contact caroline.angel@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 the changing needs of the organisation.