

Senior Advisor

Department:	Delivery Team
Salary:	£49,899 - £70,547
Hours of work:	Full time / Minimum of 0.8. Flexible working hours/options compatible with the role can be discussed.
Contract:	12 months Fixed Term
Base:	Cambridge. We offer flexible working arrangements. Our staff combine onsite and remote working, enabling us to come together when it matters most and promote a healthy work-life balance.
Reports to:	Head of Programmes in the Delivery Team
Closing date for applications:	9am, Monday 11 August
Date of Interview:	Wednesday 20 August 2025

Job summary and purpose

The delivery team works with local organisations to deliver national projects to support adoption and spread of health innovations with a proven evidence base. We also work with our Integrated Care Systems (ICSs) and NHSE East of England in the identification, adoption, spread and real-world evaluation of innovations that will support the local population and their health and wellbeing priorities. We are currently working on innovations within mental health, CVD, respiratory illnesses and wound care, all with health inequalities as a cross-cutting theme. We also deliver a large evaluation portfolio.

The senior advisor will be responsible for a thematic programme or portfolio of projects and will provide programme/project management expertise to ensure successful project oversight and 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 each programme.

It is essential that the post holder has a good understanding of the challenges faced in healthcare and how we can address them most effectively. The post holder will need to demonstrate the following experience:

- Experience in developing, coordinating and delivering projects in collaboration with health and care partners
- A strong track record of delivering change from start to finish using continuous improvement, organisational development, strategic development and transformation methodologies.
- A good understanding of health and care system priorities and challenges

The post holder will work closely with the head of programmes, other senior advisors and advisors in the delivery team, and the real-world evaluation team, to deliver on a wide range of projects. This post would suit someone who enjoys a varied role and collaborating with a variety of stakeholders.

Given the range of projects, the post will involve working on a number of projects simultaneously and the postholder will be required to competently manage them. The post-holder will be required to:

- Show adaptability to different types of work
- Take a flexible approach, recognising that projects, activities and tasks will be highly varied
- Demonstrate an aptitude for learning about new areas quickly
- Ensure projects/programmes are managed effectively, leading and being accountable for their successful delivery from start through to completion
- Track progress of ongoing projects to agreed timescales and produce monthly highlight reports
- Provide project/programme leadership on multiple projects and working as part of or leading a team of advisors responsible for delivering an effective transformational support service to the Eastern region
- Build and nurture relationships with NHS stakeholders to support the successful delivery of projects, including representing Health Innovation East at national and regional stakeholder meetings
- Write reports to a high standard in different styles for different purposes and audiences
- Ensure findings are communicated locally and nationally through an agreed communications strategy

KEY RESPONSIBILITIES

- Participate in relevant local working groups and project meetings to provide information, guide discussions and capture key actions
- Monitor progress across the programme and produce regular project reports and updates for national, regional and local governance mechanisms
- Support Head of Programmes, ensuring that programme risks and issues are proactively identified and reported, developing proposals for resolution, mitigation and escalation of any risks
- Work with the Health Innovation East Programme Management Office to ensure effective and timely financial and performance reporting to SMT, Board and commissioners
- Liaise with other members of the Health Innovation Network to share best practice
- Ensure the work undertaken aligns to relevant national guidance and best practice, including NICE clinical guidance

- Work closely with local teams, both face to face and virtually, to share knowledge and motivate sites to report progress and deliver projects
- Line manage advisors and/or co-ordinators
- Work with senior colleagues to scope and procure independent evaluations and manage them through to delivery on time and within budget

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.
- Any other duties commensurate with the role, as directed by the principal advisor or director of delivery.

Person specification

Competence	Essential requirements	Desirable requirements
Qualifications and training	Educated to degree level (any discipline), or with equivalent experience relating to healthcare	A recognised project management qualification
Knowledge	<p>Excellent knowledge of project management methodologies within healthcare settings</p> <p>Knowledge and experience of project management and risk management</p> <p>Awareness of strategic challenges facing the NHS (in particular Eastern region)</p>	<p>A good understanding of evaluation approaches</p> <p>Knowledge of information governance, security, GDPR legislation and guidance</p>

Skills	<p>Strong relationship building and management skills with a wide range of stakeholders</p> <p>Excellent written communication and report writing skills – involving receiving and understanding complex information, summarising and disseminating to varied audiences</p> <p>Ability to manage own workload, prioritise work in response to changing requirements and demands and attention to detail</p> <p>Proficient in use of a range of IT software, including MS Word, Ms project, Excel and PowerPoint</p> <p>Strong attention to detail and accuracy</p> <p>Good levels of emotional intelligence and resilience</p> <p>Ability to provide compassionate leadership, empowering others to make a meaningful contribution</p>	<p>Ability to create compelling offers for paid work</p> <p>Strong analytical / critical appraisal skills</p>
Experience	<p>Experience of managing complex programmes and / or projects</p> <p>Experience of embedding innovation into health care systems</p> <p>Experience of scoping projects and evaluations</p> <p>Experience of translating policy into practice</p>	

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:

- NHS Trusts and NHS Foundation Trusts
- NHS Primary care organisations
- Integrated Care System and Integrated Care Boards
- NHS England
- Voluntary and Community Sector Organisations
- Local government
- Other Health Innovation Networks
- Office for Life Sciences
- Patient Advisory Groups/Services
- Industry partners including SMEs and large corporates within the health arena
- Academic partners in HEIs and Tech Transfer Offices
- Funding/investment organisations
- Applied Research Collaboration (ARC) East of England colleagues

How to apply

To apply please submit your CV and a covering letter by 9am, Monday 11 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 deborah.o'callaghan@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.