



Colorectal Cancer Care Project Manager

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

Louise Barnett

Louise Barnett
CHIEF EXECUTIVE OFFICER

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Colorectal Cancer Care Project Manager
Band	Band 7 (A4C pending)
Directorate	Surgery, Anesthetic, Cancer & Critical Care
Accountable to	Centre Manager for Surgery
DBS Required?	No

JOB PURPOSE

This fixed term post will be responsible for ensuring standardised patient pathways to ensure all elements of the Best Practice Timed Pathways are delivered. In addition to this, the post holder will project manager the introduction of a new faecal immunochemical test (FIT) testing provider for use in Primary Care and the implication of this for SaTH. The postholder will also lead the implementation of a Non Site-Specific vague symptoms cancer pathway. The postholder will work closely with the Head of Cancer Services to ensure data returns for the West Midlands Cancer Alliance and for NHS England are completed accurately and within agreed timeframes. The postholder will provide change

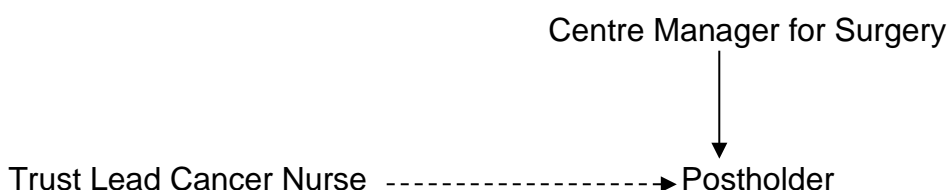
leadership and specialist knowledge, skills and experience in process and systems improvement across the Trust.

The postholder will engage with cancer clinical multi-disciplinary teams, cancer specialist nurses and operational managers in the design of patient pathways whilst taking account of the impact of new technologies and new working environments. Included in this is the potential for utilizing digital health technologies within patient care and as different ways of delivering services.

The postholder will need to motivate others to ensure collaborative working in the design of new ways of working and provide support to staff during the change process to overcome resistance to change. They will be responsible for ensuring the project team achieve their objectives. As a result the role requires excellent communication and negotiation skills to influence stakeholders from across a range of Organisations.

The post holder will be responsible for organising and ensuring regular patient contact and involvement to influence the project to ensure it is patient focused.

Organisational Position



Leadership & Project Management

To apply proven project/programme management methodologies, tools and techniques to deliver rapid, demonstrable and sustainable improvements. This will include responsibility to plan and manage programme implementation activity; lead and motivate project teams providing practical consultancy support as needed to facilitate project delivery; monitor and adjust plans as required to ensure that projects meet agreed timescales and that project objectives are achieved.

Build strong and positive working relationships with multi-disciplinary team across the Trust to ensure ownership of change is achieved and that supportive and sustainable performance management frameworks are put in place.

Work with members of the MDT to deliver and implement changes in practices to deliver the

programme.

Lead the scoping and planning of work-streams within the programme, including the production of project plans which identify key milestones, deliverables, and benefits.

Provide timely and accurate records of the progress and outputs from work programme to demonstrate improvements and to facilitate the sharing of learning.

Develop and maintain effective and strategic links with all internal and external stakeholders; influence, challenge and empower clinicians, managers and other staff to change and improve their services.

Interpret national guidance and reports on best practice to inform and influence service change and improvement in the Trust.

Undertake benchmarking and baseline review of current processes to evaluate highly complex, sensitive or contentious information to inform project plans and to demonstrate project progress to the teams within the Trust who are responsible for cancer pathways.

Establish appropriate and on-going data collection systems to ensure changes are evidenced-based and service improvements are quantified, monitored and reported to external stakeholders as required.

Involve users in implementation and co-design (where appropriate) with remote monitored pathways.

Ensure that the appropriate infrastructures are in place to deliver service development within the organisation including information technology, and information systems to deliver quality and improved health outcomes as specified.

Chair project meetings, coordinating meeting dates, agenda and leading the format of the meeting whilst contributing and assisting in the key areas of work to deliver the details and implementation of the project.

Management of a risk and issues tracking mechanism and its proactive resolution and escalation processes.

Maintain a detailed up to date knowledge of national / local primary care strategies, policies and guidance, as it will impact upon areas of responsibility, analysing trends and research.

Excellent interpersonal and presentational skills with an ability to provide and receive highly complex, sensitive and contentious issues to a variety of stakeholder groups both internal and external.

Ensure information is cascaded appropriately to support knowledge building and service development.

Effectively use range of IT applications to create reports, project plans, spreadsheets and other documents required to complete the project.

To undertake complex audits and surveys throughout the project implementation to quantify the benefits to the patients and the wider health and social care community.

All staff are required to advocate, champion and demonstrate the Trust values

Skills & Behaviour

- Evidence of continuing professional development
- Demonstrates effective, transformational leadership skills
- Demonstrates sound project management skills
- Excellent interpersonal, negotiating, influencing and communication skills (written and verbal)
- Understands 'governance' and demonstrates the ability to set up governance systems to monitor the quality of patient care / service delivered
- Ability to work under pressure and prioritise, whilst maintaining effectiveness and meeting deadlines
- Demonstrates the ability to effectively lead and manage sustainable change
- Sound political judgement and understanding of complex organisations, knowing when to escalate issues.
- IT literate
- Open and honest
- Commitment to undertake the role well
- Assertive
- Innovative
- Analytical and able to use data to support arguments
- Proactive
- Motivated and motivator
- Flexibility and adaptable
- Ability to work on own initiative

- Demonstrates a commitment to multi-disciplinary team working
- Knowledge of general Trust policies and procedures.

Physical, Mental & Emotional Effort Required

The role requires the post holder to;

- Remain seated for a significant proportion of the working day inputting data at a keyboard, communicating via phone and light physical effort required for walking and standing.
- Experience frequent periods of concentration (3-4 hours plus) and requires the ability to synthesise and analyse information.
- Meet deadlines and respond to urgent requests on a regular basis.
- Communicate effectively with all levels of staff (oral and written).
- Negotiate effectively and deal with conflict.
- Prioritise own workload.
- Work without direct supervision and effectively contribute to a team.
- Have verbal and face to face contact with patients, carers, other members of staff from across the Trust, external agencies and local authorities.
- Have occasional exposure to information regarding distressed patients or carers which can vary in intensity.
- Have occasional exposure to the imparting of unwelcome information to stakeholders.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Educated to Master’s degree level in relevant subject or equivalent level qualification or significant experience of working at a similar level in specialist area. • Evidence of continued professional development. 	<ul style="list-style-type: none"> • Post-graduate degree in Management Studies or equivalent • Comprehensive knowledge of project principles, techniques and tools, such as Prince 2 Foundation and Microsoft Project

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Knowledge of the public sector and health service management. • Significant experience of successfully operating in a politically sensitive environment. • Demonstrated experience of planning and co-ordinating projects in complex and challenging environments. • Experience of drafting briefing papers and correspondence at senior management team level. 	<ul style="list-style-type: none"> • Demonstrated experience in a Healthcare environment

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Demonstrated capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly. • Ability to prepare and produce concise yet insightful communications for dissemination to senior stakeholders and a broad range of stakeholders as required. • Experience of setting up and implementing internal processes and procedures. • Experience of creating and giving presentations to a varied group of internal and external stakeholders • Demonstrated capabilities to manage own workload and make informed decisions in the absence of required information, working to tight and often changing timescales • Ability to evidence/demonstrate key values and behaviours in line with the Trust values 	<ul style="list-style-type: none"> • Evidence of experience within the NHS at undergraduate or graduate level

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Adaptable to change and the needs of the Service• Ability to maintain confidentiality• Ability to work within a team environment	

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to

empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

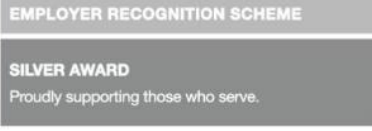
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





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