

Project Manager (SEO)

The UK Health Security Agency (UKHSA) has been set up to provide health security and health protection for the nation by protecting from infectious disease and external hazards. We will act like no other organisation previously to mitigate threats to health before they materialise.

UKHSA will build the nation's health resilience and security, strengthening our ability to detect and monitor infectious diseases and external threats to health. Using robust evidence and world-leading expertise, we will go deeper to analyse threats to health, and how best to prevent and control them. UKHSA will ensure a system-wide response in partnership with local authorities, NHS, academia, global professional institutes, and industry.

You will be joining the **Health Equity and Clinical Governance** Directorate. There are four main functions within the directorate:

Public Health & Clinical Response: focused on delivering on projects and working in partnerships (in Government, in other statutory agencies, allied organisations and sector partners), to support collective approaches to understanding and meeting the health protection needs of our wider vulnerable populations including secure and social care settings, currently and in the future

Clinical Governance: the framework through which healthcare organisations are accountable for maintaining standards & continuously improving the quality of their services and safeguarding high quality of care. It includes managing clinical risk, improving the quality of our services through audit, & ensuring our staff are appropriately trained, and are working to appropriate professional standards.

Health Equity and Inclusion Health: focused on delivering on projects and working in partnerships (in Government, in other statutory agencies, allied organisations and sector partners), to support collective approaches to understanding and meeting the health protection needs of our social care settings and populations, people in secure settings and other inclusion health and vulnerable groups such as asylum or people experiencing homelessness. The division also leads on development and delivery of the organisation's health equity strategy, embedding health equity considerations across the organisation.

Safeguarding: keeping people safe from abuse, harm & neglect. Sometimes our staff will from time to time have concerns about members of the public they are working with, and we need to have processes in place to address these.

The role sits within the Health Equity and Inclusion Health division and will support the UKHSA respond to the differences experienced between communities and population groups with regards to the risk of exposure to an external health hazard, susceptibility to poor outcomes, and the ability of an individual or community to recover.

The team are responsible for:

- Delivery and oversight of the UKHSA Delivering Health Equity for Health Security Strategy
- Developing approaches to health protection surveillance, research, evidence and intelligence for high risk groups and settings

Providing specialist health protection advice and insight relating to the health protection of high risk groups and settings

Supporting the organisation to take a people and place approach by identifying and testing new approaches at national and regional level

Working across the organisation to develop and implement an engagement framework to support cocreation and partnership between community groups, people with lived experience and UKHSA for high risk and inclusion health groups

Job Description

As a Project Manager you will support the day to day running of a project to develop and implement an engagement framework to support cocreation and partnership between community groups, people with lived experience and UKHSA. s. You will be responsible for supporting your team to oversee the delivery of the project, ensuring that the objectives are clearly defined and achieved within the agreed time, cost and quality constraints. You will have a key role in project governance and will work with stakeholders to ensure the agreed project outputs are delivered to enable benefit realisation.

This role is aligned to the Project Delivery Capability Framework (PDCF) career pathway Project Manager 2.

Roles and Responsibilities

- Manage the day to day running of the project, leading it to deliver agreed outcomes within time, cost and quality constraints.
- Build project plans and apply appropriate delivery methodology, setting project controls and track and report against milestones.
- Co-ordinate the development of the business case.
- Monitor and track project spend, ensuring it is within budget.
- Plan and manage resources to deliver the project.
- Identify benefits and ensure these are understood, measured, tracked and owned; monitoring the longer-term delivery of benefits against the business case.
- Develop effective relationships with key stakeholders.
- Identify and monitor project risks and issues, developing mitigating actions and escalation process.
- Provide project reports and support effective governance and decision making.
- Support project assurance, audit and gateway reviews.
- Set up effective change management processes, including documenting agreed changes to the project deliverables.
- Promote individual and team performance, seek appropriate guidance and coaching from the project community.
- An active member of the UKHSA Project Delivery Profession Community.

Essential Criteria:

- Experience of working in a large or medium complexity project team or work stream lead for a small low complex project with working knowledge of project delivery methodologies and frameworks.

- Working knowledge of planning, scheduling, budget management, resource management, risk and issue management and quality management in a project or programme environment or appropriate skills that have been gathered in a non-project environment.
- Working knowledge of governance, assurance, requirements management and change control in a project or programme environment or appropriate skills that have been gathered in a non-project environment.
- Experience of engaging with and/or managing work commissioned to the voluntary and community sector
- Awareness of business case development, commercial and procurement processes, and asset allocation.
- Ability to work independently in a fast-paced environment with multiple tasks.
- Strong interpersonal skills with the ability to develop effective relationships with a wide range of stakeholders, collaborating across boundaries with the ability to influence and challenge effectively.
- Strong capability in using Microsoft Office applications, specifically Outlook, Word, Excel and PowerPoint.

Desirable Criteria:

It is desirable that the candidate has knowledge and experience of Project Management Methodology supported by professional qualifications such as:

- PRINCE2 Practitioner
- Agile Project Management Practitioner
- APM Project Management Qualification
- APM Practitioner Qualification

Civil Service behaviours:

- **Leadership**
- **Working Together**
- **Delivering at Pace**
- **Changing and Improving**
- **Communicating & Influencing**