

## JOB DESCRIPTION

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| <b>JOB TITLE:</b>      | <b>SENIOR PROJECT INITIATION ANALYST</b>                       |
| <b>BAND:</b>           | <b>5 (TBC)</b>   |
| <b>DEPARTMENT:</b>     | <b>DIGITAL ADMINISTRATION &amp; PROJECT INITIATION</b>         |
| <b>DIRECTORATE:</b>    | <b>DIGITAL</b>   |
| <b>REPORTING TO:</b>   | <b>DIGITAL ADMINISTRATION &amp; PROJECT INITIATION MANAGER</b> |
| <b>ACCOUNTABLE TO:</b> | <b>ASSOCIATE DIRECTOR – INNOVATION &amp; TRANSFORMATION</b>    |

### JOB SUMMARY

The Senior Project Initiation Analyst is a key role within the Digital Administration & Project Initiation Team.

The role is responsible for supporting the Project Initiation Team in the delivery of a comprehensive, confidential and sensitive high quality administrative support for potential digital projects from across the Trust. The postholder will work with project managers to oversee the completion of the documentation in accordance with the Project Management Office (PMO) guidance in preparation for approval via the Digital Solutions Board and subsequently by the Digital Operational and Transformation Board.

The Digital Administration & Project Initiation Team comprises of the following functions:

- Digital Administration
- Digital Project Initiation
- Digital PMO
- Digital Communications
- Digital People Participation

The Digital Administrative & Project Initiation Team will:

- Act as a central point of contact regarding digital administration for the digital department
- Deliver a high level of administrative support to Senior Digital Leadership team and Digital Leadership Team
- In collaboration with the Communications Department, coordinate communications from the digital team to the wider Trust
- Act as the Digital 'site manager' including the front of house function
- In collaboration with the People Participation Team represent the digital needs from a service user perspective
- Work collaboratively to ensure that all team functions are met in a timely manner to support the various digital teams to meet their deadlines

This role incorporates customer care, vendor or relationship management, operations and communications co-ordination. For all of these functions, the post holder is expected to understand, meet or exceed their customers' requirements and have the ability to communicate digital administration related issues to digital and non-Digital staff

### KEY RESPONSIBILITIES



- Assist the Senior Project Initiation Specialist in establishing and leading Project Scoping Groups where required
- Assist with the organisation and planning of administrative support to the relevant portfolio, programme, project, and transformation managers in relation to the scoping, costing and scheduling of potential digital projects
- Coordinating meetings with stakeholders and suppliers
- Assist in the preparation of relevant Project Initiation documentation for the Digital Solutions Board.
- Assist the Senior Project Initiation Specialist with the organisation and planning of workload, prioritising accordingly to ensure a timely delivery to meet deadlines
- Develop and maintain effective relationships with key stakeholders internally and externally providing regular feedback and update reports
- Assist in the development of the business and planning processes throughout the department to deliver services to required standards and within the available resource base
- Promote continual improvement in quality, performance and delivery of Trust objectives within project initiation team
- Ensure the efficient organisation of the services within Project Initiation team making best use of capacity to deliver activity within the terms of Service Level Agreements (SLAs) and with cost effective utilisation of staff and non-pay resources

| MAIN DUTIES AND RESPONSIBILITIES |  |
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| Human Resources                  | <ul style="list-style-type: none"> <li>• Assist new staff during the induction programme</li> <li>• Work with colleagues to ensure a supportive environment</li> <li>• Provides training in own area, as required</li> </ul>   |
| Performance and Quality          | <p><b>Service Delivery and Improvement</b></p> <ul style="list-style-type: none"> <li>• Assist the Senior Project Initiation Specialist in the successful delivery of project initiation support to the Project Managers through completion of PMO documentation.</li> <li>• Scheduling of formal meetings, ensuring deadlines are achieved, and minutes and actions are recorded accurately and disseminated in a timely manner</li> <li>• Assist in producing reports, briefings, papers, agendas, minutes and action notes for meetings with key stakeholders within the required timeframe as appropriate ensuring actions are followed.</li> <li>• Coordinate Project Scoping Groups, including clinical experts, application vendors, technical expertise and other associated groups.</li> <li>• Assist in providing regular feedback and update dashboards/reports on progress, issues and risks to senior stakeholders and Digital Leadership Team for designated projects and initiatives</li> <li>• Manage competing work priorities, ensuring an effective project initiation support function</li> <li>• Assist in the development of processes in collaboration with the Digital Administration &amp; Project Initiation Manager to jointly manage the business, delivery, and development of services</li> <li>• Where applicable be the administrator for confidential and sensitive meetings to include, circulating agendas, taking</li> </ul> |



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|   | <p>minutes on laptops/or PCs where possible, and preparation of equipment, venues and refreshments.</p> <ul style="list-style-type: none"> <li>• Provide support to new staff across the Digital Programme Office to ensure that agreed methodologies are compiled with, and accurate reporting can be maintained</li> <li>• Communicate about performance and change including routine presentations</li> <li>• Developing and maintaining strong working relationships with operational, clinical and corporate departments</li> <li>• Propose changes to and implement new procedures when introduced.</li> <li>• Work within defined deadlines as part of a team and on an individual basis ensuring assigned work is effectively completed</li> <li>• Remain up to date with all Trust Policies and working practices.</li> </ul> <p><b>Risk Management and Governance</b></p> <ul style="list-style-type: none"> <li>• Work collaboratively with colleagues to ensure that effective governance arrangements and performance management systems are in place</li> <li>• Work collaboratively with colleagues to ensure that all risks are identified and included as appropriate on the organisational risk register and are progressed appropriately to reduce the risk profile</li> <li>• Work collaboratively with colleagues to address complaints and incidents appropriately, learning from such events to ensure that learning is achieved across the department</li> </ul> <p><b>Corporate</b></p> <ul style="list-style-type: none"> <li>• Work with colleagues to facilitate corporate and service line performance through realistic, cross referenced and measurable objectives</li> <li>• Put the interests of the Trust before any interest to a specific area of responsibility, and to participate fully in the department’s collective decision-making as a team member rather than as a functional or professional advocate</li> <li>• Act as an ambassador for the Digital Administration &amp; Project Initiation team, ensuring the positive development of the service brand, championing the Trust’s values</li> </ul> |
| <p>Financial and Physical Resources</p> | <p>The role has no budget responsibility in relation to the management of operational activities.</p> <ul style="list-style-type: none"> <li>• Takes responsibility for the security and safe use of equipment associated with the role</li> <li>• Promotes the best use and care of resources throughout the Trust</li> </ul>  |
| <p>Personal Skills and Qualities</p>    | <ul style="list-style-type: none"> <li>• Personal presence and positive representative for the trust/department.</li> <li>• Ability to communicate information and use persuasion, influencing and negotiation to achieve positive outcome</li> <li>• Good level of attention to detail</li> </ul>  |



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|  | <ul style="list-style-type: none"> <li>• Enthusiasm for working collaboratively with project groups</li> <li>• Willingness to maintain and acquire new skills in the area of project initiation</li> <li>• Ability to develop effective working relationships with peers and stakeholders across the organisation</li> <li>• Ability to analyse data/information, problem solve and make judgements/draw conclusions</li> <li>• Able to work independently, using own initiative and as part of a team</li> <li>• Able to embrace and drive change</li> <li>• Ability to organise and prioritise own workload and that of others and adjust plans as required</li> <li>• Able to work flexibly to meet the demands of the role</li> </ul> |
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**JOB DESCRIPTION AGREEMENT**

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder.

**Statement on Employment Policies**

In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-

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| <b>Health and Safety</b>                                  | Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.  |
| <b>Equal Opportunities</b>                                | ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.<br><br>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered. |
| <b>Dealing With Harassment/ Bullying In The Workplace</b> | The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.<br><br>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or   |



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|  | <p>intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Dignity at Work Policy.</p>   |
| <b>No Smoking</b>                                | To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'   |
| <b>Alcohol</b>                                   | To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.  |
| <b>Confidentiality</b>                           | <p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&amp;T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p> |
| <b>General Data Protection Regulation (GDPR)</b> | <p>To maintain the confidentiality of all personal data processed by the organisation in line with the provisions of the GDPR.</p> <p>As part of your employment with East London Foundation Trust, we will need to maintain your personal information in relation to work on your personal file. You have a right to request access to your personal file via the People &amp; Culture Department.</p>   |
| <b>Safeguarding</b>                              | All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.  |
| <b>Service User and Carer Involvement</b>        | ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.  |
| <b>Personal Development</b>                      | Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.   |
| <b>Quality Improvement</b>                       | The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance.   |
| <b>Professional Standards</b>                    | To maintain standards as set by professional regulatory bodies as appropriate.  |
| <b>Conflict of Interests</b>                     | You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.   |
| <b>Risk Management</b>                           | Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to  |



We care

We respect

We are inclusive



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|  | standards set out in the Risk Management Strategy.  |
| <b>Personal and Professional Development/Investors in People</b> | The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.  |
| <b>Infection Control</b>   | <p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities:<br/>         Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy. Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p> |



*We care*

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*We are inclusive*

## PERSON SPECIFICATION

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|------------------------|--|
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| <b>BAND:</b>           | <b>5 (tbc)</b>   |
| <b>DEPARTMENT:</b>     | <b>DIGITAL ADMINISTRATION &amp; PROJECT INITIATION</b>         |
| <b>DIRECTORATE:</b>    | <b>DIGITAL</b>   |
| <b>REPORTING TO:</b>   | <b>DIGITAL ADMINISTRATION &amp; PROJECT INITIATION MANAGER</b> |
| <b>ACCOUNTABLE TO:</b> | <b>ASSOCIATE DIRECTOR – INNOVATION &amp; TRANSFORMATION</b>    |

| ATTRIBUTES  | CRITERIA  | ESSENTIAL/<br>DESIRABLE | SELECTON<br>METHOD (S/I/T) |
|---|---|-------------------------|----------------------------|
| <b>Education/<br/>Qualification/<br/>Training</b> | <ul style="list-style-type: none"> <li>Relevant Digital Degree or equivalent knowledge and relevant experience in specialty</li> </ul>              | E                       | S/I                        |
|   | <ul style="list-style-type: none"> <li>NVQ Level 4 Business Administration and/or Prince 2 Foundation Project Management (or equivalent)</li> </ul> | D<br>D                  | S/I<br>S/I                 |
|   | <ul style="list-style-type: none"> <li>Recognised qualifications associated to the role</li> </ul>  |                         | S/I                        |
| <b>Experience</b>                                 | <ul style="list-style-type: none"> <li>Experience in administrative role</li> </ul>   | E                       | S/I                        |
|   | <ul style="list-style-type: none"> <li>Experience of working on projects to introduce changed systems or processes</li> </ul>                       | E<br>E                  | S/I<br>S/I                 |
|   | <ul style="list-style-type: none"> <li>Experience of implementing change</li> </ul>   | E                       | S/I                        |
|   | <ul style="list-style-type: none"> <li>Experience of working in digital department and/or within a health or social care environment</li> </ul>     | E                       | S/I                        |
|   | <ul style="list-style-type: none"> <li>Experience of working with a range of staffing groups including clinicians, nursing and managers</li> </ul>  | E                       | S/I                        |
|   | <ul style="list-style-type: none"> <li>Working in a PRINCE 2 environment</li> </ul>   | D                       | S/I                        |
|   | <ul style="list-style-type: none"> <li>Experience of preparing reports, papers and agendas for meetings</li> </ul>                                  | D                       | S/I                        |
| <b>Knowledge<br/>and Skills</b>                   | <ul style="list-style-type: none"> <li>Organising and prioritising resource and workload deadlines</li> </ul>                                       | E                       | S/I                        |
|   | <ul style="list-style-type: none"> <li>Knowledge of administrative procedures, project management or information analysis</li> </ul>                | E                       | S/I                        |
|   | <ul style="list-style-type: none"> <li>Knowledge of Project Management software and adhere to agreed methodology</li> </ul>                         | D                       | S/I                        |
|   | <ul style="list-style-type: none"> <li>Knowledge of service improvements/transformation and project management</li> </ul>                           | E                       | S/I                        |
|   | <ul style="list-style-type: none"> <li>Understanding of risk and governance</li> </ul>  | D                       | S/I                        |
|   | <ul style="list-style-type: none"> <li>Good level of interpersonal skills, including active listening and understanding</li> </ul>                  | E                       | S/I                        |

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|                 | <ul style="list-style-type: none"> <li>• Proficient in the use of Microsoft Office including MS project, Excel, PowerPoint</li> <li>• Good understanding of Information Governance, Digital Security and confidentiality</li> </ul>   | E<br><br>E                                     | S/I<br><br>S/I   |
| <b>Personal</b> | <ul style="list-style-type: none"> <li>• Good analytical and problem solving skills – ability to analyse complex data/information and make judgements/draw conclusions</li> <li>• Ability to work independently, using own initiative and as part of a team</li> <li>• Strong communication skills both written and verbal – able to communicate sensitive information and use persuasion, influencing and negotiation</li> <li>• Ability to embrace and drive change</li> <li>• Ability to organise and prioritise own workload and that of others and adjust plans as required both in the short and long term</li> <li>• High level of attention to detail</li> <li>• Able to work flexibly to meet the demands of the role</li> </ul> | E<br><br>E<br><br>E<br><br>E<br><br>E<br><br>E | S/I<br><br>S/I<br><br>S/I<br><br>S/I<br><br>S/I<br><br>S/I |

S: Shortlisting I: Interview T: Test

