

Job specification



Job title: Project Officer Workforce Transformation

Service: Healthier Wigan Partnership

Grade: G7

Reporting to: Business Partner Workforce Transformation



Your job

This key role is situated in the Healthier Wigan Partnership Team, which is an alliance of health and care partners including: Wigan Council, Wroughtington, Wigan & Leigh NHS Foundation Trust, Wigan Borough Clinical Commissioning Group, including Primary Care partners; Bridgewater NHS Foundation Trust; and North West Boroughs NHS Foundation Trust. The team provides a range of pro-active and professional services to support the integration of health and care and to embed a 'one team' approach to transforming the way we deliver health and care services across the Borough. This includes championing the roll out and adoption of the Deal principles across all partners.

The successful candidate will primarily focus on Primary Care and will specifically assist the Business Partner (Workforce Transformation) with the development and delivery of a series of Primary Care workforce and training programmes that support sustainable and resilient general practice. There are currently 60 GP practices in the Borough that have organised themselves within GP Clusters aligned to geographical populations (service delivery footprints), covering 30-50,000 people. Wigan Borough has a large number of training practices and a track record of implementing innovative workforce programmes to support general practice development. These include the GP and Nurse Fellowship Schemes, the introduction of Community Link Workers across the Borough and the delivery of innovative training programmes for clinical and non-clinical staff.

You will also be responsible for updating programme plans to ensure milestones are achieved, whilst identifying risks. You will support the on-going development of the Primary Care training programme and develop effective links with GP Clusters and individual GP practices to increase awareness of opportunities.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

Within your first 6 months:

- Assist with the delivery of a range of transformational workforce and education programmes within Primary Care.
- Co-ordinate and maintain the Primary Care learning and development programme calendar.
- Provide administrative support to training, conferences and educational events including organising venues, participant bookings and confirmations.
- Use varied mechanisms to promote activities and maximise participation from Primary Care Teams/Staff across the Borough.

- Monitor the level of Primary Care engagement in the training programmes whilst preparing and presenting reports on access.
- Provide follow up for GP practices that do not engage with the programmes, identify the obstacles and provide additional support and advice to improve engagement.
- Build a register and maintain relationships with a range of reputable training providers and assist in identifying opportunities for skills sharing and education across HWP partners.

On an ongoing basis you will:

- Maintain effective relationships with GP practices and GP Cluster leadership, the Primary Care Team and HWP Team.
- Co-ordinate programme and project reporting arrangements.
- Project manage the delivery of sub projects and work packages, completing project and action plans as required.
- Operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.
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In this job you will need

You must be able to demonstrate the following essential requirements:-

- Experience of supporting the delivery of complex transformational projects and programmes.
- Be passionate about delivering high quality services to the public and champion whole system change that will improve access to services across the health and social care system.
- Experience of working in partnership with a range of large complex organisations; working with general practice would be an advantage.
- Be able to demonstrate an awareness and understanding of Primary Care, and particularly of general practice.
- Excellent communication skills.
- Project management and organisational skills with the ability to support projects and programme delivery within agreed timescales.
- Excellent decision making skills and ability to break down problems and devise innovative solutions.
- Ability to prepare and present quality information and data in a range of accessible formats.
- Good level of ICT skills with experience and competent knowledge of MS Word, Excel, PowerPoint and other associated software.
- A team player with a strong drive to deliver results and support local health and care services to provide the best possible outcomes for our residents.

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough