

POST SPECIFICATION

Post Title	Programme Manager National Obesity Clinical Programmes
Post Status	Fixed term contract – Maternity cover
Department/Function	Strategic Planning & Transformation, HSE
Salary	Not Disclosed

Post Summary

The Royal College of Physicians of Ireland (RCPI) is seeking to appoint a Programme Manager to manage the HSE National Obesity Clinical Programme whose objective is to define a model of care and related pathways across the healthcare system.

The Programme Manager will work with the Clinical Lead for the HSE National Obesity Programme and be responsible for:

- Development of programme plans and ensuring their achievement
- Managing and supporting the clinical programme working group and related subgroups
- Managing stakeholder relationships and communications
- Development of programme related documentation
- Assisting in process and data performance analysis
- Logging and managing issues and risks
- Reporting on the status of the programmes

The Programme Manager, with the Clinical Lead, will also work with the Chair and the Clinical Advisory Group which oversee the work of the programme.

A model of care is an evidence-based vision of how a service should be delivered, which includes:

- Developing care pathways (processes)
- Defining roles, responsibilities and authority levels required to execute and manage the care pathway correctly
- Developing performance measures to monitor the quality and efficiency of the pathway
- The management and governance structure required to ensure performance is monitored and actions to address variance in performance are taken and tracked

The programmes require a structured approach to project management.

Reporting Relationship

The successful candidate will report to the Lead Programme Manager. Work streams will be reported to the HSE Healthy Eating Active Living Programme – Strategy and Planning in accordance with the Service Level Agreement between the Health Service Executive and the Royal College of Physicians of Ireland.

Programme Background

The National Obesity Clinical Programme was established in 2017, in response to Healthy Weight for Ireland: Obesity Policy and Action Plan. Its purpose is to drive the development of integrated clinical care pathways and models of care for weight management across primary and acute care, planning for service development as well as generation of robust evidence.

Standard Duties of the Post

Duties will involve, but are not limited to:

- Work with the National Clinical Lead(s) for the programme and the Programme Clinical Advisory Group and Chair
- Develop and manage stakeholder engagement and communication plans
- Facilitate the development of a programme plan and manage its execution
- Clarify clinical programme team roles and responsibilities and governance
- Manage and support the workflow of the national working group and associated subgroups
- Manage standard project management processes e.g. risk and issue logging, interdependency management, status reporting, planning, etc
- Organise workshops and facilitate stakeholders in collaborative problem solving
- Co-ordinate team meetings, prepare documentation, design templates, document workshop outputs, version control of documentation.
- Facilitate the development of standardised models of care including the mapping of processes, analysis of performance data, documentation of roles and responsibilities, agreeing performance indicators, documenting minimum operating standards.
- Developing standards of care for relevant disease or patient groups.
- Manage sign off processes with all stakeholder groups
- Facilitate the programme team in agreeing implementation strategies, plans and conducting change impact assessments
- Develop business cases as required to develop services for the respective clinical programme
- In consultation with the National Clinical Lead(s), complete documentation for mandatory health services processes, e.g. estimates and service planning processes, senior management team reports, parliamentary questions, etc.
- Support the implementation phase by outlining implementation strategies and plans to embed the programme into the service delivery system in a sustainable way and manage issues as they arise.

- Provide support related to adopting the model of care as they occur either from local sites, Community Health Organisations, Hospital Groups or HSE National Directors.
- Ensure all programme documentation and information is disseminated to relevant colleagues and stakeholders
- Contribute as required to the design and delivery of process and project management skills training programmes
- Ability to manage and prioritise competing work streams and requests

Person Specification

- Self-starter with high motivation, flexibility and the ability to offer a results-oriented approach with high levels of drive, commitment and enthusiasm
- Exceptional communication and interpersonal skills combined with sound judgment are required to facilitate work with a wide range of individuals and groups. The role involves a high degree of interaction and collaboration with management and key senior stakeholders.
- Experience of the health sector would be very beneficial.
- Knowledge and experience in process improvement and project management methods are essential
- Practical experience of preparing business or service plans, project management plans, issue and risk logs and project methodology processes for medium to large change management projects in either health care or industry.
- Proven track record of delivering measurable and sustainable benefits
- Strategic and analytical thinking and planning skills with a proven track record of achievement in managing projects to successful outcomes.
- A strong coach with the ability to transfer change management knowledge and skills effectively
- An excellent facilitator, experienced in workshop design and management of collaborative problem solving workshops
- Attention to detail and excellent documentation skills
- Ability to work with minimal direction
- High personal energy and a positive approach to dealing with challenges, conflict and ambiguity
- Excellent project and change management skills with the ability to move a team forward, maintain momentum supported with a project planning and management discipline.
- Strong process mapping and analysis skills
- Strong data analysis skills
- Flexibility around working hours will be required in response to the varying demands of the role.
- While the position is usually office based in Dublin it is possible to work from home in accordance with RCPI policy during the COVID 19 pandemic. The successful candidate may be required to visit relevant clinical settings and attend off site meetings throughout Ireland as required. To

maximize communication the successful candidate will also be required to participate in the Healthy Eating Active Living Programme Team monthly meeting and weekly teleconferences.

Application Requirement

Candidates should submit a cover letter and CV and specifically address in their cover letter how their experience fits with the requirements of the role to Maire McEvoy mairemcevoy@rcpi.ie by close of business Wednesday 14th October 2020.

Royal College of Physicians of Ireland (RCPI)

We are Ireland's largest postgraduate medical training body. Our mission is to ensure that patients receive the best possible care. We do this by training and assessing doctors and providing accredited education and professional development programmes. We also quality-assure standards in specialist medical practice and promote good health through our policy and public outreach initiatives.

Our Fellows and senior management team are heavily involved in the current transformation of the Irish health service. We work closely with the Medical Council of Ireland, the Health Service Executive, the Department of Health, and other postgraduate medical training bodies.

We are also undergoing significant internal changes. We are implementing a major programme of transformation that has seen the creation of new business initiatives, the internationalisation of the organisation and closer collaboration with key policy leaders in healthcare.

We are continuing to adopt a more proactive and progressive role in the Irish and international health sector, and have become a more outward-looking organisation in recent years as a result. As new initiatives have been developed, our workforce has grown and we now employ over 90 people. We value creativity and innovation and encourage our staff to 'think outside the box'.

Our staff surveys consistently show that the Royal College of Physicians of Ireland is a great place to work, with a friendly, supportive atmosphere and a sense that everyone is playing their part in improving Irish healthcare.

Terms and Conditions of Employment at RCPI

RCPI offer an attractive benefits package. Full details will be provided in the process.

Equal Opportunities Policy

RCPI is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.

