

JOB DESCRIPTION

JOB TITLE: Merger Project Manager

REPORTS TO: The Merger Executive Working Group

RESPONSIBLE TO: The Acorn partnership

HOURS: 37.5 hours per week, although 0.8 WTE would be considered

LENGTH OF CONTRACT: Fixed term until 30 June 2018

SALARY: Competitive

Introduction

The three GP practices in Huntingdon are working towards merging on 1 April 2018. They seek an experienced Project Manager to be responsible for the planning, management, coordination and financial control of the merger. Based at the practice premises in Huntingdon you will be required to work closely with the merger Executive Working Group (EWG) and the Practice Managers, liaising with NHS England and Cambridgeshire and Peterborough clinical commissioning group (CCG).

Job summary

The purpose of the role is to work with the EWG, Practice Managers, NHS England, CCG, lawyer(s) and accountant(s) to ensure the merger is delivered successfully, on time and within budget.

Main responsibilities

- Provide leadership for the merger, working closely with the EWG and Practice Managers
- Be accountable for delivery of all non-clinical aspects of the merger.
- Develop a merger project plan which will successfully deliver the requirements of the practice.
- With the EWG and Practice Managers develop a staffing structure for the merged practice
- Develop a communications plan to ensure that all stakeholders are regularly fully briefed on the project and its progress
- Work with NHS England and the CCG to ensure the merger project plan meets their requirements.

Key deliverables

- Successful completion of the merger of the practices by 1 April 2018
- Develop plans for the transition of the current premises to the merged practice, including the lease for the Acorn surgery premises.
- Agree the staffing structure for the merged practice and, with the Practice Managers, appoint to non-clinical roles.
- Safe transition of all services and contracts.
- Linking with local commissioners to take advantage of all opportunities that arise to provide additional services
- Keeping abreast of all new NHS developments which may be of benefit to the merged practice.

Communications and engagement

- Responsible for communications with NHS England and the CCG to ensure that their requirements are met and that the merger progresses smoothly.
- Lead on communicating and engaging with the patients, members of the public and media, ensuring that clear and consistent messages are given.
- Lead on patient consultation, ensuring that NHS England and the CCG's requirements for patient consultation are met.

- Liaise as appropriate with the NHS England and CCG communications teams.
- Working with the Practice Managers and the EWG, lead on staff communications, consultations and engagement.
- Liaise with other local health stakeholders ensuring they are briefed as the merger progresses.
- Ensure that all partners are regularly briefed on progress
- Maintain the closed network on NHS Networks ensuring that it remains the central repository for all documents relating to the merger.

Promotion of the practice

- Promote and market the development of the practice.
- Liaise with NHS and other partner agencies regarding health and community services.
- Represent the practice within the business community as a 'leader'.

Innovation and change

- Co-ordinate the implementation and management of change as the practices merge.
- With the EWG develop a new culture, identity and branding for the practice ensuring that no matter which site patients attend they will receive the same service offer and level of service.

Operational management

- Develop the merger project plan which will deliver the merger of the three practices with effect from 1 April 2018.
- With the EWG and Practice Managers develop the staffing structure for the merged practice
- Working with the EWG the Project Manager will establish the partnership board and executive group.
- Arrange and support the EWG meetings, providing all administrative support.
- Working with the appointed legal firm, develop the partnership agreement for the merged practice
- Ensure all areas of responsibility are 100% compliant with legislative requirements, funding agreements, service delivery contracts, organisational policies and quality standards.
- With the appointed accountancy firm, lead the co-ordination and development of a longer term financial plan.
- Achievement of optimal financial outcomes for the merger.
- Develop all non-clinical practice policies and procedures working closely with the Practice Managers to identify current best practice across the three practices.
- Work with the EWG, NHS England and the CCG go develop and manage a comprehensive estate solution for the merged practice.
- Lead on the TUPE of staff, working closely with the Practice Managers and external adviser.
- With the Practice Managers develop the new contract of employment for staff employed by the merged practice.

Review date - 31 October 2017 or earlier if appropriate.

This list is not exhaustive and may be liable to change by prior arrangement; additional duties may be required to ensure the smooth transfer to the merged practice, within your existing skills set.

Confidentiality:

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, Practice staff and other healthcare workers. They will also have access to information relating to the three practices that are merging as business organisations. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of any of the Practices may only be divulged to authorised persons in accordance with the Acorn surgery's policies and procedures relating to confidentiality and the protection of personal and sensitive data

Health & Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Acorn surgery's Health & Safety Policy, to include:

- Using personal security systems within the workplace according to the Acorn surgery's guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified

Equality and Diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with the Acorn surgery's procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings, priorities and rights.

Personal/Professional Development:

The post-holder will participate in any training programme implemented by the Acorn surgery as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

Quality:

The post-holder will strive to maintain quality within the Acorn surgery, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources

Communication:

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly