



Job description

Position:	Programme Manager
Reporting to:	Head of Innovation & Improvement Programmes
Contract type:	Permanent
Salary:	£63,248 per annum plus excellent benefits
Hours per week:	Full time team members work 37.5 hours per week, and with hybrid working those hours can be done any time between 7am – 7pm. Core working hours are 10am – 3pm. For this role we would need a minimum of 2 days per week in our London office, in line with our hybrid working framework.

The Health Foundation

The Health Foundation is an independent charity which works to build a healthier UK. It aims to do this by:

- Improving people's health and reducing inequalities
- Supporting radical innovation and improvement in health and care services
- Providing evidence and analysis to improve health and care policy.

The Innovation & Improvement Directorate

The Innovation & Improvement Directorate aims to support the radical innovation and improvement of health and care services in the UK. We work to bring about deep-seated and far-reaching shifts in health and care, through the use of funding programmes, strategic partnerships, and the generation, testing and sharing of new ideas. In addition to this we also support the application of new and cutting-edge improvement methods and approaches to support change.

The Design and Delivery Unit (DDU) uses innovative approaches to funding and programme design to develop and demonstrate new approaches to health and care. We use the learnings generated from these real-world experiences to inform, influence and guide in order to achieve our mission of radical innovation and improvement in health and care services. Our strategic portfolio of work supports the accelerated adoption of innovation, with a particular focus on high potential technologies and AI, and creating an enabling environment for innovation and improvement to spread and scale.

Purpose

The Programme Manager position is a pivotal role within the Foundation and works to support the innovation and improvement of care through our strategic funding programmes. As part of this, the Programme Manager will work to innovatively deploy funding, using strategic thinking to extract key learnings & insight to respond to the strategic health and care context, and influence key decision-makers, such as national policy makers and regional system leaders.

The Programme Manager role will lead programme teams, and work to understand key challenges and identify opportunities in the system. They will design and lead on the implementation of strategic funding programmes & initiatives to make direct impact, and generate and mobilise practical learnings and insight to catalyse change.

Key tasks and responsibilities:

Leading a strategic portfolio of funding programmes and initiatives

Working with the Head of Innovation & Improvement Programmes, you will:

Use cutting-edge approaches to funding and programme design to build a strategic portfolio of work, which aims to experiment, test and learn what works when it comes to supporting radical innovation. This will include:

- Leading a programme team to effectively design and deploy an ambitious portfolio of programmes & initiatives to drive the Directorate's strategic priorities. This will involve scoping new opportunities, seeking input from internal and external stakeholders, synthesizing the learnings and making recommendations on programme direction.
- Ability to think strategically to frame innovative funding programmes, which actively work to deploy key learnings to respond to the strategic health and care context, influencing key decision-makers such as national policy makers and regional system leaders
- Use a range of cutting-edge funding and programme design approaches to support the development and evaluation of new and innovative ideas, demonstrating new approaches to supporting health and care, and testing and learning what works when it comes to radical innovation and improvement.
- Regularly measure progress of programmes and identify ways to adapt them as we learn what's works and what doesn't. This will involve using approaches to measure impact as well as relevant learnings which can result in wider benefits for the health and care system.
- Build strategic relationships with key decision-makers, system leaders, service providers, front-line staff and funders across health, care and the commercial sector – particularly Technology and AI - to influence practice, build strategic partnerships and share practical learnings and insight
- Work closely with colleagues across our Insights and Analysis (I&A) team and Q Community colleagues, as well as other teams at The Health Foundation working to deliver our strategic objectives, to mobilise the Foundation's assets, existing

knowledge and expertise to effectively drive impact

- Leading proactive engagement with external stakeholders and regular internal team reflection in order to continuously improve delivery - thinking critically about programme design and ways of working.
- Utilising appropriately detailed project plans and delivery processes whilst maintaining flexibility and ability to respond to emergent or changing priorities.
- Developing and maintaining partnerships with other organisations to further our strategic goals.

Mobilising practical learnings for impact

Use real-world learnings drawn from our strategic funding portfolio to drive practice, using insights to influence key regional decision-makers, national debates and policy on how best to support adoption, spread and scale of innovations.

This will include:

- Building strong relationships with key regional decision-makers, service providers, health care staff and service users to understand key system challenges, and design practical tools, guidance and approaches to support change.
- Proactively synthesising and communicating strategic insights throughout the life-cycle of our programmes, to ensure that real-world learnings are effectively influencing key decision-making and practice.
- Working collaboratively with the I&A team and our colleagues in the Communications team to showcase and disseminate learning from across the portfolio, helping them to situate programme learning to influence policy and practice. Creating strategic coalitions of practice and influence by convening key thought-leaders, decision-makers and practice exemplars.
- Using a range of communications channels to share practical learnings and insights, including extracting learning at an individual programme and strategic priority area level. This will involve working closely with our communications team to identify the best opportunities to disseminate learnings. Examples of this may include blogs, conference sessions, or the development of films or animations.^[1]

Team Leadership and Organisational Development

Lead programme design and delivery teams including line management of programme officers. This will include:

- Designing and facilitating meetings and workshops during the development of programmes to enable exploratory discussions and ideation.
- Leading internal team communications and designing mechanisms for ongoing

monitoring of programmes.

- Provide effective and developmental line management for Programme Officers, delegating effectively and holding to account for performance.
- Working in a matrix management way across the organization, being able to identify and draw in contributions and expertise from other teams as required.
- Role modelling an open, reflective and innovative approach to working with others.

Contract and Grant Management

Following the agreed policies and frameworks of the Foundation, which may include overseeing the relevant commissioning and contracting processes for organisations supplying services to the Health Foundation or receiving grants. This will include:

- Developing an understanding of different contracting options and advising others in the team as necessary on the approach to take
- Drafting service or programme specifications.
- Designing and leading tendering processes including scrutinising suppliers proposals and leading selection. ^[L]_[SEP]
- Supporting Programme Officers to draft contracts and grant agreements, ensuring that expert legal and financial advice is secured as required.
- Signing contracts of up to the specified authorisation level and advising Head of Innovation & Improvement Programmes on contracts that require their sign off.
- Working with the Business Manager to ensure due processes are followed, contracts monitored and payments released according to performance. ^[L]_[SEP]

Budgeting, resourcing, reporting

Accountability for budgeting, spend and reporting for appropriate programmes, delegating tasks where appropriate but maintaining oversight. This will include:

- Contributing to the development and writing of the relevant sections of the Foundation's annual business plan, liaising with other teams as required.
- Leading the production of the internal budgets for programmes and managing delivery against these.
- Managing the budget within available resources, acting as an authorised signatory, and ensuring that all payments are properly approved manner.
- Paying proper attention to information governance and data security.

General and wider contribution

- Deputise internally and externally for the Head of Improvement Programmes.
- As a senior member of the Innovation & Improvement Directorate, the Programme Manager will be expected to make a contribution to the wider work of the Directorate and Health Foundation. This may include a particular focus on supporting the exchange of learning, theories and approaches between programmes.
- Participate in broader Health Foundation and Partner activities, meetings and groups relevant to the role e.g. Improvement Directorate meetings, Programme Managers meeting, and bi-weekly Health Foundation staff meetings.
- The post-holder may be required to travel within the UK e.g. when visiting award holders. In addition, occasional international travel may be required e.g. to attend relevant conferences.

As with other staff at the Foundation, the postholder will be expected to contribute to corporate activities and initiatives, such as staff meetings, cross-Foundation leadership and development programmes and other corporate projects as necessary. The postholder will similarly be expected to play a role in supporting and helping to develop the Design and Delivery Unit.

The postholder will at all times aim to embed our key behaviours – Working together, Achieving impact, Discovering and learning – in all aspects of their day to day delivery in the role.

We value equality, diversity and inclusion, and welcome applications from different backgrounds. We are also committed to making reasonable adjustments for candidates who have accessibility requirements.

Candidates should have the right to work in the UK at the time of appointment.

Person specification

Criteria	Assessment (CV/SS- Shortlist, T- Test, I- Interview)	Essential/ Desirable (E/D)
Commitment to Diversity and Inclusion - A lived commitment to diversity and inclusion in employment and service delivery.	CV/SS, I	E
Working together - Strong oral and written communication skills, ability to engage with a wide range of stakeholders from very different backgrounds.	CV/SS, I	E
Achieving impact - Ability to positively respond to setbacks and drive forward for success, demonstrating solution focused approaches to problems.	CV/SS, I	E
Discovering and Learning - Ability to grasp new areas of knowledge and develop understanding quickly to engage with experts and shape programme direction.	CV/SS, I	E
Discovering and Learning - Ability to identify key issues and potential solutions from data and information presented, extracting learning and identifying relevance to different stakeholders.	CV/SS, I	E
Programme management experience, with particular experience of delivering complex projects involving multiple partners.	CV/SS, I	E
Understanding (and ideally experience) of working with the health and care sector. Awareness (and ideally experience) of the approaches used to improve quality in the health and care sector.	CV/SS, I	E
Ability to conduct and synthesise research from multiple sources in order to scope and design programmes (E.g. design thinking, systems thinking, systems mapping – desirable).	CV/SS, I	D
Experience of working in an agile and iterative approach to achieve specified objectives or outcomes.	CV/SS, I	D
Experience of leading a team and working in a multi-organisation/partnership context.	CV/SS, I	E

Experience of commissioning other organisations and of managing contracts with suppliers.	CV/SS, I	E
Recognised programme management qualifications (e.g. APMP, PRINCE, MSP - desirable).	CV/SS, I	E
Qualification in health, public policy or other relevant field (desirable).	CV/SS, I	D
Ability to self-start and work autonomously, including where the context and outcomes are fluid or complex. Ability to deliver high quality work to tight deadlines.	CV/SS, I	E
Experience of developing high performing and motivated teams, enabling continuous learning for all colleagues and celebrating success. Ability to set a clear purpose and direction for individuals; fostering an empowering culture for the team.	CV/SS, I	E
Ability to create an environment where new ideas are identified and encouraged and there is appropriate continual reflection, feedback and improvement.	CV/SS, I	E