

Job description

Job title:	Healthy Lives Projects Manager
Reporting to:	Programme Manager, Healthy Lives
Salary:	£47,608 per annum plus excellent benefits
Contract type:	Permanent, full time
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

We are an independent charity committed to bringing about better health and health care for people in the UK.

Purpose of the role

Health is our most precious asset. It is shaped by the work we do, the income we earn, the education we receive and the places and communities we live in.

The Healthy Lives Directorate works collaboratively with expert partner teams across the organisation towards *improving people's health and reducing inequalities* – one of the Health Foundation's core strategic priorities. Our ambition is to create more favourable conditions that enable others to act. We want decision makers across all parts of society to understand and fulfil their potential contribution to building a healthy nation.

We do this by: building the evidence through activities such as commissioning, conducting and mobilising the highest quality research and analysis; shaping policy and practice by influencing national and local government, and working with stakeholders; capability building; as well as funding and supporting practical action and change.

We have a very large portfolio of activity which is delivered through five workstreams plus a campaigning strategic initiative, Health Equals. The Healthy Lives team coordinates planning and reporting processes across the Strategic Priority workstreams.

This role will be a core member of the Healthy Lives team with responsibility for managing specific stages of a range of projects including multi-year funding programmes, short term grants and contracts and internally managed work. The Project Manager is also responsible for: monitoring delivery of work and spend against business plans, coordinating business planning and corporate reporting processes and leading on external commissioning. We are a friendly team that prides itself on producing high quality work. There is a strong ethos of supporting each other to achieve this goal.

The postholder will collaborate closely with workstream leads, Strategy and Planning team, Grants and finance teams, funded partners and providers and other key Foundation colleagues to ensure the successful delivery of Healthy Lives work..

Key responsibilities and outcomes.

Programme delivery across Healthy Lives

- For delegated projects, develop and manage delivery plans, schedules, budgets, and mitigation plans to address project risks and issues escalating issues as necessary. To also manage any external providers / contractors involved in the project as required.
- Work with the Programme Manager to embed good practice in project delivery and governance across the team including ensuring appropriate levels of authorisation of new work, project documentation is completed and support impact planning.
- Ensure project teams undertake regular internal reflection on work programmes in order to identify and share key learning and insights and continuously improve delivery, facilitating wash up sessions as required.
- Maintain a high-level budgetary view for the team, ensuring that spend is tracked against the business plan and variances highlighted. Participate in regular budget reviews with finance colleagues.
- Work with leads to monitor progress of their projects against business plans capturing and escalating any risks and issues where required.

Healthy Lives Grants, contracts and budgets

- Provide oversight of the team's portfolio of active grants and contracts, including:
 - Ensuring team compliance with internal grant and contract policies and processes.
 - have informed discussions and provide advice on proposed projects by having an overview of the award and contracts governance (ACG) process
 - taking a lead on drafting Schedules of work for contract and award agreements, ensuring they include the necessary controls to monitor performance
 - be the first point of advice on finance and grant queries, working with the Programme Manager and Corporate teams to ensure the correct resolution is found and implemented.
 - managing competitive tendering processes and funding calls;

- tracking invoices and ensuring grant payments are made on time via our grant management system, Salesforce Grants

Planning and Reporting across Health and Inequalities Strategic Priority

- Maintain Health and Inequalities Strategic Priority logs and systems to support senior leaders / workstream leads to understand progress, dependencies, risks and issues and impact, including preparing impact dashboards and workstream status reports as required.
- Coordinate input from leads to Corporate reports on the work of the Health and Inequalities Strategic Priority, including the quarterly CEO reports to the Foundation's board of governors and impact report.
- Produce documentation for Strategic Priority Board meetings, workstream oversight meetings, quarterly reviews as required.
- Support on business planning processes by producing the budget for the annual business plan.

General

- Proactively identify and take forward opportunities to continually improve our standard processes, enabling the team to perform their roles more effectively and efficiently. This includes ensuring that the Healthy Lives team's ways of working are represented on any organisational improvement initiatives where appropriate.

Wider contribution

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 xxx team to enable it to improve its effectiveness.

The post holder 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 - Commitment to equality, diversity and inclusion in all aspects of the Foundation's activities and service delivery.	CV/SS, I	E
Working Together - Ability to establish and maintain strong relationships with internal and external colleagues. Flexible, consistently listens to takes account of the views of others, respectful of colleagues and adaptable	CV/SS, I	E
Achieving Impact - A proven ability and track record of delivering projects on time / on budget to tight timescales using project management processes and tools including risk management, financial management	CV/SS, I	E
Discovering and Learning – The ability to relate to people, processes and systems equally well; to quickly grasp complex / technical issues and explain said issues in a clear and concise way to others.	CV/SS, I	E
Experience of successful management of diverse pieces of work across different, busy teams, and managing competing priorities	CV/SS, I	E
Certification in Project Management Professional (PMP), AGILE and/or PRINCE2 is preferred, with evidence of applying this knowledge to effectively manage projects and achieve project goals.	CV/SS,I	D
Experience of corporate business planning and reporting, commissioning suppliers and budget management	CV/SS, I	D
Experience of improving organisational working practices through improving use of tools or processes.	CV/SS, I	E
A proven ability to apply excellent analytical and problem-solving skills, to think through the implications of different options. identify and address issues and risks and deliver effective solutions	CV/SS, I	E
Strong attention to detail and organisational and planning skills, with a proven ability to manage complex tasks and multiple priorities simultaneously in a fast-paced environment	CV/SS, I	E

Exceptional communication skills, both written and verbal; excellent active listening skills.	CV/SS, I	E
Possessing a high degree of initiative, able and willing to take responsibility for issues and take decisions in the best interests of the organisation.	CV/SS, I	E
Able to remain agile and flexible to change and reacting swiftly and professionally to ad hoc urgent requests, comfortable with ambiguity and uncertainty	CV/SS, I	E

February 2024