

Project Manager for the NHSE/I and Shuri Network Coaching for Nurses in Digital Health programme

ROLE DESCRIPTION

Role Title: Project Manager	Time Commitment Flexible	Contract Period: 1 day/week for 2 months then 0.5 days/week for 2 months (Fixed Term sessional)
Region: National	Base: Flexible	Remuneration: £300 per day, in line with the Shuri Network's remuneration policy
Sponsors: Di Bullman, HEE	Responsible to: Dr Shera Chok	Accountable to: Dr Shera Chok

1. Introduction

This is an exciting opportunity to work with the ground-breaking [Shuri Network](#). Launched in July 2019, we are a national network that supports women from BAME backgrounds in digital health to develop the skills and confidence to progress into senior leadership positions and helps NHS leadership teams more closely represent the diversity of their workforce. We champion **diversity, innovation and safety** across the health and care workforce, engaging with national bodies, research / policy institutes and senior leaders to ensure this is built into policy and systems.

Since our launch, our membership has grown to over 1000 women and allies. We have created a strong brand and identity, awarded bursaries to 25 Shuri Fellows, appointed a Student Ambassador, produced webinars, podcasts and resources to support our members, provided advice to NHSX and other organisations, raised the importance of diversity at international and regional events and provided a platform for women of colour to share how they have led and contributed to digital innovation. The Network is supported by NHSX, NHS Digital and Health Education England (HEE) as part of the Digitally Ready (DR) programme.

You will be a self-starter who is passionate about digital innovation, diversity and inclusion with proven project management skills, the ability to deliver to agreed timeframes, communicate effectively with a wide range of stakeholders and a desire to make a difference.

2. Background

The Covid-19 crisis has led to a rapid increase in the pace of digital transformation in the NHS. This is likely to be sustained and the need for staff with digital expertise and the ability to lead change is increasing exponentially. We have seen how technology and data help us to provide safe and compassionate care to our patients and to communicate with each other.

However, despite the extensive evidence that diverse teams consistently outperform homogenous groups on creativity, staff morale, productivity and financial performance, there are less than 3 BAME nurses in senior digital leadership roles such as Chief Nursing Information Officer (CNIO) or Chief Clinical Information Officer (CCIO) roles.

There is an urgency to address this disparity, as this suggests that nurses from a BAME background are not progressing into senior digital leadership positions for a range of reasons, including not getting the exposure, support or stretch opportunities to develop experience, technical and leadership skills.

3. The NHSE/ Shuri Nursing Fellowship Proposal: Aims and Objectives:

Coaching is a powerful tool to help people unlock their full potential to achieve personal and professional success, resolve challenges and achieve clarity and direction. NHS England and Improvement and the Shuri Network are collaborating to support BAME nurses who are interested in health tech by offering coaching sessions to help them succeed and thrive as digital leaders and innovators.

We will offer 20 nurses from the Shuri Network four 60-minute 1:1 coaching sessions with accredited coaches, preferably (but not restricted to) with a BAME, nursing, healthcare or digital backgrounds.

4. Role and Responsibilities:

The Project Manager will be a key part of our team and will lead the planning and delivery of the coaching programme. You will support our vision, aims and objectives.

4.1. Project planning

- With input from project team, outline the aims, objectives and key deliverables for the project
- Develop and lead the delivery of a clear and transparent project plan for the rollout of the coaching programme.
- The plan will include the following:

- The application process for nurses, criteria and application form that will include their background/ brief CV, what applicants hope to gain from the sessions, any specific challenges, or areas of professional development they would like help with and confirmation of their commitment to attend all 4 sessions.
- How coaches will be identified, and the experience and qualifications required. Potential coaches will be asked to submit expressions of interest including their CV and to confirm their availability / capacity.
- A communications plan for nurses, coaches and stakeholders
- The process by which successful applicants will be able to view the profiles of the coaches and select whom they wish to connect with.
- The process for remunerating the coaches on completion of the sessions.
- Potential risks and mitigating actions to reduce and avoid risks
- How feedback will be collected and analysed
- Post project evaluation

4.2. Project Delivery

- Lead the successful delivery of the project plan with support from the project planning group
- Use Slack and project management tools to manage resources effectively and illustrate progress.
- Provide regular reports and updates to the planning group, NHSE/I and the Network.
- Ensure the delivery of the programme on time and on budget. Maintain records of costs and resources required.
- Grow a database of coaches.
- Ensure that feedback is captured systematically, analysed and fed into project development and evaluation.
- Act as a liaison for nurses and coaches and provide support as required.
- Publicise the programme through newsletters, social media, the Digital Health online platform and website.
- Resolve issues and problems that arise
- Produce end of project report with key lessons learnt and recommendations.

Person Specification

Job Related Criteria		Essential/ Desirable	How Identified
Qualifications (Academic, Professional & Vocational)	<ul style="list-style-type: none"> • Educated to degree level or equivalent professional qualification in health or technology • Project Management qualification. • Evidence of ongoing personal and professional development. • A good general standard of academic achievement. 	<p>E</p> <p>D</p> <p>E</p> <p>E</p>	CV/Interview
Evidence of Particular: - Knowledge - Skills - Aptitudes	<ul style="list-style-type: none"> • Strong organisational skills to ensure the project delivers to schedule and on budget • Experience of leading and delivering projects successfully • Good communication skills including evidence of dealing with diverse groups and involving and influencing stakeholders. • Proficient Office and report-writing skills • Excellent analytical and problem-solving skills • Ability to manage a project budget • The ability to meet competing deadlines and prioritise work. • Knowledge of health and social care and passion about the technology industry 	All essential	CV/Interview
Qualities:	<ul style="list-style-type: none"> • Drive, enthusiasm, commitment and resourcefulness • Passionate about improving diversity and inclusion within the health tech sector 	All essential	CV/Interview

	<ul style="list-style-type: none">• Team player with a focus on collaboration and Network goals• The ability to learn and adapt quickly		
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