

TRANSFERRABLE SKILLS

Project Managers streamline processes, manages the work of a large team, and keep production on schedule. Jobs in project management, change and business analysis require extensive soft skills, including the below:

Communication: Presentations, written and verbal communication, active listening, clarify and paraphrase, conflict management, and non verbal (empathy, friendliness)

Management: Coaching, collaborating, delegating, planning, organising, coordinating

Negotiation: Ability to negotiate with client on an appropriate scope of working and to get the resources needed for project success

Leadership: Motivation, team / relationship building, critical thinking, decision making, problem solving, and good judgement

Organisation: Calendars, schedules, time management

Problem Solving: Predicting upcoming problems, backup plans and alternative routes to keep projects on track

BUILDING YOUR BRAND:

Social Media:

- Differentiate your personal and professional accounts
- Professional accounts could include LinkedIn and Twitter
- Follow the relevant professionals in your specialist field
- Ensure your LinkedIn mirrors your CV, and your photo is professional

Network Internally:

- The Shuri Network offer a great digital forum as a member
- Speak to your CIO, CNIO and digital champions to understand what is offered at your current trust

Keep Updated - Follow relevant news:

- Digital Health News, Health Tech News, The Kings fund, Health Service Journal (HSJ)

DIGITAL CAREERS IN THE NHS:

The Shuri Network offer a great podcast breaking down digital roles; Listen here: Episode 4: How can you start a career in digital health? <https://shurinetwork.com/shuri-podcast-series/>

Non-clinical, clinical and nursing skills within digital healthcare are highly sought after especially within the clinical system project and programme management space. Job opportunities include: Programme Manager, Project Manager, Project Support Officer / Analyst, Business Analyst, Change Manager and Change Analyst. The Shuri Network offer a Shadowing Programme to help build your network and offer insight into different digital roles and environments - <https://shurinetwork.com/shuri-shadowing-programme/>

Looking to step into a digital career?

- First understand what career is best suited to you, and start networking internally within your current organisation
- Create an account and apply for jobs using trac.jobs, and set up alerts for relevant jobs to apply for; <https://apps.trac.jobs/>
- Contact the hiring managers directly to understand more about the role before applying
- Use the CV structure below in all your NHS job applications

BUILDING YOUR CV:

CV STRUCTURE:

- Profile
- Key skills - highlight your transferrable skills
 - Assignment summary
 - Substantive career
- Qualifications & memberships

A profile should be short and concise, allowing the reader to quickly understand who you are, what you have done, what you specialise in and for how long. In short, it should summarise your USP.

Job Structure

Assignment Description

- Job Title
- Organisation
- Dates of Employment
- Role Description (using the Star Methodology)

STAR METHODOLOGY

S - Situation (This is the organisation, detail should indicate a sense of scale and purpose)

"XXX Trust is a £300m T/O Trust, employing 4,300 and specialising in the provision of XXX services."

T - Task (What were you engaged to do?)

"I was commissioned by XXX Trust to scope, identify and deliver a £3m savings programme across Medicine."

A - Action (How did you go about actioning the assignment? What did you do and how?)

"Designed and implemented a trust wide programme of clinical redesign working with executive directors, clinical directors and service managers."

R - Result (What did you achieve and what did you deliver?)

"Reduced the stock of beds by 5% to deliver savings through improved efficiency and better use of resources saving a further £1.5m."