

**JOB DESCRIPTION**

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| **Job Title:** | **Project Manager - Audit Data for Improvement Programme** |
| **Reporting to:** | Associate Director, National Clinical Audit and Patient Outcomes Programme |
| **Salary and scale:** | £34- 40k whole time equivalent (HQIP Band D), depending on experience. |
| **Contract type:** | Permanent  Homeworking - HQIP is a homeworking organisation with excellent IT support. Travel into central London is required on an occasional basis for scheduled corporate activity |
| **Hours:** | 0.5 WTE (18.75 hours per week) |
| **Annual Leave** | 30 days plus public holidays (WTE), pro rata |
| **Pension** | Company’s Group Personal Pension scheme  At time of recruitment employer’s contribution is 6% |

**About us**

National clinical audits and clinical outcome review programmes play a vital role in improving patient outcomes, supporting clinicians, and strengthening the NHS by delivering robust, data-driven insights that drive quality improvement. As the organisation responsible for commissioning and managing the National Clinical Audit and Patient Outcomes Programme (NCAPOP) on behalf of NHS England, Welsh Government and Devolved nations, HQIP ensures that healthcare quality and outcomes are measured against explicit standards, providing actionable insights that enhance care at both national policy and local patient levels.

Led by the Academy of Medical Royal Colleges and the Royal College of Nursing, HQIP enables those who commission, deliver, and receive healthcare to harness clinical data to drive meaningful, lasting improvements in patient safety and care quality across the UK. We do this through engaging, influencing and advising organisations at national level including CQC, DHSC, UKHSA, HDR UK, HRA and many others, as well as through considering the needs of other audiences such as patients, healthcare provider organisations and clinical teams.

The NCAPOP comprises around 40 distinct programmes covering medical and surgical topics for children and adults. HQIP collaborates with patients and expert professional groups to scope each audit topic, before contracting expert delivery teams in universities, royal colleges and other organisations, to deliver each programme under HQIP’s oversight. HQIP adds additional value through enabling wide use of programme results through sharing data and expertise, as well as supporting continued improvements in the utility of the programme outputs to stimulate healthcare improvement.

To ensure our work delivers maximum benefits for patients and for healthcare systems, we:

* promote engagement in clinical audit and quality improvement initiatives by healthcare professionals of all disciplines and specialties;
* create national and local partnerships between clinicians and patients/service users to optimise the impact of clinical audit;
* support local audit staff and create seamless links between national and local audit;
* foster active dissemination and implementation of audit results;
* ensure that evidence about participation in audit, and the results of audit, are used for secondary purposes, including regulation, policy development and secondary research;
* encourage audit in areas of low activity and links with audits outside of the NCAPOP framework;

Further information can be found at <http://www.hqip.org.uk/>

The Audit Data for Improvement work stream focuses on the dissemination of published NCAPOP results to enhance impact. It brings together a portfolio of projects in which HQIP collaborates with other national agencies to share the findings from our programme with other initiatives that use health data to measure and improve services. It enables the results to reach a wider range of audiences, and to be used alongside other relevant data to enhance impact on healthcare quality.

**Purpose of the position**

The post holder will:

* provide day-to-day advice, coordination support and project management to the Audit Data for Improvement (ADI) programme of projects and team, maintaining working relationships with a variety of stakeholders both internal and external to the organisation. The programme comprises:
  + Supporting and liaising with the CQC in their use of NCAPOP data for CQC functions
  + [National Clinical Audit Benchmarking (NCAB) project](https://www.hqip.org.uk/national-programmes/clinical-audit-benchmarking/#.YeAC_v7P270)
  + Model Health System integration of CQC/NCAB data
  + Checking datasets in collaboration with CQC and NHS England, in preparation for publication on NCAB/ MHS/ CQC inspection packs
  + HQIPs role in the steering group of National Clinical Indicator Programme
  + [GIRFT](https://www.gettingitrightfirsttime.co.uk/) initiatives that involve the use of NCAPOP data
  + NCAPOP programme-level [Outlier policy](https://www.hqip.org.uk/outlier-management-for-national-clinical-audits/) and management
* work with minimal supervision and be expected to work flexibly and collaboratively with partner organisations and as part of a multi-disciplinary teams providing a wide range of specific project duties.

* Work confidently with senior clinicians and health data experts across a range of organisations including CQC, NHS England and Improvement, and NCAPOP provider organisations in Medical Royal Colleges, Universities etc.
* As time and workload allows, work with the wider HQIP team on other short, medium and long-term activities, based on HQIP need and the postholder’s skill set. This will include assisting and working closely with members of the project team(s), supporting elements of projects as directed by the relevant lead; maintaining project plans; supporting the provision of management information; and participating in working groups.

This role will be under the overall direction of the Associate Director (NCAPOP) and, where required, engagement with specific projects will be managed operationally by the area in which the project is placed.

HQIP operates entirely remotely on homeworker contracts, with all employees offered four in person all staff meetings per year. An ideal candidate should be comfortable with remote working, possess strong self-motivation and the ability to forge and maintain collaborative relationships with colleagues across a virtual workspace.

There is significant flexibility in how the 0.5 WTE hours can be worked for this role, both in terms of the days of the week / hours per day and adjustments for school holidays if required. It is anticipated that a mutually beneficial work pattern will be agreed prior to contract signature.

**Responsibilities and duties**

The below is an outline of the tasks, responsibilities and outcomes required of the role. The post-holder will carry out any other duties as may reasonably be required by their line manager depending on the teams/functions operational objectives.

**Audit Data for Improvement (ADI)**

* Design and facilitate the monthly internal HQIP ADI Executive to provide effective governance and problem solving to the programme
* Project manage the ADI programme:
* Manage stakeholder engagement and input to include, but not limited to, Clinical leads, CQC, MHS team at NHSE, NCAPOP team, HQIP comms and Audit Providers
* Communicate and engage effectively with a range of people, including internal and external staff and stakeholders. This will include dealing with stakeholder enquiries promptly and courteously by various media referring to the relevant lead where appropriate
* Design and manage Project trackers and process documents jointly with key stakeholders
* Review and quality assure all audit datasets prior to publication on NCAB, liaising closely with the NCAB platform provider, CQC and others to resolve queries and issues
* Problem solving to include internal and external stakeholders as relevant
* Working with HQIP Communications colleagues, monitor and report on ADI data-use statistics
* Coordinate internal and external stakeholders meetings and resultant notes and papers
* Liaise with NCAPOP provider organisations and other national stakeholders in the case of the reporting of outliers
* Escalate issues and risks as appropriate, generate contingency plans and make recommendations as required

**Other work streams**

Potential areas of work, depending on organisational need and available capacity, include the development and implementation of:

* New business projects and feasibility studies
* Projects related to information and reporting – for example
  + HQIP’s project information system in Podio
  + Project metadata flows to the Health Data Research Innovation Gateway
* Other HQIP projects relevant to the postholder’s skills and interests

**Generic**

* Adhere and comply with the provisions of the HQIP’s Health and Safety Policy and undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities, data protection legislation and information governance best practice.
* Deliver any other duties as may be reasonably expected and which are commensurate with the level of the post.
* Identify personal development needs and set out how these will be met in a personal development plan.

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| **PERSON SPECIFICATION** | | | |
|  | **Essential** | **Desirable** | **Assessed through**  **A – application form**  **I – Interview**  **T – Assessment Test** |
| **Knowledge, skills and experience**  Qualifications, experience, knowledge – breadth vs depth, specialist or generalist | * Educated to degree level or equivalent * At least 6 months previous experience as a hands-on project manager * Accurate and able to work to tight deadlines and to prioritise between conflicting demands to ensure delivery targets are met. * Able to adapt to change. * Working knowledge of project and / or data management methods * Confidence and technical competence in data manipulation and management using Excel | * Degree qualification or equivalent experience in health related and / or data science or management or similar * Experience of working in a multi professional team * Experience of working in healthcare or within the public/charity sector. * Experience of arranging complex meetings with senior members of other organisations. * Confidence and competence using Wordpress or equivalent publishing software * Experience in data manipulation and data management using databases, dashboards or other data visualization tools | A, I |
| **Scope of responsibility / accountability**  Breadth and level of responsibility, strategic input | * Experienced in acting as subject matter expert, setting project requirements and monitoring delivery. * Confident in identifying when senior team guidance is required * Experienced in regular and ad-hoc reporting on progress to internal and external stakeholders | * Ability to think strategically and identify opportunities to enhance project success | A, I |
| **Autonomy**  Freedom to act, decision making, problem solving, judgement | * Works independently and flexibly, referring upwards on complex decisions. * Highly self-motivated, confident, pro-active, and innovative. * Ability to negotiate and influence, including ability to say ‘no’. |  | A, I |
| **Resource management**  People and budget responsibility | * Basic understanding of budget monitoring |  | A, I |
| **Interfaces**  Internal and external, routine vs relationship management | * Strong interpersonal skills including effective team working, diplomacy and sensitivity. * Demonstrable experience and skills in working constructively with a range of internal and external stakeholders and senior subject experts, managing relationships effectively both internally and externally. |  | A, I |
| **Physical characteristics** | * Ability to work from home effectively * Flexibility to travel to Central London for occasional meetings and events |  | A, I |