

Details

Job title: Health Initiatives and Services Manager
Reporting to: Head of Services
Location: Harrogate, North Yorkshire with frequent travel across the Yorkshire region
Contract type: 12 month fixed term.
Hours: F/T (37 hours) or P/T will be considered.

Overall purpose of the role

To lead and manage a growing portfolio of Yorkshire Cancer Research funded health initiatives and services. This is a key role working with service providers and commissioners across the NHS, public health and local communities to support the improvement, innovation and delivery of health initiatives and cancer services across Yorkshire.

Key responsibilities

Health Initiatives and Services

- Manage the development, delivery, evaluation and sustainability for a portfolio of health initiatives and services.
- Support the ongoing development and implementation of our services strategy.
- Support the ongoing development of a pipeline of new ideas for our health initiatives and services to deliver and fund, from concept through to delivery.
- Review and evaluate a portfolio of health initiatives and services to ensure it is achieving expectations and value-for-money for our donors and beneficiaries.

Our priority areas for health initiatives and services are:

- Improving the early diagnosis of cancer including increasing uptake in national screening programmes and increasing awareness of signs and symptoms of cancer across Yorkshire.
- Improving cancer diagnosis and reducing deaths by the delivery of lung cancer screening programmes across Yorkshire, alongside NHS England commissioned programmes.

Partnership Working

Work in collaboration with the key stakeholders and health organisations involved with the portfolio of health initiatives and services to ensure they are successfully developed, delivered and evaluated. This includes:

- Patients and service users.
- NHS Commissioners (including CCGs), Trusts and Primary Care providers, National Screening Services, Public Health England and other providers of health care.
- Relevant Cancer Alliances/Partnerships.
- Local authorities including City Councils.
- Community and voluntary organisations.
- Universities and other research institutions and organisations.

- Private sector service providers and research groups.

Management and Evaluation

Work with key stakeholders involved in the delivery and evaluation of our health initiatives and services to ensure that they are successfully delivered and meet agreed KPIs and evaluation measures. This includes:

- Contract management and monitoring of the programmes as required to ensure delivery targets are met.
- Evaluate health initiatives and services against set targets as well as expected impact.
- Ensure learnings from the management, delivery and evaluation of our health Initiatives and services influence and improve our future services strategy and are communicated to key stakeholders across the region to aid future commissioning decisions and delivery practices.

Public and Patient Involvement (PPI)

Work with the Head of Services to ensure that the health initiatives and services that we fund include public and patient insight and involvement, which will shape the development, delivery and evaluation of our programmes to make sure they are patient centred.

Work as ‘One Team’ within Yorkshire Cancer Research

Work across the organisation as ‘One Team’ to include:

- Work with the Head of Services to identify other areas that the charity could have an impact by implementing health initiatives and services that meet the charity’s strategy.
- Provide routine reports and information relating to the progress and impact of our health initiatives and services.
- Work in collaboration with the Communications and Marketing teams to provide cancer-related information, advice and support to our beneficiaries, and ensure maximum publicity and recognition is gained through health initiatives and services.
- Work in collaboration with the Finance team to ensure finances for health initiatives and services are effectively managed.

Other Duties

Undertake other duties relevant to the purpose of the role as requested by the Head of Services and the wider charity.

Qualifications

- Bachelor’s Degree (or equivalent) in a relevant subject area, or a degree with substantial experience working in a similar role at a similar level.
- Post Graduate qualification in a relevant subject area is desirable.
- Demonstrable evidence of continuing professional development.

Knowledge and experience

- Experience of developing and maintaining strong relationships with a broad range of external and operational stakeholders including health service providers, commissioners and patients and service users.
- Experience of developing health initiatives and/or services in collaboration with health partners and service users.

- Experience of implementing, managing and evaluating health initiatives and/or services.
- Experience of managing contracts, as well as monitoring and evaluation frameworks.
- Understanding and awareness of the health services delivery landscape and the necessity to deliver patient impact.
- Knowledge and understanding of cancer and public health in relation to cancer is desirable but not essential.

Skills and abilities

- Excellent communication, influencing and negotiation skills with internal and external stakeholders and service users.
- Able to develop and deliver complex projects.
- Able to oversee and manage large service contracts with commissioners and service providers.
- Excellent financial planning and monitoring skills.
- Formal project management skills.
- Able to produce reports and present complex information to a range of stakeholders.
- Able to work efficiently both autonomously and as part of a team.
- Sets and achieves ambitious targets.

Values and behaviours

- Passionate about the values of Yorkshire Cancer Research (see 'Our Values' included in this pack).
- A dedicated and respected team player creating effective working relationships with others.
- Comfortable with challenging and changing environments and demonstrates resilience.
- A relentless commitment to continuous improvement.
- A passion for excellence.

Other requirements

- Full UK driving licence and ability to travel across Yorkshire region.
- Proof of your eligibility to work in the UK.
- Professional qualification check and DBS check (to be undertaken once role is offered and accepted).

Our Values

Values	Behaviours to be demonstrated
DELIVER IMPACT	<p>Drive for results:</p> <p>Searches out target audience intelligence to inform decisions, taking time to understand target audience requirements and insights.</p> <p>Thinks analytically about Key Performance Indicators (KPIs) and how to achieve them.</p> <p>Appropriately delegates responsibility to team members to deliver against goals and KPIs and supports them to achieve their targets.</p>
	<p>Efficiency:</p> <p>Understands the availability of resources, making and following plans to leverage these for best effect.</p> <p>Sets timescales and pushes to make things happen quickly and efficiently.</p>
HAVE INTEGRITY	<p>Honesty and respect:</p> <p>Earns the trust and respect of line reports, colleagues and business contacts by being reliable and professional at all times.</p> <p>Represents Yorkshire Cancer Research values and behaviours through all contact with potential and existing suppliers.</p>
	<p>Courage and conviction:</p> <p>Is decisive in establishing clear priorities for self and team.</p> <p>Tough and resilient when dealing with change.</p>
CHAMPION EXPERTISE	<p>Continuous improvement and innovation:</p> <p>Uses data and facts – rather than anecdotes - to influence decision-making.</p> <p>Takes the initiative in identifying and embracing the opportunity for improvement and puts this firmly on the Yorkshire Cancer Research agenda.</p>
	<p>Governance / control:</p> <p>Contributes to the development of new processes and ways of working that address/meet relevant governance and control requirements.</p> <p>Follows the Charity’s ethical code of conduct and ensures suppliers do too.</p>

ONE TEAM	Collaborative: Collaborates cross-functionally to facilitate high levels of organisational alignment. Develops and maintains a network of contacts outside and across Yorkshire Cancer Research.
	Leadership: Is a role model for Yorkshire Cancer Research values. Builds an effective, collaborative team. Provides clear, consistent messages about the direction of Yorkshire Cancer Research. Identifies and addresses team member's development needs. Actively supports change. Encourages and allows people to take responsibility and exercise initiative.