

Student Placement 2022/23

Job Title	Healthcare Project Support Officer
Pay Band	Band 2 - £18,546
Hours	37.5 hours
Contract Type	Fixed Term 12 Months
Base	Cheshire CCG bases (Chester, Macclesfield and Nantwich)
Employing organisation	NHS Cheshire Clinical Commissioning Group

In the ever-changing and complex world of health and care, the NHS is looking for the best and most forward-thinking individuals to join the team as we work to ensure the highest standard of healthcare services for the local population.

At an exciting time of change in the NHS, this placement role will expose the successful candidate to a wide range of opportunities and provide invaluable skills and experience, from daily business and commissioning of services to strategic and future planning. The placement offers a range of transferrable skills, essential to employers from all industries as well as one of the world's largest employers – the NHS.

Clinical Commissioning Groups (CCGs) are NHS-led organisations that are primarily responsible for commissioning (planning and buying) healthcare services that meet their local population's needs. From April 1st 2022, national health and care reforms will mean that the roles and responsibilities of NHS Cheshire Clinical Commissioning Group and, therefore, this placement opportunity will transfer to Cheshire and Merseyside Integrated Care Board (ICB).

Cheshire and Merseyside ICB has four key strategic objectives, to:

- Improve population health and healthcare
- Tackle health inequality, improving outcomes and access to services
- Enhance quality, productivity and value for money
- Help the NHS to support broader social and economic development.

From April 1st 2022, Cheshire and Merseyside ICB will be responsible for the day-to-day running of the NHS in Cheshire and Merseyside, including planning and buying healthcare services. ICBs will be part of an overarching Integrated Care System (ICS) that brings together NHS organisations, local authorities, and wider partners to deliver more joined-up approaches to improving health and care outcomes. The ICB will report to and be guided by an Integrated Care Partnership: a forum for NHS leaders and local authorities to come together, as equal partners, alongside important stakeholders from across Cheshire and Merseyside.

Key Responsibilities – Healthcare Project Support Officer

1. Support the delivery of work plans related to the commissioning and delivery of services, including primary, community, secondary and tertiary health, wellbeing and social care services.
2. Contribute to the maintenance and development of processes and procedures relating to the provision of care.
3. Support and develop information and communications relating to the directorate. For example, newsletter articles and public-facing media campaigns.
4. Engage with and attend meetings with a variety of people, from within the NHS and other stakeholder organisations, for example care home staff, GPs, and Local Authority representatives.
5. Facilitate the design, organisation and delivery of events and meetings. This may include developing agendas, taking minutes, and leading discussions.
6. Assist in the production and delivery of projects, including projects tailored to your healthcare interests.
7. Provide support to commissioning services across all areas in relation to performance - monitoring, management, and improvement.
8. Supporting the climate change agenda for example, co-ordinating the staff activist group, working with local environmental organisations and developing sustainability plans.
9. Participate in bespoke training sessions for personal and professional development.
10. Gathering research information as evidence for the future planning and redesign of care services.
11. Supporting the response to the Covid-19 pandemic and vaccination programme.
12. Play a key role in the student recruitment process for any future student placements.

Please note that this placement is a Project Support Officer role suited to a candidate with an interest in healthcare management, communications and improvement projects.

The list of duties for each role are not exhaustive but indicate the main areas of work and may be subject to change after consultation with the post-holder to meet the changing needs of the post.

The candidate will be given the opportunity to experience a range of other areas within the Cheshire health and care system where relevant to their role and their personal development and future career aspirations.

The ideal candidate will be proficient in Microsoft Office, including Outlook, Word, Excel and PowerPoint. The candidate must also be an excellent communicator and will have strong interpersonal skills. The individual will be a team player who is comfortable working with numerous colleagues. The candidate needs to be able to use their own initiative and have the ability to effectively manage and prioritise their own workload.

Please note: Cheshire CCG are primarily working from home with occasional work at bases across Cheshire. This is likely to continue during your placement year. The main locations of the Cheshire CCG offices are Chester, Macclesfield and Nantwich meaning occasional travel to bases may be required in accordance with the wishes of the successful candidate and their line manager. The CCG will support flexible working for those who wish to work from home.

Person Specification

Essential Qualifications	English and Maths at a minimum of GCSE Pass
Desirable Qualifications	Working towards a 2:1 or above

	Essential	Desirable
Knowledge, Skills and Experience	<p>Knowledge</p> <ul style="list-style-type: none"> • Microsoft Office proficiency • Working knowledge of Microsoft Word, Excel, PowerPoint <p>Skills:</p> <ul style="list-style-type: none"> • Manage and prioritise work and meet deadlines • Ability to work as part of a team • Flexible and proactive approach to work • Have a willingness to learn • Be able to work independently and use initiative 	<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of the NHS
Physical and Mental Requirements	<p>Physical Effort</p> <ul style="list-style-type: none"> • Daily use of personal computer • Occasional travel to attend meetings and training courses <p>Mental Effort</p> <ul style="list-style-type: none"> • Frequent requirement for concentration e.g., answering queries <p>Working Conditions</p> <ul style="list-style-type: none"> • Office conditions. Currently working from home. 	
Criteria		Importance (High, Medium or low)
IT skills		M
Ability to organise and prioritise		H
Analytical skills		M
Communication skills		H
Ability to work effectively as a team member		H
Previous experience		L

Application Summary

Please note: you do not need a specific medicine/ health and social care related degree for this role.

If you have any enquiries about the job role, please contact the email address below

cheshireccg.studentplacements@nhs.net

To apply for this position, please email your CV and a covering letter by 11:59pm on 31st January 2022 to:

cheshireccg.studentplacements@nhs.net

(Please make the subject of your email “ Healthcare Project Support Officer” if you are applying for this role).

Equality & Human Rights

The CCG will ensure that job applicants, prospective employees and current employees are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on the grounds of age, gender reassignment, marriage and civil partnership, pregnancy and maternity, sex, sexual orientation, disability, race, religion and belief.

This job description is not exhaustive and other duties may be determined from time to time by the Executives of the CCG, or their deputies, commensurate with the role and general responsibilities of this post. The duties of this post may be changed subject to negotiation with the postholder. The above responsibilities will be subject to objective setting and personal development planning through the CCGs PDR and other related HR policies.