

Transformative Digital Skills programme manager

Background

TheHill is Oxfordshire's health and care digital transformation catalyst. We are an innovation cluster and accelerator programme based at Oxford University Hospitals NHS Foundation Trust (OUH), working in Oxfordshire and across the Thames Valley with NHS Trusts, universities, digital developers, innovators and investors. We are a passionate, collaborative team determined to make a difference to the NHS by developing and encouraging commercial and impactful solutions to problems in health and care.

The programme

We believe that digital skills are essential to the ongoing improvement of the NHS. Our Transformative Digital Skills programme seeks to make a real difference by allowing clinicians and managers to learn about and explore new digital technologies which will revolutionise health and care. The post holder will be responsible for managing the delivery of the programme and will work closely with the project lead to find and support the right candidates and deliver an outstanding experience.

Applicant Profile

The successful candidate will be passionate about health and care, ideally with experience of working with a clinical community or in the NHS. You will be able to guide clinical and non-clinical participants through the programme, from recruitment right through to next steps. An organised approach, event or education programme management experience and the ability to work flexibly with a range of personalities and styles, is essential for managing this cross-cultural programme with partners in Germany and Spain. An interest in digital technologies would be of benefit, but what is more important is your desire to make a difference to the NHS, your ability to work collaboratively with partners and colleagues, and your dedication to creating a great experience for our programme participants.

Key tasks/responsibilities:

1. Project management of the Transformative Digital Skills programme, including recruiting candidates, delivery of the course, reporting to partners and EIT Health and working with the project lead to develop strong relationships with project partners.

2. Managing the recruitment process including liaison with marketing and communications, setting up a selection process, talking to individual candidates and managing the candidates once selected, including liaison with attendees to maximise participation.
3. Organising the delivery of the programme, including liaising with module leads and use case experts, running the programme, communicating with the participants and collecting feedback to identify areas of improvement for next year.
4. In the next calendar year, working with a range of experts and team members to develop content, use cases and user requirements analysis for a revised version of the course.
5. Contributing to other team activities, e.g. funding bids for further work, follow up with clinicians, promotion of the programme, etc.

Practicalities

The position will largely involve remote working from home, with the possibility of face-to-face working at the John Radcliffe Hospital site in Oxford should circumstances allow.

The first TDS programme will be delivered between October and December, with the role initially running until the end of 2020, and an expectation of renewal until at least December 2021.

We will hire for this NHS Band 7 role either via a short-term contract until December 2020 (with the possibility of renewal for a further year) or via the NHSP Bank at an equivalent rate. A secondment would also be considered. Applicants must be based and have the right to work in the UK.

If you would like to find out more, or to apply for the role, please contact us at connect@thehillockford.org with a CV and supporting statement before Friday August 14th. Interviews for this role will be conducted over video call.