###

**JOB DESCRIPTION**

### Title: Project Manager – Agency Project / Resource Management (Fixed Term)

## Department: Transformation

## Reports to: Assistant Director of Transformation

# Main function: The project manager will lead on the delivery of recommendations agreed to mitigate agency use, developing action plans, procedures and processes across Inspire. The project manager will also lead on the implementation of a new rota management solution.

**Main duties and responsibilities are:**

**A. Project Management**

1. Identify key touch points across departments and fully understand current processes / workflow issues.
2. Scope current processes/data to develop a baseline to help measure progress of project KPI’s.
3. Develop a project plan and agree key actions and KPI’s across departments (HR, Finance, Operations) to reduce agency use across Inspire.
4. Effectively implement a technological solution to improve insight and organisational management of resources (staffing/rota management/payroll).
5. Act as key contact and work in partnership with the appointed supplier in terms of implementation and support issues throughout the project life cycle (implementation, embedding, normalising, reporting).
6. Support colleagues to develop/review key operating procedures and processes.
7. Act as the point of contact for all issues pertaining to the project including liaising with the project stakeholder groups senior management team and external suppliers to ensure delivery is consistent with the project plan.
8. Work closely with key team members to ensure all project requirements, deadlines and budgets are progressing as scheduled.
9. Manage day to day actions across the project team.
10. Identify and manage risks that may arise and develop controls to mitigate them, ensuring any risks or issues are escalated appropriately.

**C. People Management**

1. Support colleagues across the organisation adopt new processes and to embed the change to technology designed to enable their job function.

**D. Strategic Focus**

1. Contribute to the development future requirements following observations and lessons learned from this project.
2. Work in partnership with other departments including HR, Quality & Compliance, Finance and ICT, across the full range of work on projects, procedures, and policy development.

**E. General**

1. Members of staff are expected to treat those with whom they come into contact in a courteous and respectful manner in accordance with the Dignity at Work Procedure.
2. Staff are expected to demonstrate their commitment to Inspire by their regular attendance and the efficient completion of all tasks allocated to them.
3. All staff must comply with the Smoke Free Policy and associated procedures.
4. All duties must be carried out in compliance with Inspire’s Health and Safety Policy and statutory obligations.
5. All staff must follow the training they have received when using any work items their employer has given them
6. Inspire is committed to equality of opportunity and to selection based on merit. The Systems Analyst is required to adhere to Inspire’s Equal Opportunities Policy and associated procedures throughout the course of his/her employment.
7. The Systems Analyst will endeavour to ensure the on-going confidence of the public.
8. The Systems Analyst will maintain high standards of personal accountability.
9. The Systems Analyst will undertake other projects and tasks as required.

**This job description is neither exhaustive nor exclusive and may be reviewed and amended in the future to include any other reasonable duties, projects or tasks as may be requested from time to time and to reflect changing organisational requirements, changing staffing levels, etc.**