

JOB DESCRIPTION

POST:	Primary Care Climate Resilience Programme Manager – County wide
JOB PURPOSE:	To manage the NHS funded primary care climate resilience programme to support the delivery of the NHS Net Zero Strategy and local Cornwall and Isles of Scilly ICB Green Plan across primary care and neighbourhoods.
RESPONSIBLE TO:	Chief Executive
DBS CHECK:	Basic

BACKGROUND:

The programme manager leads a team of three project officers and a data officer, who in turn provide support to general practice, dentists, opticians, community pharmacy, community hubs and neighbourhood health teams across the county, embedding the aims and objectives of the NHS climate agenda.

The programme manager oversees the delivery of WellFed Cornwall, a multi-agency collaboration between the NHS, public health, primary care, the University of Bath and local community growers to deliver a series of test and learn pilots providing veg boxes on prescription to participants with long term health conditions.

The role will develop and sustain new and existing relationships across the Integrated Care System, alongside other statutory, community and voluntary sector partners to fully embed climate resilience across the region contributing to thriving resilient communities throughout Cornwall.

KEY TASKS:

1. Communication and support

- 1.1 To advocate for the national NHS Net Zero Strategy and the Cornwall and Isles of Scilly Integrated Care Board Green Plan to a wide range of stakeholders and interested parties across the health and care system and beyond.
- 1.2 To manage strategic relationships with the local NHS Integrated Care Board and wider system partners including Royal Cornwall Hospital NHS Trust, Cornwall Partnership Foundation NHS Trust, Cornwall Council, NHS Integrated Care Areas, local Neighbourhood Health Teams and the wider community and voluntary sectors to support the delivery of the NHS Net Zero Carbon Strategy and local ICB Green Plan.
- 1.3 To oversee the management and maintenance of programme wide communications and engagement tools including, but not limited to the climate resilience website, regular e-bulletins, and the annual Atlas impact report.
- 1.4 To develop and maintain excellent working relationships with clinical professionals and other organisations to facilitate a joined-up response to challenges around climate resilience and health creation.
- 1.5 To deliver existing and emerging projects and opportunities to that end, in collaboration with all partners.
- 1.6 To support colleagues from Volunteer Cornwall (VC) and health & social care partners to develop resilience at all levels: practical, operational, strategic, and social.

2. Information Technology

- 2.1 To gather data, analyse and compile quarterly and annual climate resilience impact reports, including quantitative and qualitative information.
- 2.2 To oversee the operation and maintenance of the contact database, Power BI and other IT systems required for the work programme.
- 2.3 To provide management information and reports from databases as requested.

3. Finance

- 3.1 To oversee the management of budgets and expenditure.
- 3.2 To understand and deliver the programme to time and in a person-focussed and cost - effective way.
- 3.3 To identify potential funding opportunities, prepare business cases and apply for funding to secure further resource to expand the programme.
- 3.4 To contribute to partnership work to secure partnership programme funding.

4. Administration and Organisation

- 4.1 To ensure that all necessary paperwork is completed accurately, on time and is processed in line with VC's policies and procedures.
- 4.2 To influence the development of policies, strategies, and programmes of work across the system, embedding climate resilience and carbon reduction where opportunities allow.
- 4.3 To ensure funding grant agreement monitoring and impact reporting arrangements are adhered to.

5. Quality Management

- 5.1 To be the main point of contact with the funder / commissioner; ensuring that the overall programme outcomes are delivered on time and in budget.
- 5.2 To gather evidence to help identify gaps in or duplication of programme delivery and to bring this to the attention of key decision makers, commissioners, and funders.
- 5.3 To ensure that all company policies and procedures are adhered to and set a personal example in implementing them.
- 5.4 To continually review all aspects of the programme in the spirit of continuous improvement, seeking opportunities to build on good practice from within and beyond Cornwall.
- 5.5 In the spirit of good teamwork, willing to undertake all other reasonable duties as directed by the Chief Executive.

6. Information Governance and Data Quality

- 6.1 To assure the quality, accuracy and completeness of all data and information recorded on appropriate systems.
- 6.2 To maintain manual recording and reporting systems where automated reporting is either impractical or unavailable.
- 6.3 To provide staff and managers with ad hoc practical support to maintain data quality standards.

7. Values Driven Work

- 7.1 To support VC's business strategy "Building for the Future – our Strategy for 2025-2030" to support thriving resilient communities empowered by a strong local infrastructure and active citizen engagement.
- 7.2 To ensure that VC lives by its 4 values which are being: Creative, Caring, Collaborating, Challenging.
- 7.3 To recognise that we are operating in a state of climate and ecological emergency and to support VC in its commitment to become a "net zero" organisation.

PERSON SPECIFICATION

Climate Resilience Programme Manager – Countywide

Essential Skills

Key Task 1 – Communication

- 1.1 To have strong presentation skills and the ability to communicate to a range of audiences on the climate agenda.
- 1.2 To have excellent negotiating skills and experience of inter-agency working.
- 1.3 To have a flexible and creative approach to problem solving.
- 1.4 To have proven ability to build and maintain effective delivery partnerships.
- 1.5 To be able to think strategically.
- 1.6 To have the ability to monitor and manage staff, as necessary.

Key Task 2 – Information Technology

- 2.1 To have experience of IT within the work context.
- 2.2 To be competent in the use of Microsoft applications including spreadsheets or databases.

Key Task 3 – Finance

- 3.1 To manage time and other resources effectively.
- 3.2 To have budget management and finance reporting experience.

Key Task 4 – Administration and Organisation

- 4.1 To have programme management experience.
- 4.2 To have the ability to maintain accurate and timely records.
- 4.3 To have the ability to work with stakeholders and partner organisations to influence strategies, plans, policies, and processes.

Key Task 5 – Quality Management

- 5.1 To have demonstrable knowledge and experience developing and embedding climate mitigation, adaptation and preparedness strategies, policies, and processes within organisations and across partnerships and wider systems.
- 5.2 To have demonstrable experience leading high quality climate communication & engagement campaigns within and across partnerships and wider systems.
- 5.3 To have an appropriate awareness of personal responsibilities under current legislation, particularly Climate and Ecological Emergency, Health & Safety, Diversity, Safeguarding and Data Security & Protection regulations.
- 5.4 Be willing to work flexibly as a member of a team.

Key Task 6 – Information Governance and Data Quality

- 6.1 To be able to set up and maintain large information systems.
- 6.2 To be able to analyse and interpret data quality standards.
- 6.3 To be able to monitor data quality standards.