

Job Title:	IT Project Manager
Reports to (job title):	Head of IT
Line Manager to:	N/a

## Job purpose

The IT Project Manager will play a key role in the mobilisation of IT services for a new health service in Surrey, responsible for coordinating, documenting, and overseeing all aspects of the mobilisation. Working within the IT Operations team, this individual will collaborate with various departments and stakeholders to ensure the timely and effective delivery of IT resources that support seamless service initiation. This role involves both project management and operational tasks, bridging strategic planning with hands-on execution to ensure the mobilisation meets the highest standards.

In this role, the IT Project Manager will oversee the scheduling and facilitation of project meetings, act as the primary point of contact for all Surrey IT mobilisation queries and manage the documentation and tracking of project timelines and milestones. Additionally, this position requires ongoing risk management, as the IT Project Manager will maintain a risk log, and work with stakeholders to mitigate any issues that may arise. The ideal candidate should be able to balance strategic objectives with daily operational responsibilities, managing resources effectively to keep the mobilisation on track.

## Key responsibilities

We are seeking a detail-oriented and organised professional with a proactive approach to project management. This role requires an individual with strong communication and multitasking skills who can coordinate between multiple departments and ensure the quality and efficiency of the mobilisation. Prior experience in healthcare settings is advantageous, but above all, a commitment to high-quality service delivery and the ability to thrive in a collaborative, team-focused environment is essential.

The ideal candidate will have proven experience in project coordination, a problem-solving mindset, and the ability to adapt to changing priorities and environments. This role is a unique opportunity for a motivated project manager to directly impact the delivery of critical health services in Surrey.

## Base

This role will require occasional and at times regular travel to services and areas of the business to support the mobilisation. You will be required as agreed with your manager to attend team and service meetings face-to-face.

## Role overview:

- Provide, coordinate and support the mobilisation of IT services for a new health service in Surrey, working closely with the IT Operations team.
- Manage and facilitate project meetings, setting agendas, recording notes, and tracking follow-up actions.
- Act as a main point of contact for stakeholders, ensuring clear communication and timely responses to project-related inquiries.
- Maintain and monitor project timelines, milestones, and deliverables, coordinating efforts across departments to ensure seamless execution.
- Track, document, and update the risk log, performing risk assessments and escalating issues when necessary.
- Assist in the preparation and distribution of project reports and other key documentation to keep stakeholders informed.
- Support the IT Operations team with budget tracking, procurement, and purchase order management to ensure compliance with policies.
- Collaborate with cross-functional teams to identify and drive operational improvements and efficiencies across IT processes.
- Support the creation of training materials and guides to enhance knowledge sharing and support project and operational activities.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

## Care

- Inspire
- Understand
- Communicate

## Think

- Challenge
- Improve
- Learn

## Do

- Accountability
- Involve
- Resilience

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice, NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware

that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## **Registered Health Professional**

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## **Risk Management/Health & Safety**

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times. All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## **Safeguarding Children and Vulnerable Adults Responsibility**

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## **Medicines Management Responsibility**

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## **Policies and Procedures**

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## **General**

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

# Job Description

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### The Ideal Candidate:

The ideal applicant will have:

#### Essential:

- Project management qualifications, or relevant experience.
- Valid driving licence for travel.
- Proficient in Microsoft Office and quick to learn new software.
- Experience in tracking benefits and managing financial information.
- Proven team leadership and change management skills.
- Ability to work independently.

#### Desirable:

- Agile Practitioner certification.
- Benefits Realisation qualification.
- Level 3 Award in Education & Training.
- Familiarity with IT solutions at HCRG Care Group.
- Knowledge of clinical services.

Employee signature

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Manager signature

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