

# **Senior Project Manager**

**Grade: AFC Band 8a**

**Closing Date: 8 August 2023**

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**Candidate Information Pack**

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NHS Blood and Transplant (NHSBT) is a Special Health Authority dedicated to saving and improving lives. We are an essential part of the NHS providing a wide range of services making the most of absolutely every donation – from blood and organs to tissues and stem cells. Few organisations have the ability to reach so many, delivering the best possible service to patients, donors and the NHS. The range of our work providing diagnostic and therapeutic services, organ donation & transplantation, and blood supply, demands that our operations are world class, providing a safe, reliable and efficient supply across the UK by working seamlessly with an unparalleled range of stakeholders including government, volunteers, the health sector and academia.

We were formed in 2005 by bringing together the National Blood Service and UK Transplant. We are now one of the largest and most effective organisations of its type in the world.

We employ over 6,400 people across the UK, with a total revenue of over £485 million, delivering blood, and blood-based therapies across England; Diagnostic and Therapeutic services globally; and organ donation and supply services for the whole of the UK. As an organisation, equality of opportunity and appreciation of diversity in its many forms is central not only to our relationships with employees but also to our donors and the patients we serve. We are an organisation that is growing. In 2021 ministers lifted the ban on UK plasma for fractionation and NHSBT is now working to supply plasma to the UK, reducing its dependence on the US for critical plasma-derived medicines.

We stand for helping ordinary people do something extraordinary, saving and improving the lives of others with their valuable donations.

We are immensely proud that our activities support the incredible altruism and generosity of donors, bringing together communities across the country. As the requirements of patients across the UK continue to evolve, so must our response to donor recruitment. This includes a strategic push to increase the number of ethnic minority donors to more closely match the requirements of the patients we serve.

To find out more, please visit our website: <https://www.nhsbt.nhs.uk>.

### Where we operate

**28** blood and plasma donor centres  
and **50** mobile teams

**12** regional organ  
donation teams

**2** world-class tissue banks and  
**4** regional donation teams

**8** regional Therapeutic Apheresis  
Service (TAS) units

**6** specialist laboratories for cellular  
and molecular therapies

**14** main centres with manufacturing, pathology,  
donation and other specialist facilities

### What we deliver

Over **1.4m** units of red cells, **250,000** units  
of platelets and **200,000** plasma components  
for transfusion to **260** hospitals

**4,000** life-saving organs  
to **29** UK Transplant Centres

Over **6,000** human tissue products  
and **2,000** corneas for transplant

**10,000** procedures to around  
**2,000** patients and donors

Over **1,800** life-saving  
stem cell transplants



# The Role

As Senior Project Manager you will be responsible for managing projects and programmes from inception through to completion. You will ensure timely and successful project conclusions and delivery of capability for achieving business benefits through:

- Planning, supporting and monitoring the progress of the projects;
- Managing internal resources, external suppliers and consultants;
- Ensuring that project deliverables are linked to the achievement of strategic initiatives for the business unit;
- Taking accountability for the planning, structuring, leading and execution of projects;
- Ensuring adherence to programme objectives; and
- Participating in the development and improvement of our Portfolio, Programme and Project Management tools and methodology.



## Blood and Transplant



# Key responsibilities

- Managing a customer relationship in specific directorates and groups of directorates. Working with them in their strategic planning and devise, initiate and manage a programme of projects for the short, medium and long term;
- Analysing the business need of potential programmes and projects to identify similarities and dependencies between them. Making estimates of size and risk of programme costs. Grouping projects in to programmes or decoupling of over-large projects into programmes;
- Managing programmes and the constituent projects to a successful conclusion; negotiating and arranging for the right levels of internal resources. Monitoring risks and devising a risk management strategy for each of them. Ensuring that information is managed in full compliance to NHSBT information governance and security policies;
- Participating in the development and maintenance of the overall NHSBT change portfolio, including the provision of information to inform portfolio development, prioritisation and reporting;
- Implementing Portfolio, Programme and Project Management Methodology to deliver agreed business requirements;
- Participating in and promoting the establishment and review of Service Level Agreements (SLA) between functions ensuring that delivery of agreed SLA standards is maintained;
- Responsible for the development and ongoing management of partnerships with external suppliers, ensuring that contractual and statutory obligations are met;
- Addressing and providing solutions to programme and project issues/complaints which have been escalated by our staff, suppliers and consultants;
- Scheduling programme work over time periods of up to five years to maximise synergies and prevent conflicts.
- Contributing to Programme Board level meetings to agree priority of identified projects to be delivered within time and budget constraints of the Service;
- Developing the Project Office as a Centre of Excellence promoting best practice for Programme and project management.
- Establishing, agreeing and managing a project budget and associated staff costs, consistent with NHSBT project financial management policies and Standing Financial Instructions; and
- Managing external suppliers and consultants with regular reviews of contracts.



# The Person

Above all else, you will be expected to display the NHSBT values:

**Caring** – We care about our donors, their families, the patients we serve, and our people.

**Expert** – We are expert at meeting the needs of those who use and operate our service.

**Quality**– We provide quality products, services and experiences for donors, patients and colleagues.



**You will also be able to demonstrate the following:**

- Experience of formal management of complex projects, including the use of formal project management tools for the full life-cycle of large scale, complex programmes in a real-world environment;
- Practical knowledge of benefits delivery by the formal management of strategic business programmes;
- Experience of creating business cases and programme / project briefs for communication at Board / Executive level;
- Effective interpersonal skills to maintain good working relationships with senior leaders & suppliers;
- The ability to make decisions and evaluate impact, contributing to the strategy and aspirations of the Organisation;
- Proven ability to communicate thoughts and ideas verbally and in writing to others in a clear, concise and easily understood manner;
- Experience of championing diversity and inclusion and promoting actions to make improvements;
- A degree in an appropriate discipline or equivalent relevant experience;
- Practitioner Certificate in PRINCE 2 or equivalent qualification; and
- Thorough knowledge of Microsoft Project.

# Terms of Appointment



## Blood and Transplant

|                  |  |
|------------------|--|
| <b>Salary</b>    | Band 8a £50,952 to £57,349 plus High Cost Area Supplement where applicable |
| <b>Pension:</b>  | NHS Pension Scheme   |
| <b>Holidays:</b> | 27-33 days (depending on service) plus 8 statutory holidays                |
| <b>Location:</b> | Flexible   |

NHSBT promotes and supports the use of a range of flexible working patterns to enable employees to balance home and work responsibilities, and as a Disability Confident employer, we positively welcome applications from people with a disability or impairment. We are committed to making reasonable adjustments to ensure that they can participate fully in the recruitment and selection process so please specify these in your application.

We offer a guaranteed interview scheme for all disabled applicants who provide evidence of meeting the minimum essential requirements necessary for the post, as set out in this applicant pack.

# How to Apply



Candidates should apply for this role through the NHS Jobs Website.

**Click on the 'apply' button on NHS Jobs and follow the instructions to submit a CV and Supporting Statement (max. 750 words).**

The closing date for applications is 23:59 8 August 2023.

Twenty-Seven Consulting is acting as an advisor to NHSBT on this appointment. For further information about the role or the process, please contact [Hello@twentysevenconsulting.co.uk](mailto:Hello@twentysevenconsulting.co.uk).

GDPR personal data notice According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express Consent.

You will be asked to confirm consent in your application form, and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

# Selection Process

Applications will be reviewed by a panel who will look at the Qualifications, Skills and Experience provided in the submitted CVs and supporting statements. Please note, your application must provide evidence of the skills & experience, as outlined in 'The Person' section of this pack, to be progressed to the next stage.

## First Stage Interview/assessment

Candidates successful at the review stage may be invited to attend a first stage interview/assessment.

## Final Panel Interview

Interviews will be held remotely via video-link.

# Diversity & Inclusion

We are passionate about creating an inclusive workplace that promotes and values diversity. We know through experience that different ideas, perspectives and backgrounds create a stronger and more creative work environment and help towards making NHSBT a great place to work for everyone. We welcome applications irrespective of people's age, disability, sex, gender identity and gender expression, race or ethnicity, religion or belief, sexual orientation, neuro-diversity or other personal circumstances. We are particularly keen to hear from those currently under-represented in the organisation. We are committed to policies and procedures that ensure that all applicants are treated fairly and consistently at every stage of the recruitment process, including the consideration of reasonable adjustments for people who have a disability. If you would like an informal conversation, please do get in touch with the recruiting manager as listed on the advert.



## Our Equality Standards

NHSBT promotes and supports the use of a range of flexible working patterns to enable employees to balance home and work responsibilities, and as a Disability Confident employer, we positively welcome applications from people with a disability or impairment. We are committed to making reasonable adjustments to ensure that they can participate fully in the recruitment and selection process so please specify these in your application.

We offer a guaranteed interview scheme for all disabled applicants who provide evidence of meeting the minimum essential requirements necessary for the post, as set out in this applicant pack.

To support our Public Sector Equality Duty, we participate in external monitoring standards which hold us accountable for improving workforce diversity and equality. These are the Workforce Race Equality Standard and the Stonewall Workplace Equality Index.

Our organisational accreditations include: [Disability Confident Employer](#) [Stonewall Diversity Champion](#) [Mindful Employer](#)

## Workforce Race Equality Standard

The NHS England 'Workforce Race Equality Standard' (WRES) requires all NHS organisations to measure, demonstrate and publish their annual race equality improvements for each of the WRES indicators.

## Staff Networks

We have staff-run networks helping to promote an inclusive culture at NHS Blood and Transplant. Our Women's Network, LGBT+ Network, Ethnic Minority Networks and Disability and Health scheme use the skills and resources of colleagues to add value to our organisation. [Further information can be found here.](#)



# Our Offer to you

NHSBT offers a range of great benefits, these are just some of the reasons why our people love working here.

## Pay and starting salary

We offer competitive rates of pay and our reward and recognition systems operate in an equitable, fair, transparent and objective way.

Our pay scales include incremental progression (where your salary increases progressively through the salary steps within your grade). New employees normally start at the bottom of the appropriate grade, although the recruiting manager can recommend a higher starting salary by taking into account relevant skills and experience.

## Pension

As soon as you start with us, you'll automatically become a member of the NHS Pension Scheme, if eligible. This is a defined benefit scheme and is not dependent on investment returns. Further details and an outline of the full benefits can be found [here](#). If you are not eligible to join the NHS Pension Scheme, we'll provide an alternative.

## Annual leave

We appreciate there's more to your life than working, and we actively encourage our employees to make the most of their holiday allowances. We have a generous annual leave entitlement of 27 days per year, rising to 29 days after 5 years service and 33 days after completing 10 years service. In addition you will be entitled to 8 bank holidays per year. Leave is pro-rata for part-time workers.

If you've been employed by the NHS before joining NHS Blood and Transplant, your previous service is counted towards your higher leave entitlement.

## Training and career development

Shine: Passport to Development is the umbrella term used for the learning and development strategy at NHS Blood and Transplant (NHSBT). It encompasses all the ways that NHSBT is supporting staff to 'shine' and excel in their job roles.

The Shine: Passport to Development is open to all employees at every level regardless of job title. We have experts located across the country to help you with your developmental needs either individually or for your team.

## Work/life balance

We are committed to creating a working environment where you can successfully balance your working and home lives. We understand that traditional work patterns don't suit everybody and that an individual's needs vary greatly over the course of a career.

We aim to be as flexible as possible, considering options that include variable hours and part-time working. We also provide assistance with childcare vouchers and carer support.

There's support and advice available to you regarding health and wellbeing, including flu vaccinations, physiotherapy sessions, occupational health support and reasonable adjustments where required. You can also use our Employee Assistance Programme, which provides 24 hour confidential and independent information and emotional support.

For further information on our benefits package please visit our careers website: <https://www.nhsbt.nhs.uk/careers/your-benefits/>

# Key Dates



**Blood and Transplant**

|                        |                   |
|------------------------|-------------------|
| <b>Closing Date</b>    | 8 August 2023     |
| <b>Shortlist</b>       | 16 August 2023    |
| <b>Panel interview</b> | 24/25 August 2023 |

Please note that these dates are only indicative at this stage and could be subject to change. Please let us know in your application letter if you are unable to meet these timeframes.