

**Job Description**

**Position:** DEMENTIA HIT COORDINATOR

**Reports to:** CEO of Alive

**Overall Job Purpose:**

* To provide effective day to day project management to the Dementia Health Integration Team.  To work alongside the three HIT directors (1 clinician, 1 clinical academic, 1 VCSE leader), and work with other partner organisations under the BHP to monitor key milestones and achievements and intervene where required.

Dementia Health Integration Team (HIT) is a team of professionals who are all working together to transform care for people affected by dementia through comprehensive research, integrating and improving care services and support, and by creating dementia-friendly communities.

**Main tasks and responsibilities**

**Reporting and Documentation**

* Develop, maintain and monitor project plans, including progress against milestones, deliverables and budget.
* Develop and maintain project documentation and procedures including the terms of reference HIT work streams.
* Obtain regular progress reports from work stream leaders to ensure progress can be assessed against milestones.
* Develop and maintain a process for recording project outputs and achievements to facilitate and monitor progress in line with milestones.
* Prepare reports, including quarterly summaries, annual reports, financial statements and minutes of key meetings to share with members of the HIT and BHP.

**Customer Services &Support**

* Ensure professional and quality service standards are maintained and applied within the operational area of activity.
* Act as first point of contact for the Programme.

**Planning & Organising**

* Support the HIT directors and workstream leaders in all project management aspects, including day-to-day project management; development, ownership, management and delivery of work plans; set up and management of project processes; monitoring budgets; reporting and relationship management.
* Co-ordinate meetings and workshops. Plan meetings and workshops with the support of the administrative assistants from BHP and North Bristol NHS Trust.
* Plan events such as workshops, training activities, research exchanges and scientific meetings (for up to 100 delegates)

**Liaison**

* Ensure all project partners are actively engaged with delivery of the project, including delivery against project milestones•
* Act as communication lead for the Programme and lead the development of the website in liaison with BHP

**Decision Making**

* Make decisions with regard to own and team work, ensuringthey are consistent with operational policies.
* Recognise when issues should be referred to others and seek advice on how to respond.

**Problem Solving**

* Support the Programme Principal Investigators in managing project risk, including capturing, analysing, reporting of risk, and developing mitigation actions.

**Continuous Improvement**

* Acquire requisite specialist knowledge through a positive and self-responsible attitude to staff development and technical training, and encourage the same approach in others.
* Manage the workload and workflow of the post.
* Develop and maintain best practice in project management, through the continuous evaluation of work processes and awareness of alternative approaches.

**People Management**

* Support the HIT directors and associated staff in project management of a diverse team to ensure successful delivery of the project objectives
* Preparation of job descriptions, advertising, co-ordinating interviews and appointments and induction of new staff.

Any other duties as required by the HIT lead Directors and workstream lead Directors

**Person Specification**

**Relevant Experience, Skills and Knowledge**

**Essential**

* Project management experience in an academic, scientific or healthcare environment
* Experience in successfully delivering multi-participant projects and processes to strict deadlines
* Experience of co-ordinating, assembling and budgeting projects
* Excellent record keeping and administrative skills
* Ability to maintain a project website

**Desirable**

* Experience of working in an interdisciplinary environment, ideally including experience of working with life sciences or health care
* Experience of, and interest in, dementia care and research

**Relevant Qualifications**

**Essential**

* An honours degree or equivalent professional experience

**Desirable**

* A professional project management qualification
* An honours degree in a health related discipline
* A postgraduate degree in a health related discipline

**Communication and Interpersonal Skills**

* A team player; able to persuade and motivate team members and engage participants in the project management process
* Excellent communication skills
* Able to develop and maintain effective working relationships
* Able to work without day to day supervision and delegate effectively
* Good written and oral communication skills
* Able to work to deadlines and under pressure
* Able to think strategically

**Other skills required**

* An understanding of the university research and academic culture
* Willingness to share workload and good practice
* The post-holder will be an experienced individual who is both innovative and proactive

**Terms and Conditions of employment**

Salary:    £26500. (pro rata) plus, contributory pension.  Salaries are paid monthly in arrears and reviewed annually.  Fixed term contact to March 2022.

Conditions of employment:    This post is for 2 days a week (0.4) 15. hours a week.  Days to be agreed on appointment of the suitable candidate. Hours can be worked flexibly provided they are between Alive’s core working hours of 9 – 5.  Alive staff work a 7.5-hour day.

Location:   Home based, with flexible working in the Create Centre, Smeaton Road, Bristol, BS 1 6XN as and when required.

Please note: This job description is for guidance.  Employees are expected to be flexible and co-operative and to undertake additional duties as required.