



Leeds Academic Health
PARTNERSHIP

Candidate Brief

Strategic Delivery Manager

Salary: Grade 8 (£40,792 - £48,677 per annum)

Reference: MHLAH1006

Closing date: Sunday 2 June 2019 (23:59)

Interview date: Wednesday 19 June 2019

Full-time, fixed term until 31 March 2021 (due to external funding)

A partnership, hosted by the



UNIVERSITY OF LEEDS

Strategic Delivery Manager

Leeds Academic Health Partnership

Hosted by the Faculty of Medicine and Health, University of Leeds

Do you have experience of partnership working in the health and care sector, and/or the academic sector? Do you have fantastic relationships skills and a track record of delivering work through others? If so, would you like to help us shape exciting programmes designed to transform health and care in Leeds?

The Leeds Academic Health Partnership (LAHP) helps to transform ideas into life-changing realities so people in Leeds' communities and beyond can live healthier lives for longer. We bring together three Leeds universities, the city's three NHS trusts, the Leeds NHS Clinical Commissioning Group and the City Council to:

- improve the quality, efficiency and sustainability of health and care services
- drive economic growth that improves skills, jobs and wealth for everyone, and
- narrow the gap in the health and wellbeing between people in deprived, and more affluent, communities.

Our wider membership also includes the Yorkshire and Humber Academic Health Science Network, Yorkshire Cancer Research, St Gemma's Hospice and Leeds City College.

We are seeking a highly motivated and experienced Strategic Delivery Manager who will be responsible for working with our partners to shape and plan strategic programmes. Working to our Director of Strategic Delivery and Development, you will help us develop these programmes from innovative ideas into workable proposals that are ready to transition into partner hands.

To do this, you will develop relationships with senior local and national stakeholders and work collaboratively across our citywide partnership. You will need to combine expert skills in understanding and building relationships with a good sense of judgment, and an ability to come up with constructive, practical solutions to problems. You will need to understand how best to align proposals with related work across the city, the region and nationally. You will provide continued support to establish each programme as an independent and sustainable new way of working, and oversee its transition into delivery.

What does the role entail?

As LAHP Strategic Delivery Manager, you will:

- work with members and stakeholders to understand their needs and priorities, using these to scope and shape programmes of work in line with our strategy
- secure senior support and buy-in for each transformative programme of work, ensuring that the vision and benefits are clear and well-developed
- work with our members and wider stakeholders to draft and progress business cases and development plans for each programme
- ensure appropriate governance is in place for each programme of work, and reporting/accountability clear
- develop mechanisms for, and report on, the key performance indicators and deliverables for each of your programmes
- author, as well as guide and shape the drafting of, high-quality reports and papers for internal and external meetings relating to your programmes and the partnership
- create and deliver high quality presentations relating to your programmes and to the wider work of the LAHP
- identify and secure appropriate funding for your programmes, coordinating responses to multi-partner bids and lobbying funders to secure investment
- identify and mitigate risks and issues to ensure successful delivery of your programmes
- ensure each programme within your remit is delivered within budget, adhering to the appropriate procurement and financial guidelines
- work with the LAHP's Marketing and Communications Manager to ensure that appropriate messaging for each programme is shared with key stakeholders
- act as an account manager to selected LAHP members, building a shared understanding of organisational priorities
- provide business management support to the organisation where needed, including with finance, human resources and office management
- regularly attend external meetings and events in and beyond Leeds, and represent the partnership at events and conferences. International travel may occasionally be required.

These duties provide a framework for the role, and you should not regard these as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

You will report to Sarah Bronsdon, Director of Strategic Delivery and Development.

What will you bring to the role?

As the LAHP Strategic Delivery Manager, you will have/be:

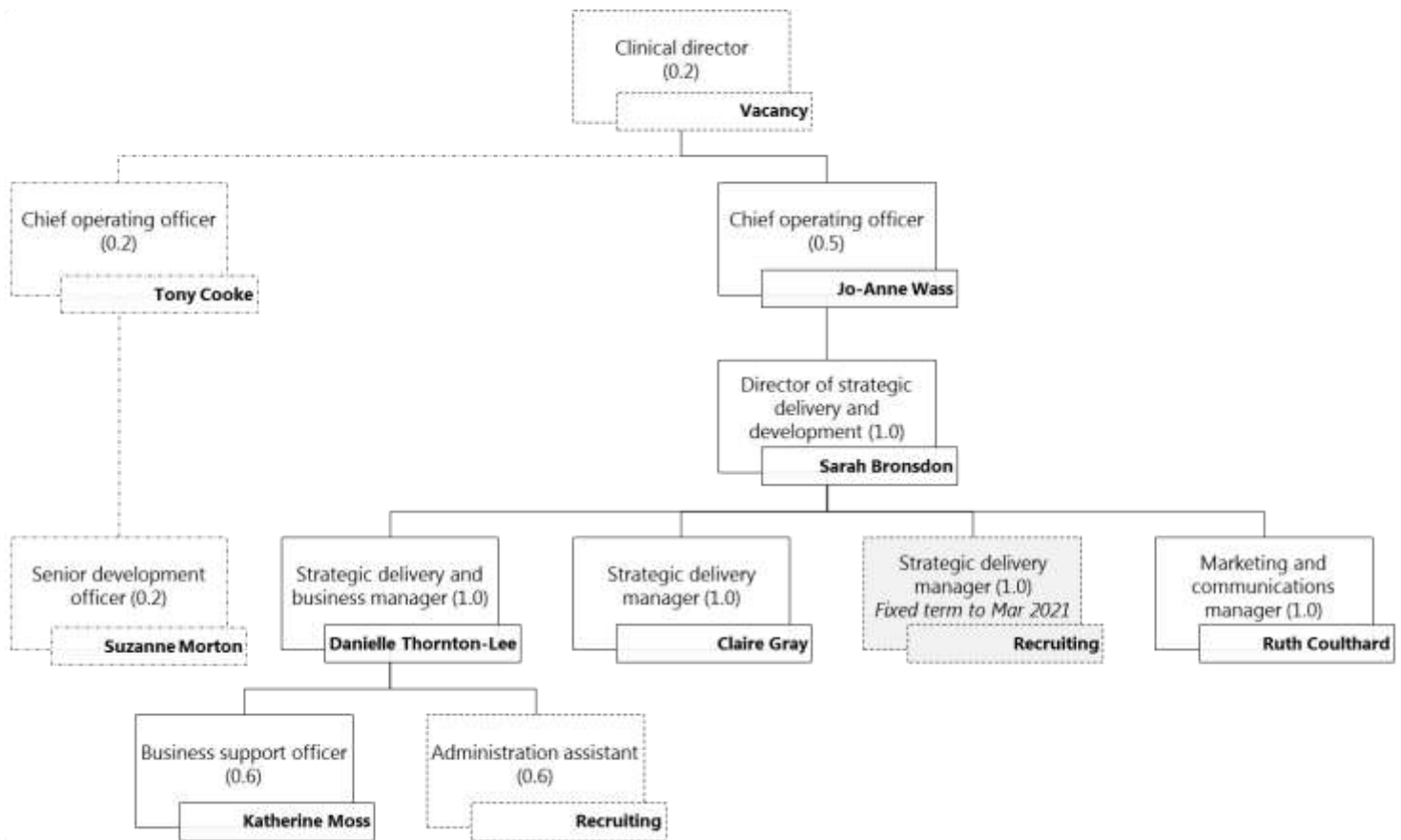
- Degree level qualification in a relevant subject, or equivalent level of experience working at a similar level in a specialist area
- Postgraduate level qualification in a relevant subject, and/or further training, qualification, or significant experience in programme management
- experience in a senior, delivery-focussed role, and of delivering complex projects of a high quality and to tight timescales in partnership with other stakeholders
- experience of working through public sector partnerships, with excellent communication and interpersonal skills; able to form relationships with and secure the buy-in of, and give expert advice to, senior stakeholders from a variety of sectors and backgrounds
- experience of identifying and securing inward investment for projects
- in-depth knowledge of the challenges faced, locally and nationally, within health and care and universities
- extensive and demonstrable experience of writing reports, preparing for and delivering presentations and communicating at all levels, adapting style as appropriate to ensure engagement by others
- highly numerate, with the ability to analyse complex facts and situations and develop a range of options
- the ability to make decisions autonomously, when required, on difficult issues, working to tight and often changing timescales
- self-motivated with the ability to identify priorities and organise own work load effectively to meet agreed objectives and deadlines under pressure
- a willingness to participate in training and development activities to ensure up to date knowledge, skills and continuous professional development.

You might also have:

- experience in, or knowledge of, the life sciences industry sector
- experience in business management, including financial/budget management, human resources, organisational governance, office management, staff supervision and business policies and procedures
- professional membership in a relevant field.

More information

As our host organisation, you will be employed by, and based at, the University of Leeds. Our team structure is shown below:



How to apply

You can apply for this role online. More guidance can be found on the University of Leeds' [How to Apply](#) information page. Applications should be submitted by 23.59 (UK time) on the advertised closing date.

Contact information

To explore the post in further details, or for any queries you may have, please contact

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Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility information page](#) or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records information page](#).