



POST TITLE:	Senior Network Manager
LOCATION:	Andover PCN
RESPONSIBLE TO:	The board
HOURS PER WEEK:	P/T 0.6 – over 5 days
Salary:	£40,000-£50,000 FTE salary + NHS Pension

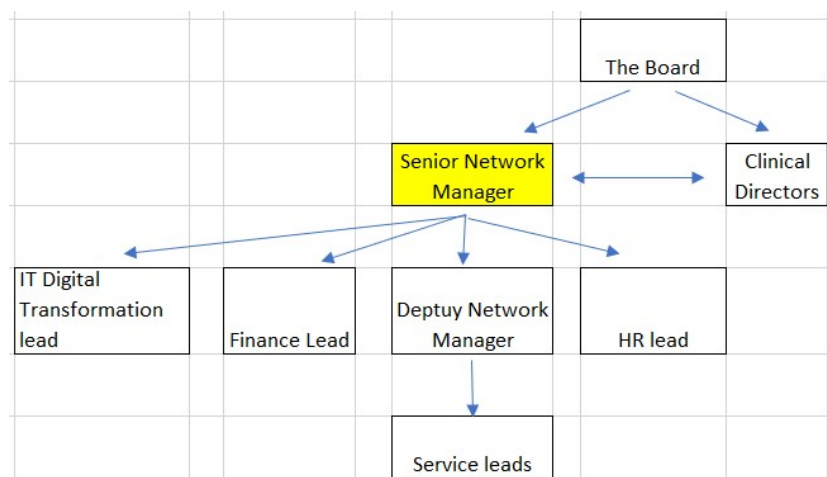
We are looking for a highly motivated Senior Network Manager to join our established Primary Care Network (PCN). As a key member of the Leadership team, you will be working closely with the PCN Clinical Directors and Board members to ensure the delivery of outstanding healthcare to our patients.

Andover PCN is an established and forward thinking PCN, comprising 5 practices with a patient population of 65,000. We have a multidisciplinary team of ANPs, Physician Associate, OTs, Social Prescribers, Health and Wellbeing Practitioners, Care Coordinators, General Practice Assistants, MSK Physios, Clinical Pharmacists, and Pharmacy Technicians.

The Senior Network Manager will form an integral part of the PCN leadership team to deliver the strategic priorities of the PCN and establish strong collaborative relationships with current and new stakeholders of the PCN.

JOB SUMMARY:

- Developing the Vision, Strategy and Culture of the organisation via strong leadership
- Driving performance against agreed targets
- Tendering and Contracts
- Limited Company Statutory administrative duties
- Stakeholder Communications
- Senior Information Risk Owner (SIRO)
- Line Management of operational managers/ leads
 - Accountability (oversight) for HR, Finance, IM&T Digital Transformation projects and Operations
- Support and Mentorship to Deputy Network Manager





PRIMARY DUTIES AND AREAS OF RESPONSIBILITIES

Key Responsibilities and Duties:

Vision, Strategy and Culture (Leadership)

- In collaboration with the board/CDs lead on the development and embedding of the networks culture, values and reputation as providers of high-quality services
- Prepare a strategy document for where the organisation wishes to head in the next 3-5 years and monitor its progress.
- Create a positive, supportive, learning, no blame culture environment to encourage staff retention

Tendering and Service Contracts

- Frequently monitor tendering portals for new service opportunities
- Lead on tenders once the board has agreed to proceed
- Sign up, review and renew service contracts as they become due

Performance Management

- Ensuring
 - service contracts are meeting their objectives.
 - PCN is financial sustainable and services operating within budget.
 - PCN is structurally robust with its HR processes.
 - higher than industry average retention rates
 - Tackling and minimising sickness rates
 - managed staff are performing in their roles
 - Transparency of HR procedures for board members

Line Management

- Line Management for HR, Finance, IM&T and Operations leads
- Offer mentor support, advice and guidance for responsible staff
- Carrying out annual appraisals and regular 1-2-1s for responsible staff
- Absence monitoring and covering where required for responsible staff
- Ensure effective responsible operational delivery of tasks by responsible team leads
- Effective conflict resolution management

Company Secretarial Duties

- Liaise with the PCNs lawyers, accountants and companies house to complete statutory submissions and amendments
- Remain informed and responsible for required changes to DES and NHS contracts where required from perspective of Limited Company

Communications

- Develop and prepare a communication strategy
- Represent the PCN network at external stakeholder meetings, as and when required.
- Ensure effective communication from the leadership team out to all members of staff
- Network, establish and build good relationships with current and future stakeholders involved in the PCN



Personal/Professional Development:

- To participate in any training programme implemented by the network as part of this employment,
- To Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
- To take responsibility for own development, learning and performance and demonstrating skill and activities to others who are undertaking similar work.

Other:

- Other duties and responsibilities related to the role may be required as directed by the Clinical Directors as the role evolves.

KNOWLEDGE

Essential

- Formal qualification in Leadership, Management or Coaching
- An Accountancy or HR qualification

EXPERIENCE

Desirable

- Minimum of 12 months experience of working within Primary Care or a healthcare setting.

Essential

- Experience of Project Management
- Experience of developing and methodology. implementing common systems and processes across teams and across service boundaries
- Experience of facilitating or managing change
- Experience in managing or leading staff
- Conflict resolution experience

SKILLS

Essential

Demonstrate a wide range of leadership qualities, skills and management systems behaviours.

- Ability to plan, organise, co-ordinate and work effectively under their own initiative.
- A high level of communication skills will be required to engage with staff, senior managers, clinicians and patients/carers.
- Proven team worker with the ability to motivate others.
- Ability to interpret, understand and analyse national policy/strategy.
- Ability to plan and manage multiple workload priorities and meet deadlines.
- Effective time management and skills in prioritisation
- Ability to build relationships with others to enable and support collaborative working.
- Able to use Microsoft packages.



Andover
PCN

BEHAVIOURAL

Essential

- Confident
- Collaborative
- Self-aware and Reflective
- Resilient
- Reliable
- Adaptable
- Professional and values-based leadership