



Yorkshire
& Humber
AHSN

Transforming Lives
Through Innovation



Portfolio Coordinators

April 2023



Portfolio Coordinator Recruitment Pack
including Job description and Person Specification

If you want to make a difference in Yorkshire and the Humber – and beyond – you have come to the right place. We need determined and passionate people to work with us to deliver our wide range of programmes. We want people who look at our values and think.....yes, that's just where I want to be!

We use our skills, knowledge, networks and relationships to understand the system and patient needs locally and regionally. We develop projects, programmes and initiatives that reflect the diversity of our local population and its healthcare challenges.

Portfolio Coordinators need to be adaptable and flexible with exceptional communication and IT skills. You'll be able to deliver at pace, prioritise competing workloads and deliver a high-quality support service to your Portfolio team. You'll bring with you a positive, professional mindset and a 'Can-do' attitude.

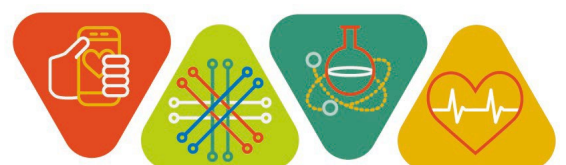
You'll be joining a committed and high performing team that focuses on patient outcomes and supporting the people of Yorkshire and the Humber. We are committed to creating and sustaining a positive and inclusive working environment for all our employees to ensure our work and our workforce represents the communities we serve.

How To Apply

We are currently recruiting for a number of full-time, fixed term posts (to 31 March 2024 in the first instance).

If you are interested in the role and meet the requirements in the person specification, please apply by sending a **CV and a 1 page covering letter** explaining why the role interests you and why you want to work with us.

The CV and covering letter should be emailed to hr@yhahsn.com no later than 12 noon on Friday 5 May 2023. **Late applications will not be accepted.**





Our Purpose

Transforming Lives Through Innovation

Our Vision

To improve the health and prosperity of our region by unlocking the potential of new ideas

Our Mission for 2023-2028

Our knowledge, skills and expertise will demonstrate that we are world leaders in unlocking innovation to address current and future health, economic and societal challenges

Our 5-year Strategic Aims

- Strengthen Our Foundations
- Enhance Our Role & Reputation
- Be Fit for the Future
- Foster Connections
- Grow Our Region

Our Values



Stronger Together

We're confident in the results we can achieve when we're united with our colleagues, stakeholders and partners



Always Learning

Every day's a school day. We're constantly searching for ways to excel and work tirelessly to build our expertise



People People

We love catching up for a cuppa and a natter but, more than that, we're curious about what makes people tick



Energetic Pioneers

We find new things and ideas that can make a difference to the health of our region. This is what gets us out of bed in the morning





What we give our Portfolio Coordinators:

- Salary of **£25,322** with development to £27,524 depending on performance
- Flexible and agile working – staff currently mainly working from home although encouraged to attend team meetings in person wherever possible.
- 25 days holiday + statutory days
- 3 extra days to take between Christmas/New Year bank holidays
- Holiday buy-back scheme via salary sacrifice
- Contributory matched pension (up to 10%)
- Learning and Development opportunities
- Open-plan head office in Wakefield at the side of Junction 39 of the M1
- Free parking at the head office
- All-staff away days
- Wellbeing programme
- Employee Assistance Programme/Mental Health First Aiders
- Perkbox discount platform
- Electric Car Scheme
- Social events



Portfolio Coordinator Job Description Overall

Purpose of Role (Summary)

The Portfolio Coordinator, reporting to a Project Manager, will provide a range of programme and project support, involving working closely with project teams comprising staff from the AHSN, NHS (clinical and non-clinical) and commercial sectors, associates/contractors and other stakeholders. You will contribute to ensuring projects are adequately planned, resourced and supported so the team delivers to high standards, on time and within a set budget.

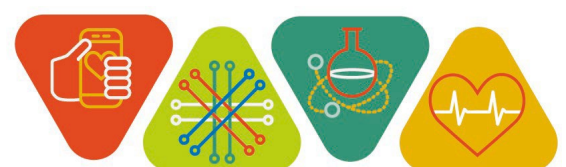
You will be expected to undertake a wide variety of tasks including communicating with stakeholders, assisting with the planning and delivery of current and new projects, maintaining and producing project documentation via our programme management tool Verto, organising and supporting events, interactive workshops and meetings, and ensuring we capture and report metrics and key performance indicators to our commissioners.

You will be able to work well with other team members and internal and external stakeholders and have good written and verbal communication skills. You will be able to demonstrate the ability to effectively plan and organise your workload and the initiative to resolve issues in an appropriate manner. Some operational programme and project management experience is desirable, but a flexible, supportive and motivated attitude is more important to enable you to play a significant role in a proactive and delivery focused organisation.

This is an excellent opportunity to work at the exciting interface between the commercial and health and social care sectors. You will be able to develop programme and project support skills, grow your understanding of the NHS and play a key role in contributing to economic growth, improved patients' outcomes, and healthcare system efficiencies.

Key Duties and Responsibilities

- Work on a variety of projects at any given time to help deliver them to a high quality, to time and to budget. You will manage key priorities effectively and keep all stakeholders up to date with project progress
- Collect, monitor and record information required for reporting
- Build and maintain good relationships between the AHSN and key regional, national and international stakeholders.
- Update and maintain project documentation including plans, risks, budgets, action logs, highlight reports and other key project documents





- Provide administrative support where appropriate, including arranging and supporting meetings, programme boards, teleconferences and events; coordinating attendance, setting up meeting rooms, preparing relevant papers, collating information; taking minutes and action notes and coordinating follow up actions
- Build and maintain links within the AHSN Network and other regional, national and international stakeholders, ensuring effective stakeholder engagement and communications
- Support comms, liaise with Marketing and Communications function to ensure effective project delivery and stakeholder engagement
- Support of general office management including managing phones, email inboxes and organising key internal and external meetings
- Support the delivery of innovation events, taking a lead on the logistical planning and delivery
- Demonstrate high standards of integrity when dealing with shared data or information and ensure individual and organisational confidentiality is maintained at all times

Key Relationships

The post holder will be required to:

- Proactively engage with companies, clinical innovators, ICB senior leaders and project managers, NHS managers and clinicians, Local Authority and other staff, on a variety of topics and programmes.
- Maintain constructive relationships with a broad range of internal and external stakeholders.
- Develop and maintain networks internally and externally.
- Participate constructively in relevant internal and external working groups/projects, services and initiatives to provide information, advice and support.
- Liaise with other staff to share best practice.

Education and Professional development

- You will be expected to develop and maintain your knowledge of our online project management tool – Verto – in order to support and advise other staff
- Take every reasonable opportunity to maintain and improve professional knowledge.
- Develop own skills and knowledge and provide information to others to help individual and team development.





- Participate in personal objective settings and review, including a personal development plan.

Special Requirements:

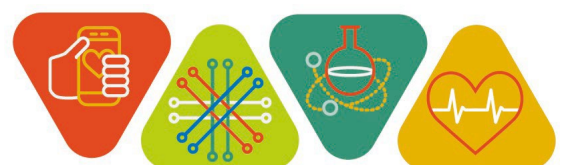
- You may on occasion be required to work irregular hours in accordance with the needs of the role.
- You will occasionally be expected to travel across the region, London and other locations to meet with members of the AHSN team, project stakeholders and others.
- **Staff based at Wakefield head office but currently work mainly from home with some requirement to attend team meetings in Wakefield, Leeds or Sheffield (or other locations within the Y&H region) (dependent on the role).**

Health and Safety

- Ensure that you remain compliant with health and safety regulations and accepted safe practice at all times. Report any health and safety issues or contraventions witnessed anywhere within the business to your Manager or in their absence a Director.
- Work efficiently and responsibly within all areas of the Company in a safe manner sharing good practice with colleagues.

General

- You will contribute to continuous improvement of working practices.
- You will comply with all policies and procedures within the Company.
- Carry out all duties with regards to and ensuring equal opportunities and work with all employees within the Company in the fulfilment of our aims and objectives.





Person Specification (expertise in role required at selection). All criteria are essential unless shown otherwise.

Qualifications

- Educated to degree level in relevant discipline **or** relevant experience based on the person specification
- Project Support or project management qualifications (or working towards) - **desirable**

Knowledge & Experience

- A minimum of 2 years relevant experience in a project support or similar role
- Exceptional written and oral communication skills
- Excellent word processing and IT skills, including knowledge of a range of software packages
- Knowledge of project management principles, tools and procedures, e.g. budget management
- The ability to deliver results whilst working under pressure and to tight deadlines
- Strong organisational, prioritisation and time management skills
- The ability to research, digest, analyse and present material clearly and concisely
- Discretion and an understanding of confidentiality issues.
- Experience of working within the health and commercial sectors

Qualities

- Have a passion for the work we deliver and resonate with our values
- Ability to support projects with competing deadlines and requirements involving internal staff and external organisations.
- An ability to communicate effectively with people internally and externally in order to maintain collaborative relationships.
- Pro-active, self-motivated and resilient
- Ability to be take a flexible approach to work
- Ability to quickly grasp new ideas and concepts
- Excellent interpersonal skills
- A commitment to equality, diversity and inclusion.
- A desire to continually develop personal skills and experience

