

Innovation Advisor - Job Description

Job Title	Innovation Advisor
Organisation	Imperial College Health Partners
Pay Band	Band 6
Salary	£36481.20 - £44044.00 (including hcas)
Responsible to	Innovation Delivery Lead/Manager
Accountable to	Director(s)
Responsible for	<p>The post-holder is responsible for providing project support to the Delivery Lead of a project within the Partnership to ensure programme outputs are delivered effectively and to time and that all agreed outputs align with and support local transformation programmes.</p> <p>The post holder will provide relevant support to the project including engaging stakeholders, data analysis, innovation scouting, day-to-day delivery, and contribute to performance management, adjusting plans as required to ensure that risks and issues are mitigated. The post holder will work closely with expert working groups and ensure effective management of dependencies within the project.</p> <p>It is expected that the specific project the post holder works on within this broad area will change over time as the portfolio of work changes.</p>
Base	<p>London.</p> <p><i>Flexibility of base / working arrangements will be considered.</i></p>

Summary

Imperial College Health Partners (ICHP) is a partnership organisation bringing together the academic and health science communities across North West London. We are also the designated Academic Health Science Network (AHSN) for North West London.

We're here to deliver demonstrable improvements in health and wealth for the people of North West London and beyond through collaboration and innovation.

We're focused on:

- Enabling the discovery of best practice;
- Adopting best practice systematically;
- Supporting wealth creation in the sector and beyond.

Our membership includes representation from academia, primary and community care, mental health, secondary and specialist care and the clinical commissioning groups across North West London.

In addition to our members we work closely with local government and social care, technology and pharmaceutical industries, opinion leaders, research bodies and of course patients and the public – who as the ultimate beneficiaries of our work drive everything we do.

Job Purpose

At ICHP we work with a large number of leading hospitals, community and mental health providers, commissioners and universities to understand operational and clinical challenges and match them with evidenced innovation. We are also a systems integrator for our partners and considered thought leaders in the space of innovation with a national and international reach.

You will be working across a complex set of relationships, challenges and innovations to contribute to service transformation.

You will be able to think laterally, build strong trusted relationships quickly, and work as a productive team member of the [ICHP core team](#). You will bring an appetite for analytics, evidence, and learning in everything you do and have an ability to understand new subjects rapidly.

This is a unique opportunity to support our partners to operationalise system-wide transformations.

We offer a range of employment models including secondments and fixed term appointments.

MAIN DUTIES AND RESPONSIBILITIES

Project delivery

- Responsible for leading the delivery of defined areas of a project to time, to quality standards and in a cost effective way, adjusting plans as required
- Responsible for organising a wide range of activities with including stakeholder management, clinical expert groups and project governance groups

- Responsible for supporting the Programme Delivery Lead in the delivery of a programme of work and agreeing the priority and allocation of projects to members of the team to ensure that project and programme objectives are met.
- Responsible for conducting surveys as required by the project such as seeking the formal feedback on the proposals of a new model of care, gauging levels of public and clinical support and analysing and formally reporting on the survey's findings

Communication and relationship building

- Responsible for working and engaging constructively with a wide range of internal and external stakeholders on a range of issues
- Responsible for the analysis and interpretation of a range of information and its presentation to a wide variety of stakeholders, persuading them of the importance of the project, and influencing their decision-making when appropriate
- Responsible for building key relationships and maintaining networks internally and externally to ensure the delivery of the project
- Responsibilities for analysis and judgement
- Responsible for the interpretation of data from various sources, including national guidance, to inform the development of project documentation,
- Responsible for the identification of the accurate and reliable evidence relevant to the project from the large amount of complex information available
- Responsible for the interpretation of information provided by stakeholders such as clinical experts and patient representatives, exercising judgement over the information received and challenging the reliability of the source as appropriate
- Responsible for the translation of this information into clear and appropriate formats, such as written documents or graphical representations

Freedom to act

- Responsible for working on own initiative and organising own workload without supervision as agreed with the Delivery Lead
- Responsible for producing documents, requiring frequent high levels of concentration, while facing unpredictable working patterns due to team management and role as source of specialist knowledge and first point of contact to stakeholders
- Responsible for deputising for the Innovation Delivery Lead as appropriate
- Responsible for supporting the Innovation Delivery Lead and relevant Director in the production of strategic reports and briefings for the project's Senior Responsible Officer, Clinical Lead, NHS England (London), and other stakeholders as appropriate

This role description is intended as a basic guide to the responsibilities of the post and is not exhaustive and may be subject to review in consultation with the post holder.

Person specification

Area	Essential	Desirable	Assessment
Values and behaviours			
Demonstrable commitment to the organisations values which are; Trusting, Collaborative, Creative and High Achieving.	√		A/I
Commitment to focus on quality, promotes high standards to consistently improve patient outcomes.			
Methodical in approach with good eye for detail.	√		A/I
Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others.	√		A/I
Self-awareness in terms of emotional intelligence, biases and personal triggers with cultural sensitivity and awareness.	√		A/I
Skills and Capabilities			
Ability to anticipate issues and create solutions and to resolve problems in relation to project or service delivery	√		A/I
Financial and staff management skills		√	
Good presentational skills for conveying complex concepts	√		A/I
Competent user of spreadsheets, databases, word processing (e.g. Excel, Access, Word or equivalent)	√		A/I
Competent user of statistical analysis packages		√	A/I
Preparation of paper reports setting out information, its analysis and interpretation in a lucid and persuasive manner in the context of evidence	√		A/I
Developed communication skills for delivering key messages to a range of stakeholders both internal and external to the organisation, some at very senior level	√		A/I
Ability to use informed persuasion to influence others	√		A/I
Qualifications			
Masters qualification or equivalent experience	√		A/I/C
Prince 2 or equivalent training and experience		√	A/I

Knowledge and Experience			
Experience of working at a senior level in health service, local authority, academic, or related field		√	A/I
Experience of delivering change projects		√	A/I
Experience of project management, business process activity, service delivery, financial and staff management	√		A/I
Evidence of planning and delivering projects, initiatives or services, some of which might be multi-stranded on time	√		A/I
An understanding of public health and health service research	√		A/I
Understanding of economic, financial and organisational complexities of the NHS		√	A/I
Knowledge of National health policy and strategy, and social and economic policies		√	A/I
Knowledge of National health intelligence and data sources		√	A/I
Management skills and personal attributes			
Hardworking and conscientious	√		A/I
Ability to work as part of a team	√		A/I
Self-motivated and pro-active	√		A/I
Ability to move between details and the bigger picture	√		A/I
Demonstrates honesty and integrity and promotes organisational values	√		A/I

*Assessment will take place with reference

A=Application form I=Interview T=Test

to the following information

C=Certificate