

Job title:	MSK Bid and Mobilisation Lead
Salary:	Band 8a (£43,200 - £59,400 p/a)
Accountable to:	Natalie Blunt, Director, Here
Location:	Here, 4th Floor, 177 Preston Road, Brighton. BN1 6AG

In this job description you will find details of the purpose and main duties and responsibilities of the MSK Programme and Mobilisation Lead role.

To get a full overview of the MSK Programme and Mobilisation Lead role, what working at Here is like and what we offer, and the experiences of the people already doing the job you can read the Job Pack.

Job purpose

Here currently delivers MSK Services as Head Contract holder of the Sussex MSK Partnership Central, a unique local, not for profit partnership bringing together primary care, specialist musculoskeletal care, community and mental health and well-being experts to deliver the whole musculoskeletal service in central Sussex. Our commitment is to a truly integrated MSK service that is effective, efficient, and compassionate.

Community MSK services are now being recommissioned across Sussex, and Here is submitting a response as a part of a wider provider alliance. We are now looking for an experienced and dynamic MSK Programme and Mobilisation Lead to support the procurement response and mobilisation of MSK services across Sussex.

The role holder will work closely with Here Directors, developing and delivering our procurement response for the future of MSK services across Sussex. They will have strong strategic leadership and reasoning skills to support the development of an excellent bid that supports Here's organisational ambitions and ultimately delivers the best care for the Sussex population.

The role will manage a broad range of senior stakeholder relationships, including internal and external executive, strategic, clinical, and operational leaders. As this response will be submitted as a part of a provider alliance, the role holder should have significant experience in building and sustaining partnerships and will be confident leading and working collaboratively with partners across the system.

This will be a fast-paced, dynamic, and multi-faceted role. The successful role holder will be comfortable with ambiguity and have excellent programme management and organisational skills. They will be confident working autonomously and as a part of a cross-organisational team.

We welcome applications from those looking for new development opportunities and may consider secondments.

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Main duties and responsibilities

Bid development and programme mobilisation

Developing and delivering our procurement response and supporting the mobilisation future of MSK services across Sussex is the core function of this role. It's the responsibility of the MSK Programme and Mobilisation Lead to have oversight of the entire process. This will include:

- Working in partnership with all relevant internal and external stakeholders to deliver a competitive and excellent quality procurement response which delivers best possible MSK services for Sussex.
- Actively working across all parts of the bid development process including programme management, bid writing, and any relevant activities.
- Utilising honed project management skills to ensure the bid is developed in a timely and efficient manner.
- Supporting and leading where specified the mobilisation of MSK services, pending a successful bid. Translating the bid into operational delivery to oversee implementation.
- Drafting and delivering reports, briefing documents and presentations where required to support the development programme.

Strategic leadership

You will need strong strategic reasoning and leadership skills in the role as you'll be working alongside leaders across the organisation to ensure the procurement response fulfils Here's ambitions and delivers the best possible care across Sussex. This will involve:

- Working directly with the responsible Here Director to provide strategic leadership to the procurement process and ensuring the response aligns with Here's strategic ambitions.
- Deputising for the responsible Here Director where required in strategic meetings relating to the procurement development process.
- Working closely with leaders across Here (including executive, data, clinical and operational leaders) to ensure the bid effectively reflects our organisational values, expertise, and capabilities.
- Working closely with the Head of Contracts to draft contractual agreements that meet partnership and delivery needs.

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Partnership building and stakeholder management

Building and sustaining partnerships will be a central part of this role. You will need excellent interpersonal and communication skills to work collaboratively with partners across the Sussex system to develop and deliver an excellent procurement response. This will include:

- Working collaboratively with partners across the MSK alliance to develop the procurement response as a collaborative, always modelling our culture and professionalism.
- Engaging expertise from all parts of the system, working directly with clinical, operational and strategic external partners.
- Working with partners to develop and deliver effective methods engagement, this may include designing and facilitating workshops, chairing meetings and any relevant activities.

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Things you need to know

CONFIDENTIALITY

As an employee of 'Here' you may gain knowledge of a highly confidential nature relating to the private affairs, diagnosis and treatment of patients, information affecting members of the public, matters concerning staff and details of items under consideration by 'Here'. Under no circumstances should such information be divulged or passed to any unauthorized person. This includes holding conversations with colleagues concerning patients or staff in situations where the conversation may be overheard. Breaches of confidence will result in disciplinary action which may involve dismissal.

HEALTH AND SAFETY

All staff have a responsibility to perform their duties in such a way that accidents to themselves and to others are avoided, and to cooperate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

USE OF NEW TECHNOLOGY

We will make use of computer technology. Staff should expect to use automated information systems in their work in order to improve quality and co-ordination of services, and to enable faster and more accurate communication within and outside of the organisation.

TRAINING AND DEVELOPMENT

All employees have a responsibility to undertake statutory and mandatory training that is required by 'Here'. In accordance with the Training and Development Policy staff are expected to actively participate in the appraisal system and using this process to develop a Personal Development Plan (PDP).

EQUAL OPPORTUNITIES

Our policies and practices are designed to ensure equality of opportunity in employment and service delivery. All staff are expected to comply with these policies and practices.

NO SMOKING POLICY

We operate a no-smoking policy. This applies to all staff and visitors. This policy also includes travelling in 'Here' owned or leased vehicles during work time and whilst travelling in their own vehicles whilst on duty, in work time or whilst on 'Here' premises. It is a condition of employment for staff that they do not smoke whilst on duty or anywhere on the premises including the car park.