

## NHF Programme Principal Project Manager

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**Department:** Health & Community Services

**Section:** New Healthcare Facilities Programme

**Reports to:** Programme Lead

**JE Ref:** HCS1267.1

**Grade:** CS14 **JE Date:** 10/01/2025

### Job purpose

Leading on the development and delivery of various projects within the New Healthcare Facilities Programme working with the Programme Director and Business Leads to design the plan for new projects, ensuring compliance with all relevant statutory, best practice and best value standards to improve healthcare facilities in Jersey and ensure that services are fit for purpose for the benefit of islanders and visitors.

### Job specific outcomes

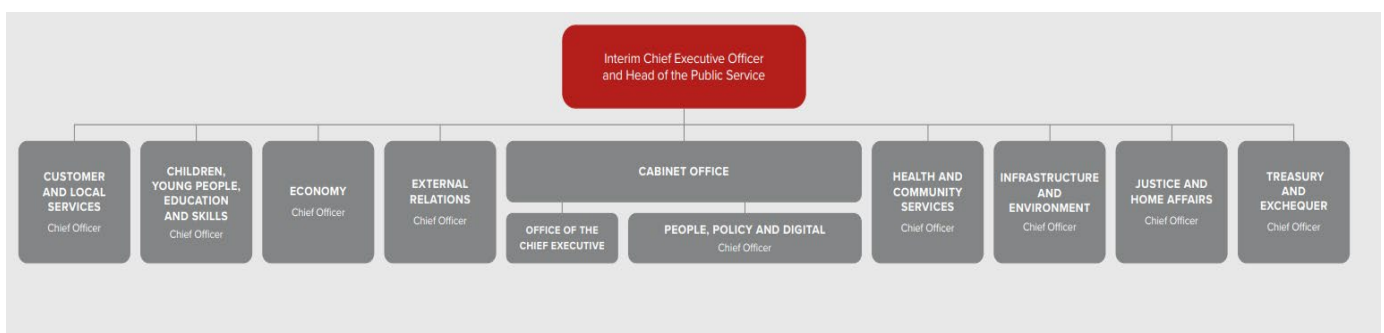
1. Lead on the delivery of various projects related to New Healthcare Facilities Programme, associated technological processes and infrastructure that remain compliant with local, national and international statutory requirements and industry best practice and promote business resilience, ensuring the delivery of operational services that are sustainable and support environmental and public health initiatives.
2. Lead on the design and implementation of various projects, writing project specification documentation, working with Business Leads to obtain political support, coordinating policy makers to devise the underpinning framework and running tender processes as required.
3. Be the lead expert collaborating with the lead advisors to provide specialist technical advice on various projects, making recommendations according to local, UK and EU best practice and legislation to Senior Management and politicians to support the development and delivery of the New Healthcare Facilities Programme's strategic aims and politically driven initiatives.
4. Create fully detailed and costed discovery work and feasibility studies that include necessary consultation / endorsement including, where required, the correct technical supporting information to allow end-user capital funding bids.
5. Consult and advise various stakeholders on proposed projects, dependencies and long-term operational and commercial impact as part of the overseen projects, liaising with other industry third parties, representing the New Healthcare Facilities Programme to other Departments or authorities, politicians or members of the public, ensuring effective stakeholder management and working with the Business Leads to obtain senior management and political sign off as required to facilitate project approval political sign off.

6. Lead the investigation and analysis of modern methodologies, technologies, resource needs and market demand, including any service gaps locally, opportunities for community involvement to raise public awareness and cost-effective options for outsourced services to neighboring jurisdictions where required, to effectively plan and assess the feasibility of projects.
7. Provide good leadership and oversee the best utilisation of staff and physical resources, by intelligently procuring and coordinating consultants, contractors and suppliers that offer value for money and coordinating a multi-disciplinary team of professional engineers, project management professionals and cross corporate resources within Procurement, Policy and Finance, to ensure the delivery of high quality and cost effective solutions for the various capital projects that the role oversees.
8. Set the revenue and capital budget for specific projects ensuring it is developed within the defined financial limits to support successful delivery and promote best value for investment.
9. Provide responses to States Questions, FOI requests, complaints, risk management and liaising with the Office of the Director General function, other departments or key stakeholders as appropriate to ensure project and business continuity.

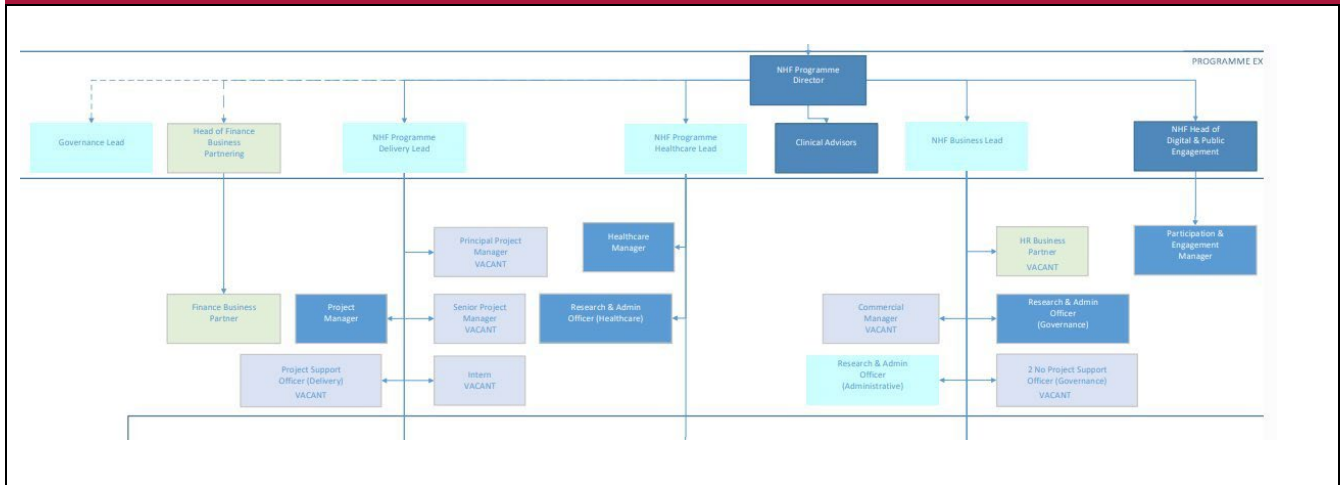
### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time. This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

### Organisational structure



## Organisation chart



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>Level 7 qualification or equivalent specialist knowledge in a technical or engineering field including Chemical, Electrical or Mechanical Engineering, Environmental Waste Management or equivalent gained by substantial practical experience.</p> <p>Chartered membership of a relevant professional engineering or scientific institution, e.g. ICE, IMechE, IchemE, etc.</p> <p>Post graduate management qualification or equivalent.</p>	<p>Project management qualification at Practitioner level or equivalent.</p>

<b>Knowledge</b>	<p>Specialist knowledge of engineering disciplines and related principles.</p> <p>Detailed knowledge of planning, legal and regulatory frameworks in Jersey.</p> <p>Detailed knowledge of local, UK and EU legislation, directives, regulations and international agreements with a comprehensive understanding of how they impact local legislation, policy frameworks and practices.</p> <p>Ongoing Continuing Professional Development to remain up-to-date with</p>	<p>Knowledge of:</p> <p>The activity and processes of Government including interaction between politicians and officials.</p> <p>Management reporting as it relates to this role.</p> <p>HCS/ NHFP key objectives, risks and issues relevant to the department division and the role.</p>
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	<p>the latest methodologies and industry research and best practice.</p> <p>Knowledge of managing a budget and business planning processes.</p> <p>Knowledge of the Government of Jersey or a comparable organisation and its strategy and functions.</p>	
<b>Technical / Work-based Skills</b>	<p>Computer literate with ability to operate the Microsoft Office package.</p>	

<p><b>General Skills/Attributes</b> <i>This</i></p>	<p>Strong relationship building skills.</p> <p>Good planning and organising skills so as to generate medium and long-term strategic plans for the relevant areas of responsibility.</p> <p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance and manage poor behaviour.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation to a variety of audiences, including the States Employment Board and Government of Jersey Ministers.</p> <p>Ability to communicate</p>	
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	<p>confidently and effectively in media interviews when required. Ability to communicate effectively to senior stakeholders, including politicians and Senior Management and deliver key messages at a suitable level.</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p>	
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<p><b>Experience</b></p>	<p>Practical experience in the management and delivery of projects.</p> <p>Experience in leading multi-disciplinary project teams and managing contractors.</p> <p>Experience in management of major projects.</p> <p>Proven management experience, including management of senior teams, obtained by a combination of professional experience and more formal management training.</p> <p>Experience in delivery against large budgets.</p> <p>Experience setting and deploying strategy at departmental / divisional level.</p> <p>A proven track record of achieving objectives on time.</p> <p>Experience of best practice within the area/s overseen as part of the remit of the role to make</p>	
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	<p>recommendations for change.</p> <p>Experience working alongside senior stakeholders within the public sector or a similar context.</p>	
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#### **Core Accountabilities, Attributes and Behaviour Indicators**

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.