

The Chartered Society of Physiotherapy

Job Description

Job title:	Programme Manager – NHSE Education Reform Programme
Directorate:	P&D
Team:	Workforce and Education
Grade:	8
Hours:	Full time; 35 hours per week - Fixed term contract for 9 months, start date 1st July 2024 until 31st March 2025.
Accountable to:	Reena Patel, Assistant Director Workforce and Education
Responsible for:	Project Coordinator – NHSE education and reform programme

Main purpose of the post:

The Programme Manager is responsible for leading a NHS England funded programme of education and workforce reform. This programme consists of several interdependent work streams focusing on the physiotherapy profession with the ultimate aim to maximise the drivers contained within the NHS Long Term Workforce Plan, the NHS People Plan and AHP Delivers Strategy.

The post holder will have primary responsibility for the successful management and delivery of this exciting programme of work. They will develop strong relationships with the programme team and a range of stakeholders to deliver the vision of the programme. They will need knowledge of and experience in project and programme management. They will also have extensive knowledge of the physiotherapy profession and the context of the wider health and social care landscape.

This project is due for completion by 31 March 2025. The impact of this programme is transformational for the physiotherapy profession and will influence future activity of the CSP.

Main duties and responsibilities:

1.	Accountable for the development, effective delivery and evaluation of the CSP education reform programme 2024/5 objectives, outcomes and deliverables, in line with agreed timescales and to budget.
2.	Lead a complex programme of activity, encompassing multiple, diverse projects, managing all strategic and operational aspects, including the dependencies and interfaces between different programme workstreams and wider organisational activity.
3.	Anticipate, identify and appropriately mitigate risks to the programme and organisation.
4.	Recognise when to proactively seek and develop strategic alliances with other AHP professional bodies and using influencing skills ensure the best interests of the physiotherapy profession are maintained.
5.	Provide expert insight, intelligence and appropriate analysis of data to effectively lead the diverse work packages within the programme, contributing to the development of a profession fit for the future. This includes pre/post registration education, workforce

	supply, apprenticeship delivery, support worker development, preceptorship, enhanced, advanced and consultant levels of practice.
6.	Demonstrate autonomy through independent decision-making, creativity, innovation and future focused thinking to promote workforce growth and development in line with the programme's and CSP's strategic objectives.
7.	Ensure the principles of equity, diversity and belonging are reflected, integrated and amplified throughout the programme of work, with a particular focus on the identification of opportunities to support widening access and career progression for those with protected characteristics.
8.	Provide matrix leadership, and act as a professional resource to co-ordinate and guide a multi-professional team of staff working both on the programme and aligned CSP workstreams.
9.	Line manage employed CSP programme staff and manage and co-ordinate the work of commissioned research organisations and/or contractors, ensuring the outputs of commissioned work meet programme requirements.
10.	Seek out, triangulate and evaluate multiple sources of expert opinion, knowledge, potentially incomplete data and evidence to independently make judgements on programme direction and activity in the context of risk and assuring quality outcomes.
11.	Develop appropriate information systems to effectively monitor and report on programme progress and establish quality assurance arrangements that meet CSP and project funder requirements.
12.	The duties and responsibilities highlighted in this job description are indicative and may vary over time depending on business need. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and in accordance with the needs of the team.

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Person Specification Form

The person specification below outlines the essential and desirable experience, knowledge and skills required for this role. Evidence for behaviours, knowledge and skills will be looked for throughout the selection process.

E – Essential requirements are those without which the job could not be done.

D – Desirable criteria are those that may enable better or more immediate performance in a job.

	ESSENTIAL/ DESIRABLE (E/D)	ASSESSED BY APPLICATION/ INTERVIEW/ TEST (A/I/T)
Educational Requirements		
A UK or equivalent appropriate postgraduate qualification at Master's level, or appropriate evidence of Masters level thinking and critical analysis.	E	A/I
A professional qualification providing eligibility for UK registration as a physiotherapist and membership of the CSP.	E	A/I
Project management qualification.	D	A/I

Previous Experience		
Leadership roles in strategic development processes at national or regional and local levels in education or healthcare settings, relating to physiotherapy workforce development.	E	A/I
Extensive experience of workforce development across the breadth of career development within the physiotherapy profession, across a diverse range of practice settings and areas.	E	A/I
Experience in leading, delivering and working within diverse large-scale programmes, projects or portfolios of work that take account of a broader strategic context, with demonstrable impact on the development of the physiotherapy profession.	E	A/I
Experience of widening access and supporting equity and diversity within workforce development.	E	A/I
Experience of working within established corporate governance structures to develop and implement operational and financial plans.	E	A/I
Experience of developing high quality resources or guidance to support innovation, with demonstrable change/impact as a result.	E	A/I
Skills and Knowledge		
Demonstrates independent thinking, critical analysis, synthesis and the application of information to complex practice settings.	E	A/I
Holds current depth and breadth of knowledge of the drivers, policy and practices that impact on pre- and post-registration education and workforce development.	E	A/I
Expertise in knowledge mobilisation.	E	A/I
Understanding of the current healthcare and education landscape in England, in the context of workforce development, for the physiotherapy workforce working at all levels of practice and across different healthcare settings.	E	A/I
Demonstrates advanced strategic leadership skills that foster stakeholder and team relationships enabling high levels of collaboration and achievement.	E	A/I
Demonstrates flexibility and adaptability to manage conflicting priorities, navigate change and hold ambiguity.	E	A/I
Advanced project management skills, including capability in managing resources and budgets, taking into account cost effectiveness and value for money.	E	A/I
Work autonomously with advanced problem-solving and decision-making abilities to make critical decisions in real time within governance structures of the organisation and funder.	E	A/I
Highly developed communication skills in situations that require influence through negotiation, diplomacy and decisiveness.	E	A/I
Intermediate skill levels in the following Microsoft Applications: Word, Excel, PowerPoint and Outlook.	E	A/I
Other Requirements		
Knowledge and understanding of equality and diversity principles and the ability to work to them in practice.	E	A/I
Takes responsibility for ensuring that data is accurate and up to date, whilst being aware of sensitive and confidential data.	E	A/I
Ability to sustain frequent periods of sustained concentration.	E	A/I
Ability to undertake the travelling and unsocial hours required of the post.	E	A/I