



# Clinical Practice Project Manager

## Background

The Osteopathic Development Group (ODG) brings together the major osteopathic organisations in the UK, working in partnership on a number of projects to support the long-term development of osteopathy. The ODG is recruiting a Project Manager for its Clinical Practice project, which has been investigating how best to support and promote high standards of clinical practice in osteopathy. The initial research identified paediatrics as an area of priority and a draft competence framework for osteopaths who work with children was developed and consulted on. Feedback from the profession indicated that it would be helpful to include more detailed information about the specific knowledge and skills required when working with different age groups and clear signposting to relevant resources. This is the focus for the next phase of the project.

## Purpose of role

To develop and implement policy to support and promote high standards of clinical practice in osteopathy. The initial focus will be on developing a supportive framework for osteopaths who work with children.

## Main responsibilities

The Project Manager is responsible for overseeing the project, including:

1. Supporting the ODG Clinical Practice project team in developing and implementing policy in relation to supporting and promoting high standards of osteopathic clinical practice. The successful applicant will need to work closely with the existing team.
2. Planning and managing the implementation of these policies. This will include the development of a plan to develop the supportive paediatric framework in line with the consultation feedback.
3. Identifying funding requirements for the project, securing funding from appropriate sources and managing funds within a defined budget.
4. Managing and liaising with such external contractors or individuals as may be appointed from time to time to support this work.
5. Identifying and researching issues and, where appropriate, developing and presenting associated policy propositions and arguments for and against them.
6. Establishing and administering working groups with appropriate personnel, including the development of working papers and presentations and producing accurate notes of meetings. The project manager will need to work closely with the existing paediatric working group on the development of the supportive framework.
7. Developing strong working partnerships with key stakeholders ensuring that all are involved and informed about the project and its outputs.
8. Developing and implementing ongoing strategies for engagement and consultation on policy. This will include the identification of target audiences and method of communication as well as establishing the need for public and other events and determining consultation distribution methods.

## Time commitment & remuneration

It is anticipated that the role will require 1-2 days a month. Remuneration is set at £250 a day. Funding is in place to cover a transition phase of 3-4 months, during which a project plan for the next phase of the project will need to be agreed. Further funding will be dependent on agreement of the project plan and successful application for funding. All payment points will be linked to key deliverables.

## Key Skills

The successful candidate will have the following knowledge, skills and abilities or the capacity to develop these while in the role:

- Ability to develop policy in a health educational and professional development environment.
- Ability to research, record, analyse, interpret and map large amounts of disparate and complex information in a systematic way.
- Ability to make reliable and objective judgments about the nature and content of information collected and record these appropriately.
- Ability to develop, agree, review and manage complex project plans involving multiple stakeholders.
- Knowledge and understanding of the context of healthcare delivery in the United Kingdom and the way in which osteopathy sits within this.
- Knowledge and understanding of regulatory standards and outcomes, and quality assurance systems.
- Ability to develop, manage and report on a defined budget.
- Excellent listening skills and empathetic communication enabling stakeholders to discuss their views honestly and to recognise that their views are shaping the development of policy.
- Ability to communicate and present arguments clearly and concisely through both written and oral means in a fluent and persuasive manner.
- Ability to work effectively independently and as part of a team, being comfortable operating with stakeholders at a variety of levels.
- Ability to build and utilise personal networks, liaising with external stakeholders, and particularly an ability to bring the expertise of key stakeholders in other health disciplines to the project.
- Ability to respond flexibly and positively with conflicting demands and prioritise work whilst maintaining a high standard and meeting deadlines, within tight timelines when required.
- Ability to work under own initiative and without close supervision, monitoring progress towards agreed objectives.
- Ability to identify, recommend and facilitate improvements to policy and process to improve efficiency and effectiveness and to address problems as they arise.
- Ability to think creatively and thrive in an environment of constant discussion and cross-fertilisation of ideas.

## Applications

Applicants should submit a current CV and a brief supporting statement summarising their interest in the role and any relevant skills and experience. Submissions should be made by email to [ben@iosteopathy.org](mailto:ben@iosteopathy.org). The closing date for applications is Friday 5<sup>th</sup> October 2018. Shortlisted candidates will be invited to attend an interview in a central London location on the afternoon of 22<sup>nd</sup> October 2018.