

Job Description for Perioperative Care Manager (Centre for Perioperative Care)

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| Directorate: | Clinical Quality & Research |
| Reports to: | Associate Director of Clinical Quality & Research |
| No. of Direct Reports: | 0.6 FTE |
| Band: | C |

1.1 Job purpose

The purpose of this role is to manage the workstreams, tasks and projects of the Centre for Perioperative Care ([CPOC](#)).

CPOC is hosted and majority funded by the Royal College of Anaesthetists. It is a multi-professional organisation that involves managing complex work for multiple partners with competing needs within a changing healthcare environment. CPOC is a collaboration of national organisations that are signed up to improving the journey for patients undergoing surgery. This includes providing patients with the right information about their treatment options, improving how healthcare teams work together, realising the importance of patients looking after themselves before surgery and making the most of waiting times to improve their health. CPOC executes its own strategy, budget and reports to a stand-alone Board.

The role is outward facing, involving liaison with external stakeholders, senior clinicians and other key stakeholders. The role holder will work closely with committee and board members including both clinical and patient representation and requires people management skills. The role holder will promote excellent and efficient team working, ensuring that high standards are maintained, and deadlines are met. The role holder will be expected to demonstrate strong project management and communication skills to ensure that projects are delivered to scope and budget.

The role holder will be joining a small, friendly, and highly efficient team that delivers to the highest standards through their conscientious approach. The successful candidate will need to be highly motivated, enthusiastic and a flexible team player and be willing to pick up routine and emerging tasks to support the wider work of the directorate. The role requires someone who is able to proactively work independently, as well as coming together as a team. The successful candidate will have confidence, as well as excellent judgment of people and situations developed through previous work with senior staff. We are looking for someone to join our team that is passionate about better care for patients. Experience of working in a healthcare environment is an advantage, but not essential.

1.2 Key tasks and responsibilities

Management of the delivery of CPOC workstreams:

- Management of the CPOC portfolio. This includes management of day-to-day tasks and developmental aspects.

- Ensure that the aims of the CPOC strategy are met and delivery is aligned with the overall College strategy for the associated workstreams.
- Ensure the projects/workstreams run to agreed time and cost and that quality is maintained.
- Establish and maintain relationships with external healthcare, governmental and partner organisations in relation to perioperative care.
- Support the closer alignment of CPOC and other RCoA workstreams.
- Oversee and manage the maintenance and development of the CPOC website, publications and social media platforms.
- Provide support and advice for enquiries and consultations, including national standards.

People Management, Relationships, Collaboration and Team Working

- Line management of coordinator with oversight for their work, goals and aligning objectives
- Ensure the team maintains high quality of work
- Provide direction, support and constructive feedback for team members through regular 1:1 meetings
- Conduct half and full year appraisals with team members setting SMART objectives aligned to the directorate and team strategy
- Encourage and support team members personal development
- Build a collaborative, mutually supportive and high performing team
- Manage underperformance effectively through open, transparent and consistent processes

General Duties

- Work collaboratively with the other Managers within the RCoA to ensure perioperative workstreams are suitably joined up and knowledge of each other's areas of responsibility is shared.
- Develop a thorough understanding of workstream budgets, monitor income and expenditure and report deficits and variances to the Associate Director of Clinical Quality & Research.
- Establish and maintain relationships with external colleagues ensuring CPOC and RCoA interests are recognised and protected.
- Establish and maintain relationships with internal colleagues, particularly communications, training and finance colleagues, to ensure effective collaboration.
- Build and maintain an excellent working relationship communication with the Associate Director of Clinical Quality & Research and regularly update and propose new business ventures.
- Provide support and cover for the Associate Director of Clinical Quality and Research as and when required.
- Undertake any other duties that might be reasonably required by line management.

1.3 Qualifications, skills, knowledge and experience

- Experience of operational management of staff.
- Excellent communication and interpersonal skills.
- Experience of dealing professionally with a variety of internal and external stakeholders and the ability to form good working relationships at all levels.
- Experience of project management and understanding the principles.
- Proactive approach to problem solving with the ability to resolve issues.
- Excellent report/proposal writing skills.
- Experience of managing contracts and budgets and monitoring income and expenditure
- Database management skills with the ability to pick-up bespoke systems (training will be given) and adapt for use

- Intermediate Level skills with Microsoft software, including Word, PowerPoint, Excel and Outlook and Microsoft Teams
- Experience of committee management and servicing

Desirable:

- Experience of working within a healthcare or education setting

Signature:

Name:

Date: