

JOB TITLE: Implementation & Project Manager.

REPORTS TO: Business Development Director.

HOURS: 9:00 – 17:30, Monday – Friday, some flexibility occasionally required, varying by project and project location.

LOCATION: London, to be based at either Bow or Alperton, national travel required.

SALARY: £28,000 per annum, plus Car

JOB PURPOSE: To successfully plan and implement a variety of major transport contracts throughout England and Wales.

KEY ACCOUNTABILITIES

- To project manage the implementation period from award of contract through to successful delivery and handover of the contract to the customer services team.
- Manage the project plan, budget, communications, risk and issues logs, recruitment and TUPE processes, fleet requirements using project management tools, such as Microsoft Project or using PRINCE2 project methodology.
- Interface and liaise with all service heads, clients and suppliers to ensure all the key stages in the implementation programme are achieved.
- Ability to escalate risks or communicate difficulties or delays to the Business Development team in a timely fashion, in order to implement mitigation plans.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Ability to set the standards for staff to follow, ensuring that the best possible use is made of resources in order to provide a quality service for users and all Key Performance Indicators are met.
- To adhere to existing working practices, documented safe systems of work, methods, procedures, undertake relevant training and development activities, to respond positively to new and alternative systems.
- To co-operate and comply with various clients and our own health and safety legislation, policies and procedures in the performance of the duties of the post.
- The role requires time management skills in order to plan for the significant periods of high tempo activity prior to a handover and built in to this will be potential for out of hours working and travelling.

SKILLS AND KNOWLEDGE	PERSONAL QUALITIES
<p>Essential</p> <ul style="list-style-type: none"> • Previous contract start up project management experience in the medical or healthcare industry. • Client focussed, and ability to manage staff and workforce during a period of change. • Must have clean or near clean driving licence. • Must be an excellent face-to-face, written and telephone communicator. • Must be adept in use of Microsoft Office 2000 or later, particularly Excel and Word, and ideally Microsoft Project. • Ability to relate client needs across to the operational staff in a positive manner. • Must be mature and domestically secure. • High degree of personal standards and professionalism, ability to ensure that staff follow instructions and clear direction or correction is given to staff. • Keen eye for attention to detail, with exemplary time management skills. 	<p>Desired</p> <ul style="list-style-type: none"> • Dynamic and self motivated. • Experience at management level within an Ambulance Trust or working in Patient Transport would be advantageous but not compulsory. • Able to demonstrate success and experience managing clients or project management achievements. • Strategic thinker. • Some knowledge of the courier or Patient Transport Industry. • A good generalist with a background in logistics or the transport industry, the role requires detailed planning and project management skills.

Please submit CV's to careers@medicalservicesuk.com

Job Title Medical Courier Business Development