



## Job description

<b>Job title:</b>	<b>Project Coordinator x 2</b>
<b>Grade/Term:</b>	<b>£29,514 to £33,207 per annum</b> depending on qualifications and experience <b>Fixed term position – 2 years</b>
<b>Department:</b>	Clinical Effectiveness Unit – National Cancer Audit Collaborating Centre
<b>Responsible for:</b>	Working with team members to deliver national cancer audits of the National Cancer Audit Collaborating Centre
<b>Accountable to:</b>	Dr Julie Nossiter, Director of Operations, National Cancer Audit Collaborating Centre

### Job summary

This post offers a unique role to work within the [National Cancer Audit Collaborating Centre \(NATCAN\)](#). [NATCAN](#) is a new national centre of excellence overseeing the 10 National Cancer Audits in England and Wales aiming to strengthen NHS cancer services by looking at treatments and patient outcomes across the NHS. The role is based at the [National Cancer Audit Collaborating Centre \(NATCAN\)](#) within the Clinical Effectiveness Unit (CEU) at the Royal College of Surgeons of England (RCSEng). The CEU is a collaboration between the RCSEng and the London School of Hygiene and Tropical Medicine (LSHTM). NATCAN is the largest centre evaluating cancer services in the UK, with 35 staff members, employed at the RCS or the LSTHM, from a wide range of backgrounds (medicine, statistics, epidemiology, data science, quality improvement, project management).

#### *Project Coordinator*

The post holder will be responsible for providing efficient administrative and logistical support to a portfolio of national cancer audit projects which have multiple stakeholders and collaborators. The successful candidate will be expected to support the delivery of the national clinical audits including the delivery of quality improvement activities and outputs of the cancer audits. Working closely with the Senior Project Managers and Project teams, they will ensure scope, deliverables and benefits remain achievable and fit for purpose. The post holder will also support the delivery of key centre-level activities and outputs, working with the Centre Project Manager and Director of Operations. The focus of the role may change depending on the programme plan and the priorities of NATCAN, so a flexible approach will be required.

The post holder will be an excellent communicator and have the ability to work as an integral part of the team. They will be able to demonstrate highly effective organisational skills and provide evidence of simultaneously coordinating projects with different stakeholders as well



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as being able to take ownership of their own workload. The roles are part of multidisciplinary teams, including senior cancer specialists, clinical fellows, epidemiologists and data scientists/statisticians, who together deliver national cancer audits and carry out research.

A Senior Project Manager in NATCAN says “*These roles are pivotal to the successful delivery of the national cancer audits in NATCAN. and provides an exciting opportunity for someone who enjoys keeping busy, has a good eye for detail, works well with others and is able to consistently deliver work to a high standard. The role would really suit someone who is keen to learn new skills and to further develop their experience in project management. The successful person will be joining a friendly and supportive team, whose ultimate goal is to bring about positive change and better outcomes for people diagnosed with cancer*”

Further details about the National Cancer Audit Collaborating Centre and the Clinical Effectiveness Unit are available at the bottom of the job description.

## Specific duties and responsibilities

Post holders will need to be flexible to how the needs of the National Cancer Audit Collaborating Centre change over time.

### **1. Project coordination and support activities**

In collaboration with members of the National Cancer Audit Collaborating Centre, the post holders will support the delivery of national cancer audits and the work of the centre working closely with the audit Senior Project Managers, the centre Project Manager, Clinical Director and Director of Operations. The post holder will have the ability to work as an integral part of the audit teams.

- On a day-to-day basis, determine priorities for the audits to run effectively.
- Support the delivery of project and programme activities so that the national clinical audits and related research projects achieve their deliverables on time, monitoring progress of key milestones using project management techniques.
- Ensure the effective running of internal and external meetings and events through detailed planning, organisation, preparation of papers and taking detailed minutes/actions.
- Prepare progress reports and provide status updates on audit activities to a variety of stakeholders including the NATCAN Executive Team, the audit commissioner and the NATCAN Board.
- Develop and maintain information management systems for appropriate administration of the projects.
- Identify or anticipate problems that may arise within the areas of project coordination and administration and develop innovative and workable solutions; escalating when appropriate.
- Support (1) hospitals to use audit publications for quality improvement and (2) regulators (eg, Care Quality Commission) to use audit findings to support their quality assurance role.
- Support the quality improvement activities of the audit project teams and the centre, organising meetings, events and workshops.



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- Encourage knowledge-sharing across the audits, facilitating discussions within NATCAN, for example when reporting timelines may require flexibility.

The delivery of ten cancer audits brings the opportunity for highly efficient working across audit teams. The post-holder will be required to work collaboratively with colleagues in NATCAN, actively seeking potential areas where processes can be streamlined and sharing learning and best practice in the delivery of the cancer audit outputs and activities.

## **2. Communication and stakeholder communication**

The post holder will be able to demonstrate their strengths in both verbal and written communication and be at ease working with a wide variety of audiences. Key activities include:

- Develop and support effective working relationships with all members of the multidisciplinary project teams including the audit Clinical Leads, methodologists, data analysts and project managers.
- Inform and engage members of the project teams, ensuring communication about the audit and its deliverables is clear.
- Develop and maintain webpages including publishing audit outputs (for example, reports), updating project information and resources, and communication material (for example, newsletters) ensuring consistency across the audits.
- Develop and maintain relationships with key stakeholders including professional organisations, patient charities and members of the audit Patient and Public Involvement Forums, to support the audits and the activities of the project teams.
- Act as the first point of contact for queries from hospital teams about the audits.
- Support the implementation of the audit communications strategies and plans, monitoring audit communications to ensure that audit participants (NHS providers across the UK) and stakeholders are regularly informed about the audit objectives, activities and outputs.
- Support the development and dissemination of effective communications that utilise an appropriate range of communication channels (email, newsletters, website content and materials, social media) to ensure that stakeholders and hospital teams remain engaged with the audit and are aware of its progress.
- Support the development and production of the audit outputs (healthcare improvement plans, 'state of the nation' reports, conference presentations, peer-reviewed publications).
- Support activities to publicise the work of the audits, their key messages and results, at national meetings of relevant audiences (e.g. public / patients, commissioners, clinicians, researchers).
- Support and facilitate communication with, and the meetings of, the audit Patient and Public Involvement Forums.
- Keep an up-to-date list of audit publications across NATCAN.

## **3. Data access, management and Information Governance**

An appreciation of how data play a role in improving patient care within legal frameworks, is crucial to this role.



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- Support and monitor the implementation of a robust data sharing and information governance (IG) framework within legal requirements including the General Data Protection Regulation
- Adhere to relevant RCS IG policies and procedures, liaising with the RCS Data Protection Officer as required
- Log data access requests and support the teams to facilitate these.

#### 4. *Other*

- Undertake any other duties, appropriate to the grade, required to ensure the smooth running of NATCAN projects.
- Deputise for specific tasks and enquires in the absence of NATCAN colleagues.
- Take responsibility for additional tasks and projects where there is capacity.
- Monitor developments in the area of healthcare performance assessment and national clinical audits, and contribute to audit and research activities across NATCAN.
- The post-holder is expected to represent the College in a professional manner in relation to their responsibilities and to undertake training for their own continuing professional development.

The post-holders will have the opportunity to pursue training in project management, quality improvement methodology or data management.

Further training in Information Governance and Data Protection will also be available. This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

If you would like to find out more about the role please get in touch with Julie Nossiter, Director of Operations, National Cancer Audit Collaborating Centre, CEU on [jnossiter@rcseng.ac.uk](mailto:jnossiter@rcseng.ac.uk)

The Royal College of Surgeons of England is an Equal Opportunities Employer.

All College employees are responsible for records held, created or used as part of their work for the College including patient/client, corporate and administrative records whether paper-based or electronic, which also includes emails. Records should be managed and stored appropriately and should in all cases comply with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation. Employees should have read and understood the College's Data Protection Policy and Records Management Policy and should follow all agreed records management and data protection procedures, seeking advice where necessary.

*07 November 2024*

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# Person specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Educated to Bachelor's degree level, or able to demonstrate appropriate practical experience</li></ul>	<ul style="list-style-type: none"><li>• A recognised project management qualification such as PRINCE 2, CMI, or have ability to demonstrate relevant practical experience</li></ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"><li>• Experience of coordinating activities for complex work programmes with numerous external stakeholders</li><li>• Experience of managing and supporting the delivery of projects to meet tight timelines</li><li>• Administration experience, organising and servicing internal and external meetings.</li><li>• Proven awareness of the principles of PRINCE 2 project management or similar methodology</li><li>• Demonstrable project coordination skills with evidence of organisational and operational planning skills, including the ability to manage a varied workload</li><li>• Ability to plan, prioritise, and complete a challenging workload to agreed timescales</li><li>• Experience of using different communication channels including websites and social media</li><li>• Minimum two years' experience working in the health sector or similar environment</li></ul>	<ul style="list-style-type: none"><li>• A basic level understanding of the importance and requirements of managing data within legal frameworks: General Data Protection Regulation, Information Governance etc</li><li>• Knowledge of national clinical audit programmes or health sector programmes</li></ul>



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<p><b>Skills</b></p>	<ul style="list-style-type: none"><li>• Excellent verbal and written communication skills, with the ability to adapt oral and written communication styles to suit the audience</li><li>• Self-motivated with good organisational skills</li><li>• Ability to use initiative and work autonomously whilst within a team environment</li><li>• Effective and creative problem solving skills</li><li>• Effective IT skills, including Microsoft packages (Word, Excel, Outlook, Powerpoint, Teams) and Zoom.</li><li>• Ability to build and sustain effective professional working relationships within the team and across organisations</li><li>• Ability to plan, prioritise, and complete a challenging workload to agreed timescales</li></ul>	<ul style="list-style-type: none"><li>• Ability to work with WordPress (or similar) and database software</li></ul>
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The post holder will also need to demonstrate the following values:

<b>Collaboration</b>	<b>We embrace our collective responsibilities working collaboratively and as one college.</b>
	<ul style="list-style-type: none"><li>• We work together, using our collective expertise and experience to effect positive change</li><li>• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments</li><li>• We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work</li></ul>
<b>Respect</b>	<b>We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.</b>
	<ul style="list-style-type: none"><li>• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others</li><li>• We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team</li></ul>
<b>Excellence</b>	<b>We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.</b>
	<ul style="list-style-type: none"><li>• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve</li><li>• We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work</li><li>• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience</li></ul>

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to race/ethnicity, nationality, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability.



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### National Cancer Audit Collaborating Centre

Evaluating and where necessary improving the treatment for cancer patients is a key priority for the NHS Cancer Programme, and the Quality Statement for Cancer Wales. The Healthcare Quality Improvement Partnership, on behalf of NHS England and the Welsh Government, has commissioned the development and establishment of a new centre of excellence for national cancer audits.

NATCAN is part of the National Clinical Audit and Patient Outcomes Programme (NCAPOP). NATCAN is home to all ten national cancer audits. This includes new audits in breast cancer (primary and metastatic), ovarian, pancreatic, non-Hodgkin lymphoma and kidney cancer. In addition, this includes to existing clinical audits in [prostate](#), [lung](#), [gastro-oesophageal](#) and [bowel](#) cancer. These audits have helped to identify and address variations in cancer care across England and Wales and improve outcomes for patients. They have also promoted quality improvement initiatives within NHS cancer services and identified best practice.

NATCAN aims to:

1. Provide regular and timely evidence to cancer services of where patterns of care in England and Wales vary.
2. Support NHS services to identify the reasons for the variation in care in order to guide quality improvement initiatives.
3. Stimulate improvements in cancer detection, treatment and outcomes including survival.

[NATCAN](#) began on the 1 October 2022 in the CEU, a collaboration between the RCSEng and LSHTM. NATCAN collaborates closely with professional groups, clinicians and patient charities to ensure that all relevant stakeholders inform the quality improvement goals of each audit. NATCAN has approximately 35 staff from a range of disciplines including statistics, data science, health services research, epidemiology, healthcare quality improvement and clinical audit management. It is led by Dr Julie Nossiter, Director of Operations, NATCAN; Prof Ajay Aggarwal, Clinical Director, NATCAN; Prof David Cromwell, Director of the CEU and Professor of Health Services Research, LSHTM; Prof Kate Walker, Professor of Medical Statistics, LSHTM; and Prof Jan van der Meulen, Professor of Clinical Epidemiology, LSHTM.

NATCAN will be a key source of information that supports various quality assessment and improvement activities, both at a local level (by NHS trusts and boards, Cancer Alliances, Integrated care Systems) and at a national level (e.g., CQC inspection and regulatory work). The activities of NATCAN and the individual audits will drive quality improvement across the country aiming to help cancer services reach the highest standards possible.



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### Clinical Effectiveness Unit

The [CEU](#) is a collaboration between the RCSEng and the Department of Health Services Research & Policy of the LSHTM.

The work of the CEU involves carrying out national clinical audits, developing audit methodologies and producing evidence on clinical and cost effectiveness. An essential element of the CEU's strategy is that it considers audit projects as *epidemiological studies* of the quality of hospital care. Epidemiological methods are used to generate high quality evidence on the *processes* and *outcomes* of hospital care as well as on their *determinants*. Another important feature of the CEU's strategy is the emphasis it gives to joint clinical and methodological leadership.

The CEU has 45 staff members, of whom 6 are academic staff members of the LSHTM. The background of the staff demonstrates the multidisciplinary character of the Unit (medicine, health services research, medical statistics, epidemiology and public health). The Unit's Director is Professor David Cromwell.



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