

# Project Manager – Health

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**GOVERNMENT OF MONTSERRAT (GoM)**

**MINISTRY OF FINANCE AND ECONOMIC MANAGEMENT**

## **1. BACKGROUND**

Montserrat, a British Overseas Territory (BOT) is situated in the Leeward Islands of the Eastern Caribbean, some 48 km (30 miles) south west of Antigua. Montserrat has a population of around 5,000 people.

Montserrat is at an exciting juncture in its development journey, as it continues to rebuild key infrastructure and capabilities towards sustained economic growth and greater self-sufficiency. The UK Capital Infrastructure Programme for Resilient Economic Growth (known as CIPREG) is a £30m programme, including projects spanning airport improvement, fibre optic installation, educational infrastructure, road improvements, and a new national hospital.

The Programme Management Office (PMO) within The Ministry of Finance & Economic Development (MoFEM) is the Government's centre of excellence for project, programme and portfolio management, and has responsibility for supporting the successful delivery of a range of change activities, including those within the CIPREG Programme.

The PMO is seeking a dynamic and experienced project manager for the delivery of the Government's keystone CIPREG Project – the new national hospital - as well as related health sector improvement initiatives. The Project is currently in the final stages of the preliminary design phase. The successful candidate would be required to support detailed design, construction, and commissioning phases, alongside associated health improvement projects.

## **2. JOB PURPOSE AND RESPONSIBILITIES**

Given the importance of good project management, GoM is seeking to improve project delivery within the public sector, and ensure good governance is at the heart of the decision making of the organisation. In this key role, the Project Manager will be primarily expected to lead on projects under the portfolio of the Ministry of Health & Social Services, inclusive, but not limited to the successful delivery of the New National Hospital Project (currently in final stages of the preliminary design phase), as well as other change activities and project tasks as assigned by the Head of the PMO.

Therefore, GoM seeks to recruit an enthusiastic, experienced and dynamic Project Manager to support the delivery of its project activities, contributing to the realisation of key outcomes and benefits for Montserrat's future healthcare vision. The officer shall, among other tasks:

- Execute the management of projects to time, cost and quality, to deliver identified benefits for the Government and People of Montserrat. The primary project will be the new national hospital project, as well as supporting other health improvement activities (such as implementation of a new health information management system and advanced telehealth facilities)
- Develop and maintain project plans, scopes, and schedules (in line with programme, portfolio and strategic objectives) taking account of technical feasibility, key dependencies, stakeholders and resources.

- Employ effective and dynamic management of risks (threats and opportunities) assumptions, issues, decisions, and dependencies.
- Identify, monitor and (where delegated) engage stakeholders (including funding agencies, and relevant health organisations (NHS England, PAHO, Public Health England) to ensure effective project delivery and buy-in.
- Manage projects in line with existing governance arrangements for project management, ensuring that relevant roles, responsibilities and accountabilities are defined and aligned to organisational practice.
- Lead contract management of the detailed design contract, and other identified related contracts, and work in collaboration with the Procurement Office to ensure that supplier engagement, procurement and contract management is undertaken effectively to support delivery.
- Track the progress of projects and project finances, and use appropriate verification techniques to manage changes in project scope, schedule, and cost, ensuring value for money of expenditures;
- Measure and report on project performance, budgets and forecasts, using appropriate systems, tools, and techniques as agreed with the PMO, and required by the Health Project Delivery Committee.
- Populate and maintain required project documentation and tools, and support the preparation for relevant project, programme, and portfolio committee meetings.
- Be an advocate for change management and transformation – keeping benefits and outcomes at the forefront of project management.

### **3. LEADERSHIP FOCUS**

This post holds the responsibility for the execution of, and support to, identified projects while ensuring good governance and efficient project practices. The primary focus of this role will be providing project management leadership for infrastructure and associated projects within the Ministry of Health and Social Services (MoHSS). The successful candidate will provide leadership in project delivery and comply with the applicable standards, practices, tools, templates, policies and regulations of the Government of Montserrat. The Project Manager will also support the Head of the PMO, and other team members, in building awareness and understanding of project and programme management processes within the wider system and transfer programme management skills to build on island capacity.

The Project Manager will be expected to work in close collaboration with the MoHSS during design development, construction and commissioning to ensure smooth transition to operations, whilst ensuring the safety of staff and patients during the decanting of services.

The position holder will help the PMO build positive and productive relationships with key stakeholders to enable the continued support of project management across GoM. Importantly, the Project Manager will report against key deliverables to the Health Project Delivery Committee. Key relationships include those with our development partners (e.g. Foreign Commonwealth and Development Office (FCDO)); regional bodies (e.g. Organisation for Eastern Caribbean States (OECS), Caribbean Community (CARICOM), the European Union, and other non-governmental organisations.

### **4. THE SCOPE**

Further to the scope outlined above, the role will provide project management expertise at the direction of the Programme Management Office for the benefit of the Ministry of Health and Social Services.

Specifically, the Project Manager will be assigned to support the key projects within the MoHSS, including the design and construction of Montserrat's new national hospital, and associated improvement activities. These activities may include additional infrastructure or institutional projects/ transformation activities or support for the development of a robust rolling maintenance plan for MoHSS assets. The project manager will be expected to develop required documentation for associated projects identified in close collaboration with MoHSS for submission to required CIPREG governance structures for approval as required

As required, the Project Manager may be assigned to support other projects or initiatives related to the Job Purpose, at the direction of the Head of the PMO.

## **6. KEY DELIVERABLES**

- Successful project management and implementation of the New National Hospital Project, and related project assignments, within scope, budget and schedule;
- Effective management of relevant contractors and suppliers to ensure delivery within agreed tolerances.
- Effective management and support to broader team members and stakeholders – e.g. architects, consultants, contractors and health professionals, to ensure outputs deliver required high quality outcomes.
- Production of relevant and necessary project documentation as required by the Head of the PMO, including (but not limited to) business cases, project briefs, terms of reference, procurement documentation, change control, and the population of agreed tools for progress reporting, risk management, stakeholder management etc.
- Accurate, timely and actionable project reporting, as agreed with the Head of the PMO, and in line with organisational and funding requirements. This includes a project close-out report.
- In collaboration with the Ministry of Health, coordinate the development of a 5-10 year costed maintenance plan for buildings and assets.

## **7. PERSONAL SPECIFICATION**

### **Job Specific:**

#### **The successful candidate will be able to demonstrate:**

- Experience of project management planning and implementation of major health (or similar) infrastructure projects.
- Experience in delivery across all aspects of the project management lifecycle
- Knowledge of Programme and Portfolio Management
- Successful resourcing and leadership of project teams, with the ability to motivate and coach team members and the broader workforce.
- Competence in developing and applying project management toolkits, together with experience in using relevant software to efficiently manage project processes (e.g. MS Project or similar)
- A detailed understanding of current methodologies relating to project, financial, stakeholder, and risk management;
- Demonstrated experience in preparing project reports, recommendations, briefing materials, risk analysis to support decision making through relevant governance forums.
- Ability to build and maintain effective working relationships with relevant internal/external departments and stakeholders;

- Analyse project management processes and identify opportunities for improvement
- Ability to participate in strategic and operational planning in support of the PMO or MoHSS.

### **Essential Requirements:**

- Fluency in English (spoken and written)
- A minimum of seven (7) years' experience managing projects or programmes of a similar type or scale.
- A proven track record of planning and executing infrastructure projects related to the health sector, including health facility construction. Demonstrable knowledge in clinical building standards, including but not limited to the UK Government's *DH Health Building Notes*, NHS requirements, and other regulations and standards related to regional and international health agencies such as CARPHA, PAHO, WHO, etc.;
- Excellent knowledge of project, programme, and portfolio management standards, financial management principles, project management practices and methodologies to plan and co-ordinate a range of projects (construction, management, etc.);
- Excellent oral and written communication skills to prepare project reports and communication with stakeholders.
- Educated to Bachelor's degree level
- Relevant project, programme or portfolio management certifications (e.g. Prince2, PMI, APM, MSP, MoP, P30, or similar).
- Competence with project management planning and monitoring software or systems.

### **Desirable Requirements:**

- A Master's degree (or equivalent level) in Project/Programme Management (or related field) would be an asset
- A professional qualification/certification in an applicable field, such as architecture, engineering, construction, healthcare planning.
- A strong background in working with public service or international development entities, or delivering projects commissioned by government agencies
- Experience in procurement and contract management for major projects
- Project, programme, and portfolio management in the international development arena, in addition to working in a small island state.

## **8. REPORTING**

The post holder will report to the Head of the Programme Management Office (PMO), and will be assigned to the Ministry of Health and Social Services. The Government of Montserrat's Performance Management Systems will be applied. The post holder will produce project reports/dashboards/updates in accordance with the requirements of the Head of the PMO and the Health Project Delivery Committee.

The postholder will support and/or provide briefings to the Health Project Delivery Committee, CIPREG Programme Board and the Montserrat Steering Committee, where appropriate.

## **9. TIMEFRAME**

These services are required for an initial period of two (2) years, with the possibility of extension. This role has a commencement date of September 2021, or immediately thereafter.