

Appendix 2: Roles in Joint Commissioning Unit

Role	Tasks
<p>Programme Manager</p>	<ul style="list-style-type: none"> • Programme definition and design • Management and coordination of project managers • Liaison with senior stakeholders • Management of vaccine bronze group • Plan development and ongoing adjustment • Risk and issue management at cohort level and more generally • Insight and understanding of all issues and problem solving • Implementation of initiatives as and when problems arise • Managing cross over with wider council programmes/ resources • Production of documents for governance and briefing purposes • Attendance and presentation at governance/ stakeholder groups • System level communication and response to system requirements • Relationship management with all stakeholders • Ongoing review of resource use and need against plan • Oversight of data and analysis to the ensure optimum delivery of programme • Engagement and positive communication with wider provider market
<p>Project management & Data control 3 x fte (it is envisaged that this will split between data management x1 and project managers x2)</p>	<ul style="list-style-type: none"> • Ongoing and daily data monitoring and analysis • Respond quickly and effectively to data requirements • Communication with all provider markets and individual providers on a daily basis as required • Identification and understanding of cohorts and sub group • Ensuring compliance with guidance/initiatives arising from stakeholder groups • Implementation of plans to ensure uptake • Identification and understanding of underserved groups and coordination of efforts to address needs • Stakeholder management

	<ul style="list-style-type: none"> • Manage vaccine e-mail box open to public and providers – ensure timely responses and link with required responders • Develop information systems • Produce documents for governance/ communication at a high standard • Attend governance and stakeholder meetings as required • Project manage specific projects as part of the programme as needs arise e.g. unpaid carers end to end process • Implement initiatives such as mobile teams or pop up centres as required • Implement the longer term project requirements arising from the ask to move the service into public health • Completion of external/ corporate returns related to area of responsibility • Manage benefits and deliver against programme goals at a project level • Ongoing insight into guidance/ information related to vaccine programme
<p>PMO fte x 1 To be integrated with JCU PMO</p>	<ul style="list-style-type: none"> • Administration tasks, including arranging meetings, setting agendas, taking minutes. • Coordination of bronze group • Records management – at programme and project level • Configuration of documentation and records • Managing appearance at governance groups • Contributing to oversight and management of e-mail traffic from public/ providers • Organising and attending meetings with all stakeholder groups • Maintenance of all records including risk logs/ issue logs/ stakeholder analyses • Understanding of vaccine programme and ongoing awareness of communications – ensuring they are held and available as required