

mjmedical

Graduate Consultant - Health Planning
Recruitment Pack

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1 Why work for MJ Medical?

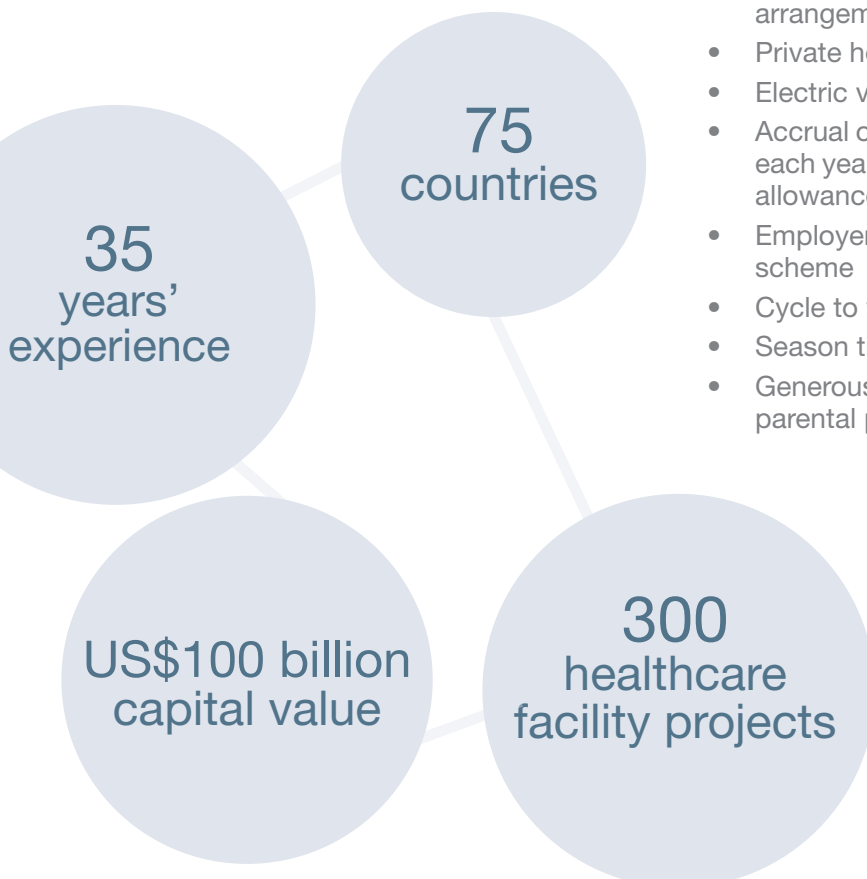
Do you want to have a career working on some of the world's most complex design and construction projects – projects which make a substantial impact on improving healthcare services in the communities where they are located? Come and work at MJ Medical, and you will join a team who specify, design and equip hospitals and other healthcare facilities for communities around the world.

Established for 35 years, we are a leader in our field and work on all types of healthcare projects, from large world renown hospitals like London's Great Ormond Street Children's Hospital, to small rural health clinics in Uganda. We are a forward thinking, dynamic, and close-knit business with a focus on the welfare and happiness of our team. Our overriding aim is to provide an excellent quality of output to our clients and the communities they serve. We do this by providing our team with all the support and resources they need to be effective and feel valued. We place a premium on work/life balance, and invest significantly in training and skills development.

We are proud of what we have achieved over the last

35 years, and are looking for people to join us who want a career that makes a real impact on people's lives. If you are hard-working and motivated by a challenge, thrive in a flat management structure where everyone is able to air their views, and enjoy a light-hearted but dedicated team culture, then we might be the right fit for you. Working at MJ Medical comes with the following benefits:

- A career working on major healthcare design and construction projects that will help re-define how healthcare is delivered over the next generation
- A clear annual training and development plan, co-developed between team-member and their manager, along with generous associated individual budget and dedicated in-work time allocation
- A well-structured and transparent performance evaluation and remuneration system
- An annual bonus system
- Flexible working hours as standard
- Flexible work from home and from office arrangements
- Private health insurance
- Electric vehicle salary sacrifice scheme
- Accrual of additional annual leave entitlement with each year served and significant additional one off allowance after 10 and 20 years of service
- Employer-contributed salary sacrifice pension scheme
- Cycle to work scheme
- Season ticket loans
- Generous sickness, maternity, paternity and parental provision



1 Why work for MJ Medical?

- Regular whole company and team social events
- Free Friday team lunch
- Support for, and contribution to, charity raising efforts and participation in community organisations
- Contribute to a structured and funded research and development programme
- A 'family first' attitude to long-term and last minute working arrangements
- A strong, enjoyable and light-hearted team culture
- A flat management structure where team members are given autonomy to make decisions and encouraged to express their views



“MJ Medical has an amazing company culture. I love the variety, the openness to innovation, the support received from management, and the tight-knit structure of our team. I feel privileged to work for a company helping to shape healthcare services and infrastructure for our future generations”

Rose Jago, Consultant

“I started with the company as an ICT graduate, developing a bespoke hospital planning system, over 25 years ago. I am now a Masters qualified Principal Consultant and Company Director; there is no-limit to where you can go at MJ Medical”

Dan Gibson, Director



“The company has a fantastic culture, striking the right balance between providing excellent outputs and investment in the team. This includes training and internal knowledge transfer, and lots of gatherings to bring us all together both in and out of work.”

Debbie Cortes, Finance Manager



“The company has always provided me support through the development of my career, and support in my family and home life too. It's a great place to work.”

Andrew Bertram, Senior Consultant



2 About the role

Job title: Graduate Health Planning Consultant

Salary: Competitive - On Application

Department: Service Delivery Department

Summary:

Working as a part of an integrated Service Delivery team, you will be supported in undertaking a structured 8 unit graduate training course over 2 years, comprising of internally taught content, field trips, externally certificated courses, and practical applied learning tasks, to understand the various aspects of the healthcare planning process. Alongside the course, you will work on live-projects in support of consultants in the development of various aspects of health planning and design outputs for major healthcare facilities, from feasibility studies and business case development to models of care and activity and capacity modelling

As you develop into the role you will learn more about the technical aspects of healthcare building design, briefing, construction procurement and sustainability, equipment planning and project management. You will work within a multi-disciplinary team of economists, architects, health planners, procurement specialists, and engineers. You will be given close support and supervision and a structured training and development plan. You will enjoy a team atmosphere which is relaxed, light-hearted but serious minded, and a management culture which is flat and open to hearing ideas and thoughts from everyone. Overtime you will be given the opportunity to work on all types of healthcare projects all around the world, and have the real prospect of career progression and longevity.



3 About the course

The graduate health planning course has been developed by industry renowned healthcare planning consultants to provide you with a comprehensive understanding of the role healthcare design and infrastructure has in supporting the provision of healthcare in communities. By the end of the course, you will have both a theoretical understanding of the various different models for healthcare provision, an understanding of the briefing, design, construction, and business case process used to develop healthcare facilities, and detailed technical knowledge and practical skills that will allow you to start contributing to the briefing and design process.

The graduate course has 8 units taught over twelve months, with 1 unit being delivered approximately every six weeks. Each unit starts with an intensive week of taught content, comprising of:

- Lectures from experienced senior MJ Medical consultants and guest speakers
- Field trips to live clinical environments, construction sites, trade seminars and conferences, and medical equipment manufacturer showrooms
- Externally provided certificated professional skills courses
- Practical applied learning activities
- Self-led learning and research

At the end of the taught week, an assignment will be set for you to complete in order to embed the learning from the taught week and appraise your understanding of the topics covered. Alongside the units you will also be supporting consultants working on live projects, helping to apply the knowledge and skills you are learning to real-world situations.

Unit 1 - Healthcare provision

This unit will start by giving an overview of how healthcare provision is financed and organised differently in different countries. It goes on to explore the history of healthcare provision in the UK, and looks at how healthcare provision is structured into different segments and specialities. Finally, the unit gives an overview of the history of hospital design in the NHS, and includes a site visit to a live hospital environment to see how design impacts on an organisation's approach to care delivery.

Unit 2 - Planning the project

Healthcare buildings are complex, expensive, and present significant challenges in their planning and delivery. The process by which such projects are planned, authorised and controlled is, as a result, also complex. This unit looks at different project planning and control systems, and also the standard NHS business case approval process. It looks at the way that the requirement for new healthcare infrastructure, in the form of demographic and epidemiological forecasting and modelling, is determined, and how the nature of the client in any project affects the way in which it is delivered. This unit includes an APMG International accredited course on business case development, and a visit to a live hospital environment.



3 About the course

Unit 3 – Project briefing

Developing a clinical design brief for the design of a new hospital or clinic is the core element of healthcare planning. The brief acts as a fulcrum, translating the function of a building in terms of the way health is to be delivered and the quantity of healthcare to be delivered into its physical form through the design process. This unit looks in detail at the brief development process, covering the visioning process, developing a capacity model and model of care, developing the key briefing tools that inform the design process, healthcare design guidance, and addressing equipment and technology during briefing. This unit includes a site visit to a live hospital environment to see examples of different approaches to delivering care, and how this impacts the built form.

Unit 4 – Designing healthcare buildings

The unit will summarise and explain the role of the design team, and in particular the architect in the design of a hospital or healthcare facility. It will explain the fundamentals of design; what constitutes good design and how design quality may be achieved. Using the industry standard RIBA Plan of Work, the unit will summarise the key responsibilities and deliverables provided by the architect (and wider design team) during the design development process. It will broadly discuss and explain the design team's key responsibilities during the design development process under three main headings; responsibility, compliance and procurement. As such, the unit will touch on aspects of sustainability, net zero carbon, energy, health & safety, standards and guidance.

Unit 5 – Stakeholder engagement

Engaging with different stakeholders in a project is a key part of the healthcare planning process. From senior executives and clinicians, to porters and nursing staff, and patient groups and wider community interests, capturing different stakeholders' needs is crucial to a successful hospital development. This unit looks at the role different stakeholders play in project governance and delivery, and provides some theoretical underpinnings to leadership and team work in project governance approaches. It goes on to examine and role-play specific techniques and approaches to stakeholder engagement. This unit includes shadowing some live stakeholder engagement meetings to see theory and practice in a real-life setting.

Unit 6 – Procurement of construction

The focus of this unit is to understand the main procurement routes used for healthcare buildings - traditional, design and build, and PPP - and discuss their respective drawbacks and benefits. The unit looks at the utilisation of procurement frameworks in the NHS, describes the key roles within the construction procurement process, and examines the major current hospital procurement programme in England, the New Hospitals Programme.



3 About the course

Unit 7 – Equipment planning

Medical equipment and technology is increasingly a central component of clinical care, and has a significant impact on the design, construction, and budget of a healthcare facility. This unit will outline how equipment planning is undertaken during the briefing and design process. Specific technical aspects of equipment planning, such as equipment planning strategies, room layout design, equipment design impact, and the use of equipment databases are considered. The unit also looks at some of the specific considerations associated with major items of medical equipment.

Unit 8 – Project management

This unit focuses on defining what a project is in comparison to business as usual, and explores the hard and soft skills of project management. The roles and responsibilities within projects will be explained and approaches to the management of risk, time, cost, quality parameters. Key project management tools are reviewed such as stakeholder management plans, quality plans, risk registers, lessons learnt logs, and reporting protocols. The unit includes undertaking an Association for Project Management certificated course.



4 About you

Candidates for this graduate placement will have a BSc or BA in analytics, statistics, architecture, quantity surveying, project management, health economics, healthcare management, public sector management, healthcare provision (such as nursing or Allied Health Professional), or a subject similar to and/or associated with these disciplines. Some experience in a professional environment, be that design, built asset consultancy, or healthcare delivery, would be an advantage but not essential.

You should be committed to continual professional development and be able to develop sophisticated problem solving skills to overcome barriers. You should be committed to delivering the very best output you possibly can, and not be prepared to settle for anything less.

You should be keen for a career that involves continual learning and development, requires hard-work but delivers significant opportunities for effecting real change in people's lives. You should be able to talk to and inspire confidence in people from all walks of life, including senior executives and clinicians from healthcare providing and public sector organisations.



5 Person specification

Selection Criteria	Essential	Desirable
Skills		
IT literate	✓	
Attention to detail and accurate proof reading skills	✓	
Ability to develop effective professional relationships with wide range of clients and peers	✓	
Excellent communication – written, oral and presentation		✓
Analytical skills		✓
Organisation and planning	✓	
Behaviours		
Commitment to continual professional development	✓	
Ability to develop problem solving skills to overcome barriers		✓
Commitment to equal opportunities	✓	
Positive ‘can do’ attitude	✓	
Commitment to excellence	✓	
Highly organised	✓	
Team player	✓	
Embraces challenges	✓	
Knowledge/Qualifications		
BSc or BA – preferably in one of the following fields: - Analytics, Statistics, Architecture, Quantity Surveying, Project Management, Health Economics, Healthcare Management, Nursing, Medicine, Allied Health Professional courses	✓	
Experience		
Evidence of research and planning		✓
Ability to share research with peers		✓
Dealing with clients/customers in a professional manner		✓
Other Factors		
Prepared to work away from home when required	✓	

6 Job description

Job title:	Graduate Health Planning Consultant
Department:	Service delivery department
Grade:	GB
Reporting to:	Senior Consultant

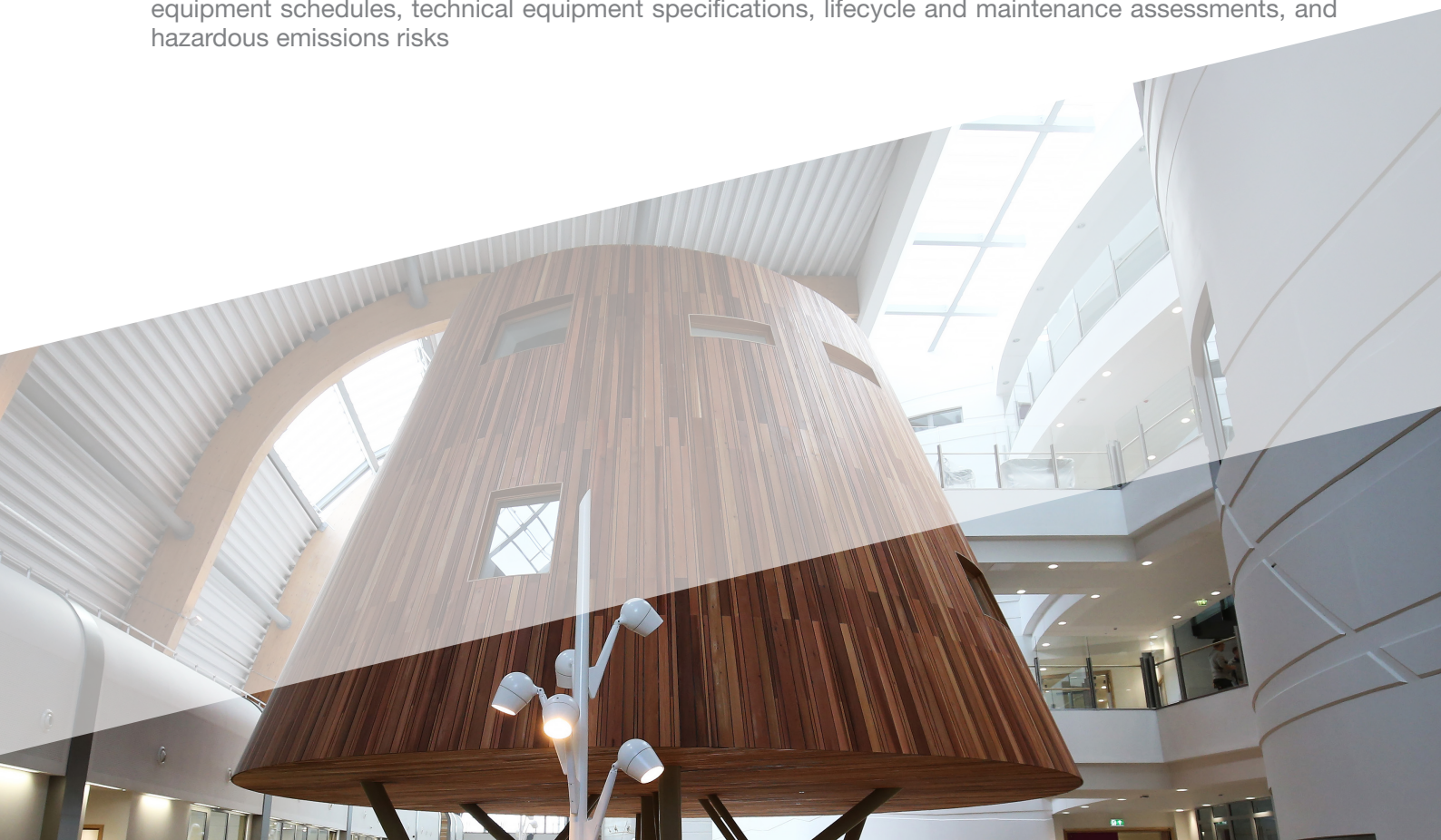


Summary of duties, skills & approach

Primary Activities:

Support or lead delivery of technical aspects of all designated projects to required quality standard utilising identified tools, processes, assigned resource and methodologies, including:

- Support or lead provision of health and equipment planning inputs into the project initiation, feasibility study, and business case process for the development of healthcare facilities, including project visioning, development of models of care, care pathways, projected activity and capacity analysis, and cost modelling
- Support or lead production of clinical design briefs, including whole hospital and departmental operational policies, Schedules of Accommodation, functional relationship diagrams (departmental adjacency), patient, clinician and FM pathways, and accompanying narrative
- Support or lead production equipment planning inputs into project design development process, including equipment strategy and technology futures reports, VfM assessments, equipment related project contractual documents, operational, design and construction impacts of equipment, room by room equipment schedules, technical equipment specifications, lifecycle and maintenance assessments, and hazardous emissions risks



6 Job description

- Support or lead design development process through review and commentary of design drawings at site, facility, departmental, and room by room scale
- Attend or lead client, stakeholder, and design team presentations, workshops, design review meetings, and commercial meetings (including those overseas)
- Liaise with clients and client representatives regarding all technical aspects of a project
- Identify and, in conjunction with others, manage risks and issues that may affect successful project delivery
- Plan and assign, in conjunction with others, deployment of project resource
- Manage, in conjunction with others, the project programme
- Assist in the identification and development of new business opportunities
- Attend industry seminars, trade fairs and exhibitions on behalf of the company (including those overseas)
- Undertake and share research into latest healthcare facility design best practice and guidance, medical technologies, and healthcare issues in general
- Coordinate the filing and referencing of all project related technical information
- Undertake training and development in line with personal requirements as identified between you and your Department/Team Leader
- Undertake any other duties as assigned by your Department/Team Leader in support of work of any department in Company



Key Skills

- Excellent organisation, coordination and problem solving skills
- Excellent communication, negotiation and people leadership skills
- Good knowledge of clinical planning principles, techniques and guidelines
- Good knowledge of medical technologies

General Approach to Role

- Conform to guidelines for general behaviour as outlined in the Staff Handbook
- Contribute to general company social and philanthropic activities
- Strive for continual improvement and development of knowledge and skills
- Contribute to company innovation by suggesting new ideas, processes and techniques

Additional Points

- Depending on workload and subject to agreement personnel may be required to perform overtime activities to meet deadlines.
- Additional details of general Company conduct, policies and procedures may be found in the Staff Handbook

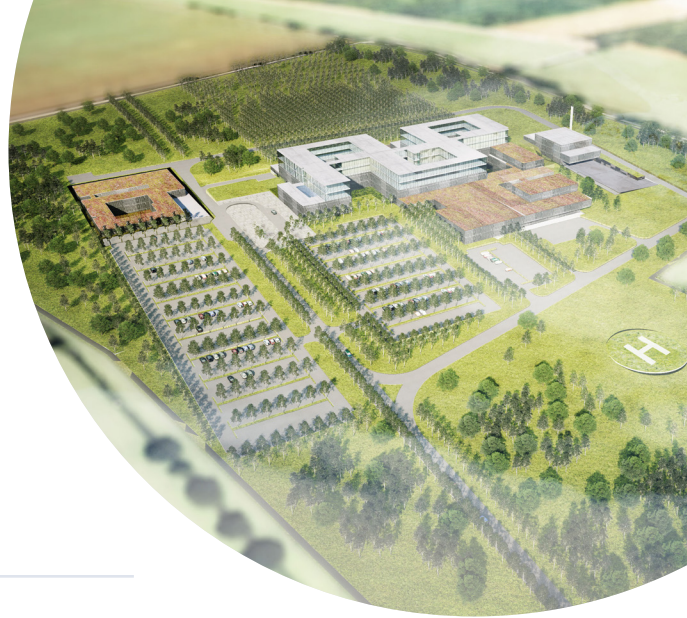
Note: This job description reflects the present requirements of this post. If the duties and responsibilities change then the job description will be reviewed and amended in consultation with the post holder.

7 Application process





Graduate Health Planning application process



Our next intake for the Graduate Health Planning Consultant programme is in Autumn 2024.

If you are interested in applying, please email

applications@mjmedical.com for an application form and return with your **C.V.** and a **covering letter outlining your interest in the role and describing your suitability.**

Please include the reference **GradHP24** in the subject field.

Following a preliminary assessment, shortlisted candidates will be invited to an initial interview which will include some written assessment exercises. Successful candidates from this stage will be invited to a final interview, after which offers will be made to selected candidates and detailed feedback provided to others.

Applications for this intake close end of August 2024, with interviews to be held at the beginning of September and successful candidates notified by mid-September.

Successful candidates should have the right to work in the UK from the start of their employment.

For further information about this position, please contact Nicola Chandler on

e-mail: Nicola.chandler@mjmedical.com or

tel: 01872 226770

