**Job Description**

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| Job Title: Senior Public Health Strategic and Operational Commissioner for Prevention and Health Improvement Commissioning |
| POSCODE: |
| Grade: P5 |

**Overall purpose of the job**

To have responsibility for the delivery and transformation of Public Health commissioning of prevention and health improvement services to ensure that they make the maximum contribution to improving Public Health Outcomes. The post will also provide support to other commissioning activities undertaken by the Public Health Directorate when appropriate.

This will include working strategically and operationally with internal and external stakeholders across Cambridgeshire County Council, Peterborough City Council, Integrated Care System, District Council and third sector. It will also involve engaging with local communities and service users as well as leading on defined commissioning activity.

This role also has responsibility for the following

Commissioning and delivery of:

* high-quality commissioned services [internal and external]
* integrated system-based approaches in meeting need across both councils.

Financial resources to ensure

* resources and any associated budgets deliver project /service and business planning objectives to ensure value for money
* savings targets identified during the budget setting process are met.

This role will have accountability for ensuring that robust commissioning and procurement frameworks are in place to fulfil service transformation objectives, resource needs and identify any current and future gaps/shortfalls. This includes associated governance and reporting requirements.

This role will support the Deputy Director of Public Health (Cambridgeshire) and represent as appropriate relevant committee / cabinet council meetings, wider system boards, Public Health Commissioning Board, Integrated Care System, appropriate Partnership Boards, and other boards/meetings/fora as requested, relevant to the portfolio.

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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|  | **Main accountabilities** |
|  | To take responsibility for all commissioning intentions and activity for the delivery, planning and transformation activities relating to prevention and health improvement This includes robust needs analysis, public health evidence review and interpretation, data interrogation, service specifications, procurement, any related governance, delivery against service key performance indicators and transformation projects. |
|  | To develop and lead a multidisciplinary commissioning team that includes Public Health staff, local authority staff and partners where required in undertaking significant engagement, continuous market testing/development and management, and provide strong evidence bases to establish whether the experience of customers and the wider community of commissioned provision can be improved and/or better outcomes achieved. In doing so, identify how demand can be managed, and/or costs reduced through adopting different commissioning approaches and/or delivery models. |
|  | Lead the senior commissioning managers to ensure resources are allocated in a way which meets the preventative and health improvement needs, including the statutory/mandatory service requirements. This will include ensuring the team is operating within legislative requirements, adhering to corporate procurement policies and contract regulations of both councils. Ensure that commissioning priorities across the service are embedded and delivered. |
|  | Ensure robust management of the Commissioning teams overseeing the testing and transformation of commissioning approaches. This will include:   * Ensuring robust structures, plans and change control/risk management procedures are in place to oversee the delivery of transformation * Engagement and stakeholder management approaches and plans are developed * Communication and delivery of clear commissioning outcomes * Clear benefits mapping and oversight of impact and outcomes is developed and maintained. |
|  | Ensure that all commissioning strategies, plans, intentions, and outputs are co-produced with relevant stakeholders. Ensure stakeholders are involved, participate, and are consulted on commissioning activity that informs the design and review of provision. This includes ensuring representation at appropriate Partnership Boards, Service User engagement meetings, adult social care fora planning meetings. |
|  | Ensure that all opportunities for optimising efficiencies across service boundaries locally and regionally are maximised, be that with both Local Authorities and/or external agencies (Collaboratives/Provider Collaboratives//other Local Authorities/District Councils/Voluntary Community Sector/Independent provision) in line with the authorities’ commissioning strategic priorities as determined by the Deputy Director of Public Health (Cambridgeshire) . |
|  | Manage, monitor, and support budget setting, the development of inflationary strategies and long-term financial planning for all budgets within the portfolio as well as securing and ensuring the appropriate incomes from joint funding organisations. In addition, undertake and lead any associated business cases to increase budgets to meet need and/or additional resource requirements as a result of strategic changes within the community commissioning service and any associated strategies. |
|  | To maintain and ensure strategic oversight of the necessary professional relationships with both internal and external stakeholders in order to maximise opportunities to deliver improved quality, efficiencies and promote effective positive change across the system. This role will have responsibility for leading the transformational change needed to improve the commissioning relationship and joint commissioned service provision within relevant areas. |
| 9. | To report as appropriate to Senior Officer boards and relevant committees/cabinets to deliver strategic objectives in line with the appropriate governance frameworks. The role will have a significant responsibility to ensure all external partners, statutory organisations, voluntary sector, and Independent Sector are actively engaged in commissioning activity within the relevant portfolio area to ensure sufficiency of quality provision in the local area that achieve the defined commissioning principles, and outcomes. |
| 10. | To lead the delivery of commissioned provision for prevention and health improvement services in relation to  - Relevant joint strategic commissioning  - Relevant joint funded specialist provision, including working with the Integrated Care System, adapting and reconfiguring commissioned provision as per the development of the integrated care system and associated collaboratives. |
| 11. | Oversee all relevant strategic commissioning activity in relation transformation requirements as a result of the integrated care system and the development of placed based approaches and adapt approaches to commissioning in alignment with the development of the Integrated Care System |
| 12. | Assist the Deputy Director of Public Health (Cambridgeshire) to facilitate the system changes and resource implications due to emerging new commissioning structures and the integrated care system, including any policy and operational process developments, adjustment to operational and governance arrangements and staff development |
| 13. | Continuously assess and review service performance, including skills analysis of staff within the portfolio, allocation of work to ensure development and best use of skills and knowledge. Identifying and addressing any training gaps or areas for performance improvement, as well as challenging and supporting the management of poor performance, and performance management processes. |
| 14. | Be accountable for the preparation, contribution to and associated action plans as a result of external reviews and changes arising from the changes to the Public Health Grant or other grant income. |
| 15. | To be responsible for the continuous review of current strategies and resource pressures/forecasts identifying and exploiting opportunities for to both inform commissioning arrangements within existing and any new commissioning provision. |
| 16. | Ensure that effective risk management arrangements are in place to minimise the Directorate’s exposure to risk and uncertainty. |

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

**Person Specification**

**Qualifications, knowledge, skills, and experience**

Minimum level of qualifications required for this job

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| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| First Degree or Equivalent qualifications | **In a relevant field** | Essential |
| Substantial experience of commissioning within a local authority/CCG/Integrated care System | **In a relevant field** | Essential |

Minimum levels of knowledge, skills and experience required for this job

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| Identify | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| Public Health theory and practice that includes a population approach with population health outcomes, reducing health inequalities, evidence-based policy, strategy, and outcomes.  Evaluation of Public Health interventions including policies, strategies, and commissioned services | Understanding of the wider determinants of health and how these influence health behaviours, outcomes and health inequalities  Understanding and experience of health in all policy approaches, public health outcome commissioning  Understanding of experience of developing Public Health Policy and Strategy to support the delivery of Public Health outcomes. | Essential |
| Commissioning, Contracts Management and Procurement | Understanding of key government drivers and the change agenda directly affecting strategic development and provision of Public Health Services  Understanding and experience of applying current legislation, policy and guidance through commissioning and contracts.  Understanding of Public Health Evidence best practice and innovative approaches in applying the principles and practice of commissioning, procurement, contract management and safeguarding.  Understanding of market forces and the factors affecting services provided to the service area, and how commercial techniques can be applied to maximise value for money. | Essential |
| Leadership and Management | Knowledge and experience of managing a multidisciplinary Commissioning team  An understanding of navigating large, complex organisations and the challenges this raises in respect of political, financial, and legal arenas  Knowledge of performance measures and evaluation methodologies  Strong leadership skills, which encourage commitment from others and promote a positive, motivated organisational culture  The ability to model leadership behaviours including evidenced based decision making under highly pressured circumstances  Demonstrable continuous development and improvement of own leadership techniques and approaches. | Essential |
| Change Management | Knowledge of commissioning successful service transformation involving cultural and behavioural change and organisational development  Knowledge of applying effective stakeholder management and engagement techniques in the management of change including involvement of service users in service development, design, and delivery  Knowledge of process and approaches to manage change, mitigate risks of change and manage the impact of change for both the service, workforce, council, and stakeholders. | Essential |
| Partnership Working and Collaboration | Knowledge of developing commissioning strategies and/or contract management approaches delivered through effective and successful partnership working.  Sound knowledge of the stakeholders affected and interested improving Public Health Outcomes and the means and mechanisms for engaging those stakeholders.  Knowledge of the techniques and tools available to understand, map and respond to stakeholders, including a knowledge of existing organisations structures and political nuances that can be used to engage and manage stakeholders, and their expectations. | Essential |
| Health and Safety | Knowledge and appreciation of health and safety legislation and how it relates to commissioned services. | Essential |
| Local Authority | Broad knowledge of both Cambridgeshire County Council and Peterborough City Council as organisations, including political sensitivities and cultures operating within them  Understanding of the broad spectrum of internal and external partners needing to be engaged with throughout the commissioning cycle  Understanding of best practice in resource allocation approaches. | Desirable |
| Legislation | Understanding of the range of legislative frameworks influencing Public Health Services.  And associated legislation expected of providers i.e. health and safety, fire safety, safer recruitment etc. | Essential |
| Portfolio Area | Understanding of the strategic and operational priorities Public Health and all relevant organisations including both Councils, the Integrated Care System and Commissioned Provider Services. | Essential |
| **Skills** |  |  |
| Leadership and Management | Proven ability to provide strong operational leadership approaches  Ability to motivate and manage a number of individuals to secure major change and development  Ability to develop and motivate colleagues and partners in relation to service development through to delivery against common goals and objectives, within the confines of financial limitations. | Essential |
| Strategic Thinking and Approaches | Strong organisational and planning skills coupled with the ability to manage a range of differing priorities and issues; within an emerging and changing complex landscape.  Ability to think strategically across organisational, function and individual boundaries, whilst understanding complex issues and their interdependencies and offer appropriate solutions/ recommendations.  Strategic and logical thinker and decision-maker able to provide practical and creative solutions to the management of partnership and directorate issues.  Strong analytical skills and the ability to process information and intelligence to inform service delivery and improvement. | Essential |
| Partnership Working and Collaboration | An ability to work in partnership with other agencies to design and deliver services effectively.  An ability to deliver collaborative working arrangements between agencies and teams.  An ability to lead a range of individuals within and external to the organisation. | Essential |
| Communication | Ability to communicate effectively with a diverse range of stakeholders and partners  Strong and effective communication skills including report writing, presentation and interpersonal skills within different environments.  Evidence of ability to establish productive working relationships quickly.  Evidence of ability to understand and exploit operational structures, meetings, and governance arrangements to extract information and intelligence that informs good commissioning; as well as forums to gain information and participation into the design of services  Excellent communication skills and the ability to communicate complex information both orally and in writing in a clear articulate and balanced way to a variety of audiences  Strong negotiation skills and an ability to influence outcomes through reasoning, persuasion, and tact within organisational boundaries as well as within the external partnership environment  High intellectual and analytical abilities; able to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques, and resources to resolve issues  Strong financial and budgetary awareness with the ability to manage finance and wider resources within a strong performance management culture  Ability to use information technology to improve service delivery and reduce costs. | Essential |
| Decision Making | Ability to constructively challenge and make informed recommendations which can be substantiated  Ability to understand and respond to information relating to risk and make quick and informed decisions, including deputising for the Head of Service  Ability to understand when to make autonomous decisions and when the decision should be shared and/or escalated  Ability to communicate decisions made to Senior Leaders concisely and/or present information to support a decision being asked. | Essential |
| Commercial Awareness and Negotiation Skills | Evidence of negotiation skills to deliver best value for money whilst improving outcomes  Commercial and financial understanding in context of commissioning and contract management  Ability to use contracting influence and power to achieve best value for the Council, including the use of economies of scale, increase buying power or commercial arrangements to reduce costs. | Essential |
| **Experience** | Give an idea of the type and level of experience required **do not** specify years of experience. |  |
| Commissioning and Management | Extensive experience of commissioning services within local government.  Extensive experience of managing teams within the public sector and motivating them to deliver  Experience of performance management (including management of poor performance) and undertaking skills audits and action plans. | Essential |
| Change Management | Experience of managing change and of using management information to analyse and improve service performance  Experience of influencing change and significant experience of presentation options appraisals and recommendations to fulfil commissioning priorities  Experience of service change through commissioning and managing stakeholders through that change  Experience of managing complex change involving internally departments and external organisations  Experience of decommissioning services. | Essential |
| Budget and Resource Management | Experience of delivering within complex, needs led budgets and prioritisation of resource allocation within a set of allocated service areas  Proven track record in achieving reduce costs, savings, cost avoidances or best value for a Council  Experience of leading or being involved in budget planning and forecasting, as well as identifying and delivering on savings agendas and cost avoidances.  Experience of effectively managing resource allocation via panel processes | Essential  Desirable |
| Partnership Working and Collaboration | Experience of establishing effective working links with internal and external agencies including development and management of partnership boards and provider fora  Experience of managing cross functional and/or cross organisational meetings and forums that includes regional and national bodies.  Experience of leading market engagement, provider events and consultations  Experience of working with external agencies such as regulators and unions. | Essential |
| Project Management | Experience of successfully leading and applying project management methodologies to deliver service improvement and change within agreed timescales, costs, and quality targets  Highly defined skills in setting clear priorities, identification of milestones and effective time management skills. | Desirable |
| Equality, Diversity, and Inclusion (applies to all roles. | Ability to demonstrate awareness and understanding of equality, diversity, and inclusion and how this applies to this role. | |
| **Safeguarding** *(include for roles working with children/vulnerable adults)* | Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults. | |

**Disclosure level**

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| What disclosure level is required for this post? | None | **Standard** |
| Enhanced | Enhanced with barred list checks |

**Work type**

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| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | Hybrid  X | Field | Remote | Mobile |