

<p><b>Title</b> <b>Group Manager – Senior Public Health and Commissioning Manager</b></p>	<p><b>Service Group</b> <b>Public Health</b></p>	<p><b>Post Ref.</b> <b>PH15</b></p>
<p><b>Job Purpose</b> To provide specialist Public Health advice and strategic leadership to the Nottinghamshire Health and wellbeing system (including Nottinghamshire County Council, the Nottinghamshire Health and Wellbeing Board, Nottinghamshire Clinical Commissioning Groups, District Councils and other external partners).</p> <p>The post holder will be accountable to a Consultant in Public Health and will work in a complex, multi- agency environment.</p>		
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. To lead the development of a comprehensive needs assessment for Nottinghamshire for a specific area/s, so that it contributes to the overall JSNA. This assessment will involve <ul style="list-style-type: none"> <li>quantitative and qualitative public health data analysis (including statistical analysis),</li> <li>critical appraisal of literature in order to determine the most cost effective approach</li> <li>consultation with stakeholders to gather views and opinion</li> <li>A thorough and in depth understanding of national policy and guidance to ensure that the Nottinghamshire approach is compliant.</li> </ul> </li> <li>2. To lead on the assessment of the evidence of effectiveness of health and wellbeing interventions, programmes and services in order to inform commissioning and strategy and service reviews, undertaking literature reviews and other research as required.</li> </ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. Ensuring the quality assurance of public health commissioned services in line with local and national policy and standards.</li> <li>2. Ensuring the timely delivery of programmes of work, as agreed in relevant service plans or specifications, within appropriate levels of quality, time, budget, resources and performance.</li> <li>3. Working within an evidence based approach and within ethical frameworks to deliver high quality and equitable services.</li> <li>4. Developing strategic and influencing relationships with senior staff, elected members, external organisations and partners to ensure that Public Health objectives are met, including: Politicians, Government, County, Unitary and District Councils, NHS bodies, Public Health England, CCGs, the Police and Crime. Commissioner, local and national contracting organisations, regulatory and inspection bodies (eg CQC), voluntary and community organisations, and professional bodies.</li> </ol>	

<ol style="list-style-type: none"> <li>3. To lead the development of relevant service specifications in conjunction with key stakeholders so that they can be approved by the relevant authorising committee which may be within NCC, a CCG or other stakeholder committee.</li> <li>4. To contribute to the development and implementation of appropriate health outcome measures, care pathways/protocols and guidelines for service delivery across patient pathways for the local population, in order that the commissioning process is truly outcome focused</li> <li>5. To lead the process of quality assurance for a range of public health issues to ensure the local population have access to high quality public health interventions.</li> <li>6. To lead the provision of specialist public health and commissioning support to the NHS Clinical Commissioning Groups on a range of health care topics in order to fulfil the Council's statutory duty, including any integrated commissioning arrangements managed by the council on behalf of CCGs</li> <li>7. To provide specialist advice to all key stakeholders on the development of action plans to tackle health inequality issues, using a range of approaches which could include health impact assessment, community development, social marketing, training delivery, website contributions or partnership engagement.</li> <li>8. To provide expert Public Health support and advice to service areas of the County Council as required, so that public health skills are integrated into policy development, procurement, strategic and service commissioning, data capture and analysis, market development and contract compliance work.</li> <li>9. To collaborate with and influence partner organisations to ensure the delivery of Public Health objectives and targets and agreed joint targets and goals for specified lead areas.</li> <li>10. To develop wider Public Health capacity by supporting staff training and development as well as communicating and promoting Public Health messages through delivering</li> </ol>	<ol style="list-style-type: none"> <li>5. For utilising information and intelligence systems to underpin public health action across disciplines and organisations, providing collation and interpretation of relevant data.</li> <li>6. The accuracy, quality and timeliness of reports, analysis and assessments produced.</li> <li>7. The accuracy, quality and timeliness of Public Health advice given to CCGs, elected members, key stakeholders and other Council departments.</li> <li>8. Effective staff supervision and staff performance within areas managed</li> <li>9. Budget accountability within specified areas of responsibility. Working within identified budgets, resource constraints and financial initiatives</li> <li>10. Taking decisive action and reporting issues where unforeseen events have potential to impact on targets or budgets</li> <li>11. For ensuring that local policies, national requirements, professional standards, regulatory standards and codes of practice for delivery of public health services are met.</li> <li>12. For ensuring that health and safety legislation, policy and best practice is fully complied with.</li> <li>13. For keeping up to date by participating in CPD, research and audit.</li> </ol>
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presentations, evidence-based practice, audits and published research; providing specialised advice and knowledge through development of and participation in training programmes, workshops, conferences and seminars; and by written contributions to annual reports and strategic documents.

11. To recruit manage and develop Public Health staff, so that staff are supported and their performance is managed in accordance with local authority policies and procedures

12. To deputise for the Consultant in Public Health as required.

**The post holder will perform any duty or task that is appropriate for the role described**

**Person Specification**

**Education and Knowledge**

1. Degree or equivalent professional qualification
2. Post-graduate degree in Public Health or related clinical subject, or equivalent demonstrable experience to include the following:
  - a. critical appraisal and undertaking public health research and service evaluation
  - b. health needs assessment
  - c. validity and use of techniques to assess cost-effectiveness and value for money of Public Health interventions.
  - d. epidemiological approaches to assessing disease in the population
3. Knowledge in more than one area of Public Health practice, or across a substantial breadth of Public Health service delivery and/or programmes, with a comprehensive and current knowledge of the main issues and influences affecting these areas and an up-to-date knowledge of relevant national and local strategy and guidance, and research and evaluation evidence.
4. Knowledge of statutory legislation, legal and quality requirements affecting Public Health
5. Knowledge of commissioning principles and techniques.
6. Comprehensive knowledge of the principles and practice of:
  - a. effective people management;
  - b. performance management
  - c. excellent customer service;

**Personal skills and general competencies**

8. A high level of personal drive and integrity, a commitment to customer care and an understanding of how their personal leadership style impacts on service outcomes.
9. Strategic planning and implementation of strategic plans, including leading service change and improvement.
10. Ability to develop a clear vision in order to inspire citizens, colleagues and partners through change and to achieve goals.
11. Ability to provide professional leadership and advice within a defined Public Health area including the maintenance of professional registration and revalidation as appropriate.
12. Ability to work flexibly and with a high degree of autonomy
13. Ability to lead service areas to achieve excellent standards of service, motivating others and ensuring that performance is monitored and managed effectively.
14. Strong interpersonal skills to build strong relationships, provide purpose and direction to others in a changing environment, and ensure effective engagement with staff and key stakeholders.
15. Influencing, negotiating and facilitating skills to be able to lead work in partnerships, promote commitment and action, and ensure that actions meet identified needs and outcomes.
16. Ability to make service-specific decisions and solve problems in a changing and complex environment, analysing complex issues

<p>d. continual improvement</p> <p>7. Knowledge of the wider health system and other areas which impact it, such as social care, emergency planning, housing etc.</p>	<p>and problems, taking into account staff and customer feedback, and devising and implementing effective, creative and innovative solutions which also take account of the wider Council and political environment.</p>
<p><b>Experience</b></p> <p>26. Substantial experience as a Public Health professional.</p> <p>27. Management (commissioning, service management or people management) experience within the NHS, local government or comparable organisation.</p> <p>28. Experience of working in a partnership (at a senior level) which has resulted in a service improvement</p> <p>29. Experience of negotiating and influencing Public Health priorities with partners as part of the development and review of policies, services, plans and strategies.</p> <p>30. Experience of successfully developing and implementing complex project management.</p> <p>31. Experience of successfully managing change and innovation with demonstrable results.</p> <p>32. Experience of managing budgets in order to deliver priorities effectively.</p> <p>33. Experience of managing a diverse workload in a high pressurised environment and ensuring that deadlines are met.</p>	<p>17. Well-developed planning skills with the ability to use own initiative to plan and manage a programme of work, meeting agreed broad service objectives, setting and meeting delivery targets, and prioritising and deploying human, physical and financial resources efficiently and effectively.</p> <p>18. Ability to work effectively in a professional political environment with sensitivity and integrity.</p> <p>19. Excellent communication skills with the ability to present complex information clearly and concisely, both verbally and in writing, in order to influence decision makers and command the confidence of others,</p> <p>20. Ability to locate, evaluate, analyse and summarise complex information and evidence-based practice, presenting it in a manner that enables decision making.</p> <p>21. Ability to identify, evaluate and manage risk, safeguarding and safety issues both for the service and for staff.</p> <p>22. Demonstrate awareness, understanding and commitment to the Council's Equality and Diversity Policy, showing sensitivity to the needs of a diverse range of customers and working respectfully and fairly with colleagues.</p> <p>23. Full driving licence and access to vehicle.</p> <p>24. Evidence of recent participation in continuous professional development.</p> <p>25. Use of IT systems including Excel, Word, PowerPoint, databases and project management software to a business standard</p>

<p><b><i>Role Dimensions</i></b></p> <ol style="list-style-type: none"><li>1. Sets strategic direction in own area of work.</li><li>2. Has leadership responsibility and autonomy to act.</li><li>3. Works in partnership at a strategic level and across different organisational cultures</li><li>4. Is accountable for work across boundaries and agencies, leading teams comprised of members from across agencies and internally, engaging expertise across the board, and working in a matrix management style to undertake work to address the wide range of health issues in the County.</li><li>5. Leads commissioning exercises with estimated budgets of up to c£5m.</li><li>6. Responsible for the line management of at least two direct staff reports.</li><li>7. Accountable to a Consultant in Public Health</li></ol> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date