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| <b>Title</b><br><b>Public Health and Commissioning<br/>Manager</b>  | <b>Department</b><br><b>Adult Social Care, Health and Public Protection</b> | <b>Post Ref.</b><br><b>PH019</b>  |
| <b>Job Purpose</b><br>To contribute to the development and implementation of a strategic approach to a range of policy areas across the Nottinghamshire Health system (including Nottinghamshire County Council, the Nottinghamshire Health and Wellbeing Board, Nottinghamshire Clinical Commissioning Groups, District Councils and other external partners).<br><br>The post holder will be accountable to a Senior PH and Commissioning manager and will work in a multiagency environment.   |   |   |
| <b>Key Responsibilities</b> <ol style="list-style-type: none"><li>1. To lead on areas of Public Health work and contribute to health needs assessments within a defined area, in order to support Senior Public Health and Commissioning Managers in implementing and delivering national, regional and local policies, responding to local priorities.</li><li>2. To undertake technical quantitative, statistical and qualitative public health analysis such as health needs assessments, health impact assessments and health equity audits, so that this information is used to implement public health-driven commissioning strategies.</li><li>3. To assess 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><li>4. To contribute to the review of appropriate health outcome measures, care pathways/protocols and guidelines for service delivery across patient pathways so that commissioning decisions are based on the best outcomes for the local population.</li><li>5. To manage specialist health promotion plans aligned to</li></ol> |   | <b>Key Accountabilities</b> <ol style="list-style-type: none"><li>1. Delivering allocated projects and programmes of work, as agreed in relevant service plans or specifications, within appropriate levels of quality, time, budget, resources and performance.</li><li>2. Working within an evidence based approach and within ethical frameworks to deliver high quality and equitable services.</li><li>3. Developing influencing and negotiating relationships with senior staff, elected members, external organisations and partners to ensure that Public Health objectives are met.</li><li>4. The accuracy, timeliness and quality of reports, analysis and assessments produced.</li><li>5. The accuracy, quality and timeliness of Public Health advice given to CCGs, elected members, key stakeholders and other Council departments.</li><li>6. Effective management of identified budgets, and working within identified resource restraints.</li><li>7. Reporting issues where unforeseen events have potential to impact on targets or budgets</li><li>8. For ensuring that local policies, national requirements</li></ol> |

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| <p>PublicHealth policy areas, and provide specialist advice in order to support the development of action to tackle health inequality issues, using community development or social marketing approaches as appropriate.</p> <ol style="list-style-type: none"> <li>6. To contribute to the provision of specialist public health support to the NHS Clinical Commissioning Groups on specified health care topics in order to fulfil the Council's statutory duty</li> <li>7. To contribute to service development by planning, designing, coordinating and conducting service evaluations and reviews, and by contributing to quality assurance in specific areas.</li> <li>8. To work with Senior Public Health and Commissioning Managers to provide specialist public health support to the NHS Clinical Commissioning Groups on specified health care topics in order to fulfil the Council's statutory duty, including supporting any integrated commissioning arrangements managed by the council on behalf of the CCGs.</li> <li>9. To work with others to promote public health priorities and outcomes. This includes signposting others to public health knowledge, standards or practice, across the policy area, and working with other Council services to ensure they contribute to public health priorities and outcomes, building and maintaining key relationships between the public health team, other staff and Councillors in order to raise the profile of public health and embed public health within council services and policies.</li> <li>10. To deputise for Senior Public Health and Commissioning Managers as appropriate</li> </ol> | <p>professional standards, regulatory standards and codes of practice for delivery of Public Health services are met. Examples include NICE guidelines, National Service Frameworks and equivalents.</p> <ol style="list-style-type: none"> <li>9. For ensuring that health and safety legislation, policy and best practice is fully complied with.</li> <li>10. For the supervision of assigned staff members.</li> <li>11. For keeping up to date by participating in CPD research and audit</li> </ol> |
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| <b>The post holder will perform any duty or task that is appropriate for the role described</b> |  |

| <b>Person Specification</b>   |   |
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| <p><b><i>Education and Knowledge</i></b></p> <ol style="list-style-type: none"> <li>1. Educated to degree level, in a Public Health or related subject, or equivalent demonstrable experience</li> <li>2. Up-to-date knowledge in relation to specialist areas within Public Health, the national agenda and policies, statutory legislation, legal and quality requirements.</li> <li>3. Knowledge of Public Health work to include the following: a. methods for assessing population health and wellbeing b. developing evidence-based strategies to reduce health inequalities c. the validity and use of various techniques to assess costeffectiveness and value for money of Public Health interventions.d. Epidemiological approaches to assessing disease in the population e. health promotion theory, practice and evaluation</li> <li>4. Ability to interpret and evaluate research and locally derived evidence and use this to develop innovative solutions for local public health initiatives and health services.</li> </ol> | <p><b><i>Personal skills and general competencies</i></b></p> <ol style="list-style-type: none"> <li>7. A high level of personal drive, commitment to excellent customer care and the ability to set an example for other staff.</li> <li>8. Ability to work to high standards of quality and monitor the performance of self and others.</li> <li>9. Strong interpersonal skills to build strong relationships and ensure effective engagement with staff and key stakeholders.</li> <li>10. Influencing, negotiating and facilitating skills to be able to work in partnership with a diverse range of people, and to promote commitment and action from others.</li> <li>11. Ability to anticipate opportunities and issues, analyse and resolve problems and work with others to devise and implement effective, creative and innovative solutions within required</li> </ol> |

Tier 6 – Senior Practitioners

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| <p>5. Understanding of commissioning principles and techniques.</p> <p>6. Knowledge of the principles and practice of: a. effective people management; b. excellent customer service; c. continual improvement;</p>  | <p>timescales.</p>   |
| <p><b>Experience</b></p> <p>21. Experience as a Public Health or other related professional.</p> <p>22. Experience of dealing with and building partnerships with external bodies that influence public health e.g. NHS England and Public Health England.</p> <p>23. Experience of successfully developing and implementing project management, including resource planning, performance management, commissioning and/or effective delivery, meeting requirements of time, cost and quality.</p> <p>24. Experience of designing systems for consultation and making changes based on feedback.</p> <p>25. Experience of managing a diverse workload in a high pressurised environment and ensuring that deadlines are met.</p> | <p>12. Well developed planning skills with the ability to use own initiative to plan and manage own work programme, and manage resource, budget and staff effectively.</p> <p>13. Ability to work effectively in a professional political environment with sensitivity and integrity</p> <p>14. Very good communication skills to be able to resolve ambiguity and 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>15. Ability to locate and evaluate complex information and evidence-based practice, presenting it in a manner that enables decision making.</p> <p>16. Ability to identify, assess and address risk, safeguarding and safety issues both for the service and for staff.</p> <p>17. 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>18. Ability and willingness to travel both inside and outside the council area as required, and to work outside normal office hours when required (some evening and weekend meetings).</p> <p>19. Full driving licence and access to vehicle.</p> <p>20. Evidence of recent participation in continuous professional development.</p> |
| <p><b>Role Dimensions</b></p> <p>26. Takes responsibility for identified areas of work, ensuring high quality delivery that meets agreed specifications. Works in partnership</p>  |  |

with a range of organisations and across different organisational cultures, ensuring that stakeholders are actively involved in the development and implementation of action or service plans.

27. Develops positive and productive relationships with external organisations and other parts of the County Council, contributing to areas of joint working as appropriate.
28. Works in a team with others, with a willingness to share information and be flexible in response to changing demands.
29. Manages commissioning budgets for specific areas up to a value of c£1m
30. There may be direct staff reports
31. Accountable to a Senior PH and Commissioning Manager

*Please attach a structure chart*

Date March 2016