

Job Title: Commissioning Manager – Children and Young People’s Public Health

GRADE 12

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well

About the Service

Staffordshire County Council is one of the largest local authorities in the UK and provides a broad range of services to its citizens.

The all-age public health function at Staffordshire County Council sits within the Health and Care Directorate. The team is responsible for oversight and

delivery of the county's public health responsibilities, spanning the three domains of public health:

- Health Improvement
- Supportive Communities
- Health Protection

The team provides specialist input, technical expertise and leadership for a range of programme areas, wherever possible working 'upstream' to prevent ill health and enable good health and wellbeing. The team strives to ensure high quality and evidence-based practice, with a focus on reducing health inequities and achieving the best possible health and wellbeing outcomes for all of Staffordshire's residents.

Reporting Relationships

Responsible to: Consultant in Public Health or Lead Commissioner

Responsible for: Commissioning Officer and/or support roles

About the Role

This post will assist Consultants in Public Health or Lead Commissioners by providing specialist advice and support in commissioning, needs assessment and service design to achieve better outcomes. The role will have a focus on strategic partnerships and infant mortality prevention but will be expected to be flexible across the broader public health functions, with a particular focus on children and families, and ensure effective collaborative working across the team.

This job plays a key role within the wider Public Health and Prevention team where the focus is to achieve public health outcomes.

Key Accountabilities:

The Commissioning Manager is accountable for:

1. Assisting the Consultant in Public Health or Lead Commissioner with strategic planning and redesign of services and/or commissioning of services and oversight of public health programmes.
2. Developing commissioning intentions and delivery plans ensuring all strategies and services are designed to reflect national targets and local

priorities. Ensuring adherence to required standards and good practice and monitoring progress against targets escalating as appropriate and mitigating actions.

3. Improving outcomes for people by commissioning effective services (including commissioning without funding), through establishing good working relationships with partners and providers, carrying out the implementation of strategies, participating in formal Boards and inter-agency working groups, and contributing to the development of inter-agency strategies and plans as appropriate.
4. Leading consultation processes with stakeholders, communities and service users, and providing advice, guidance and support to maximise engagement in development and implementation of designated services.
5. Working with the procurement and quality assurance teams to manage a diverse range of service level agreements and legal contracts, ensuring milestones for agreeing contracts are planned for and met through reviews.
6. Undertaking strategic needs assessment for the purpose of developing, reviewing and updating strategies, and to provide local analysis of need to SCC and partners as required.
7. Providing expert support and advice in dealing with critical incidents, investigations and initiatives to ensure a positive outcome, and to governance boards relating to health and/or care.
8. Supporting the Consultant in Public Health or Lead Commissioner in carrying out formal reviews of health and care services and leading the annual work plan of Boards and workstreams as required.
9. Gathering, interpreting and using information and research as required for regulatory bodies and/or to inform effective, evidence-based programme delivery.

Other Information

This post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role. This is mainly locally but there may be a need to travel regionally and nationally on occasions.

This post has no political restriction.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.






The content of this Job Description and Person Specification will be reviewed on a regular basis.



Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme*	Criteria	Measured by
	Qualifications <ul style="list-style-type: none"> Degree or equivalent, professional qualification or other evidence of considerable analytical abilities Demonstrate commitment to continuing professional development. 	A/I A/I
   	Knowledge and Experience <ul style="list-style-type: none"> Demonstrable a minimum of 3 years strategy or commissioning experience in a relevant field affiliated to public health for example in one of these areas: health protection/outbreak management; public health; health and care; NHS; NHSE; environmental health; trading standards; statistic/population management/insight. Knowledge of public sector, social care and health and NHS policy, services and legislation Knowledge of the planning and delivery of services in relation to healthcare, public health and/or Social Care Knowledge of the roles of local authority departments, ICBs, NHS Provider Trusts, health services and voluntary organizations Knowledge of inter-agency financial and decision making Understanding of business planning and performance management Understanding of the range of methods available to engage service users, carers and patients Experience of commissioning or coordinating effective services in a multi-agency environment Experience of developing business cases for alternative models of service delivery Experience of developing strategies and services in partnership with customers and stakeholders 	A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I

	<ul style="list-style-type: none"> • Experience of managing and/or motivating staff and colleagues to achieve maximum potential • Experience of undertaking needs assessment work and understanding of variety of techniques which can be used • Experience of designing, delivering and managing service and culture change 	A/I A/I
 	Skills <ul style="list-style-type: none"> • Ability to analyse complex facts or situations, interpret or compare a range of options and translate into practical advice • Ability to work in a complex environment and network across organizational boundaries • Ability to translate and interpret complex data and legislative documents into policy and practice • Time management skills with the flexibility to adapt to changing workload demands • Effective written and oral communication skills including the ability to prepare and present reports and to communicate with staff/service users at all levels • Effective planning and project management skills • Excellent interpersonal skills including the ability to form effective working relationships with colleagues and partners and be able to work as part of a team • Ability to advise appropriately in accordance with policies and legislation • Persuasive, influential and motivational skills • Proactive approach to problem solving and the ability to develop innovative solutions • Ability to deliver training sessions, presentations and workshops • Ability to work with elected members, board members and senior staff from internal and external organisations 	A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I

	<ul style="list-style-type: none"> Commitment to ongoing personal development 	A/I
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview. This scheme will also apply to Care Leavers and Armed Forces/Veterans.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Talent and Resourcing team on 01785 237800**