

## Job Title: Commissioning, Business and Planning Project Support Officer Grade 6

### **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
- Healthcare public health
- 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.

### **About the Role**

The role will have a focus on embedding public health programmes, including work on the diabetes prevention programme and will include collaborative working across the team.

The Commissioning, Business and Planning Project Support Officer will be required to work with a wide range of stakeholders and partners to ensure effective engagement with public health programmes.

### **Reporting Relationships**

Responsible to: Senior Commissioning Manager

Responsible for: n/a

### **Key Accountabilities:**

1. Contributing to service specifications, developing clear quality standards and desired outcomes for public health and prevention commissioned services (healthy lifestyles, sexual health, drug and alcohol).

2. Contributing to agreed aspects of the commissioning cycle to ensure programmes deliver better health outcomes for Staffordshire residents.
3. Influence and support stakeholders, partner organisations and providers to engage with specific public health programmes, as defined by Public Health and Prevention priorities.
4. Managing and overseeing liaison with GP practices to implement Public Health and Prevention priorities.
5. Provide support, guidance and direct the work of the Commissioning Support Officer to ensure GP referral targets are met.
6. Support performance data capture from various sources for incorporation into the County Council reporting systems as appropriate.
7. Maintenance of data quality, supporting Public Health and Preventions budget management process.
8. Align the County Council's remuneration systems with NHS performance metrics and payment mechanisms for primary care and independent providers to incentivise the achievement of positive health outcomes.

### **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 (Staffordshire and Stoke on Trent) but there may be a need to travel regionally and nationally on occasion.

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 business and planning& 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
	<b>Qualifications/Professional membership</b> <ul style="list-style-type: none"> <li>• Educated to Diploma Level 3 or experience in a similar role that may be deemed to have brought the post holder to a comparable level of attainment.</li> <li>• Evidence of recent personal development.</li> </ul>	A/I
		A/I
	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>• Working knowledge of the commissioning cycle and demonstrable experience of supporting the commissioning of services.</li> <li>• Ability to work with internal and external stakeholders, to deadlines, with conflicting demands under pressure.</li> </ul>	A/I
		A/I
	<ul style="list-style-type: none"> <li>• Ability to establish and maintain good working relationships with a wide range of people.</li> </ul>	A/I
		A/I
	<ul style="list-style-type: none"> <li>• Knowledge and experience of delivering change in a public sector environment.</li> </ul>	A/I
		A/I
	<ul style="list-style-type: none"> <li>• Experience of using basic functions within MS Excel to perform analysis with the potential to learn and adapt skills where necessary.</li> </ul>	A/I
		A/I
	<ul style="list-style-type: none"> <li>• Experience of financial systems and processes.</li> </ul>	A/I
	<ul style="list-style-type: none"> <li>• Demonstrable evidence of achieving key performance measures when working autonomously.</li> </ul>	A/I
		A/I
	<ul style="list-style-type: none"> <li>• Some experience of staff supervision or coaching</li> </ul>	A/I
		A/I
	<ul style="list-style-type: none"> <li>• Experience of working with Primary Care and/or NHS data.</li> </ul>	A/I
		A/I
	<ul style="list-style-type: none"> <li>• Working knowledge of Public Health and Prevention.</li> </ul>	A/I

	<b>Skills</b> <ul style="list-style-type: none"> <li>• Able to travel to meet the requirements of the post</li> <li>• Effective communication, negotiation, influencing and interpersonal skills with programme stakeholders/partners.</li> <li>• Ability to work on own initiative.</li> <li>• Ability to learn new information quickly.</li> <li>• Effective numeracy skills.</li> <li>• Demonstrable organisational skills and the ability to work under pressure.</li> <li>• Effective IT skills with the ability to use IT systems that may previously be unfamiliar to them.</li> <li>• Effective planning and project support skills.</li> </ul>	A/I A/I A/I A/I A/I A/I A/I A/I A/I
--	---	---



\*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 & Resourcing Team 01785 278300