



# Job Description

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St. Helens Council

**Post:** Head of Public Health Commissioning

**Department:** People's Services

**Grade:** SCP 52 - 55

**Responsible to:** Director of Public Health

**Responsible for:** Business & Commissioning Support Managers

## **Purpose of the Post:**

To lead on the joint commissioning of public health services across St Helens.

To strategically lead on drug and alcohol (including young people),

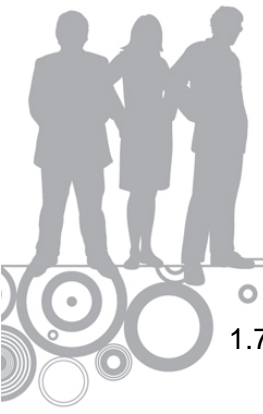
To strategically lead on sexual health

To co-ordinate the implementation of priority areas within the St Helens Peoples Plan linked to drugs, alcohol and sexual health.

To line manage and manage all activities of staff directly responsible for.

## **Duties and Responsibilities:**

1. **KEY AREAS OF RESPONSIBILITY**  
**General commissioning of the public health function**
- 1.1. To lead on the development of the Public Health Commissioning plans in conjunction with leads within Public Health linking in with commissioning across adult and children's social care and health
- 1.2. To lead the public health commissioning function and have oversight on all public health commissioning priorities
- 1.3. To advise Councilors and CCG Board Members on public health commissioning developments
- 1.4. To oversee the management of public health services commissioned with community pharmacy and general practice
- 1.5. To establish a highly effective performance monitoring system that ensures value for money, customer experience and high quality outcomes for patients across public health commissioning services
- 1.6. To maximize the participation of key stakeholders in particular service users, carers, families and advocates in the service development and commissioning process.



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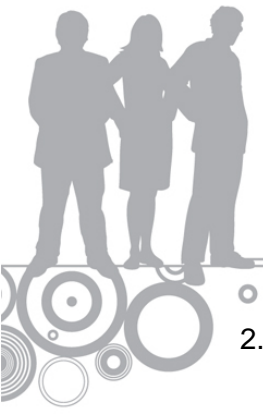
- 1.7. To establish an effective framework of financial management, to manage delegated budgets for contracted activity.

## **Specific leadership role**

- 1.8. To strategically lead on the development of public health commissioning arrangements including drugs and alcohol and sexual health to ensure best outcomes for St. Helens
- 1.9. To strategically lead on high quality sexual health interventions and treatments linked to the best evidence and outcomes
- 1.10. To lead the delivery and performance of work streams with the St Helens People's Plan that link with drug and alcohol and sexual health
- 1.11. To provide high quality advice to the Director of Public Health, Director of Peoples services and other senior managers, regarding national drug and alcohol policy and sexual health advice.
- 1.12. To lead on the development of integrated assessment processes and care pathways for those with a dual diagnosis problems, in the context of alcohol and substance misuse.
- 1.13. To lead on the development of integrated sexual health services that are value for money
- 1.14. To lead on the drug and alcohol and sexual health needs assessment, ensuring an effective contribution to the joint strategic needs assessments.
- 1.15. To be flexible to changes in the specific leadership role as required by line manger
- 1.16. The post holder will be expected to familiarize his/her self and comply with all personnel policies and procedures.

## **2. Managerial / Leadership (including financial / physical resources and staffing)**

- 2.1 To take a strategic lead for commissioning across the public health directorate within The People's Department and to line manage business and commissioning support staff.
- 2.2 Develop local public health commissioning plans across the whole spectrum of care to provide integrated safe, sound and supportive services for children, young people and their carers



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- 2.3 Take lead responsibility for the interpretation of national public health policy in relation to specialist areas (drugs and alcohol and sexual health) in order to support and advise St Helens Council and partner agencies.
  - Strengthening local strategic planning
  - Tackling gaps in service
  - Identifying appropriate methods of service delivery
- 2.4 Ensure that specific action plans to implement national policy, guidance and standards are supported and project managed in accordance with agreed multi-agency and monitoring arrangements. These will include adherence to the national key deliverables within policy frameworks.
- 2.5 Analyse and interpret complex data and information to produce reports and provide appropriate communications on a regular basis regarding service improvement and performance
- 2.6 Ensure that there are underpinning programmes in place to enable successful delivery of plans and high quality, public health delivery services, including interpretation of broad professional and managerial standards surrounding policy guidance including:
  - Performance management systems including the monitoring, evaluation and the development of solutions that improve performance
  - Defined shared outcomes across all services
  - Comprehensive investment strategy – including contributing to the formulation of financial initiatives, management of a devolved investment budget and determining best investment
  - Information strategy
  - Workforce, education and training strategy
  - Clinical and corporate governance arrangements
- 2.7 Ensure that non-statutory organisations and the independent sector are involved in the planning of services and implementation of local plans.
- 2.8 Build on current strengths in joint working and develop opportunities for joint commissioning across health, social care and education boundaries, including opportunities for the use of pooled budgets/resources
- 2.9 Make lead contributions both locally and regionally to the development of a drug and alcohol harm prevention workforce and sexual health
- 2.10 Lead responsibility for the development and maintenance of a strong user and carer focus, across the age spans, to consistently influence.



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## **3. Clinical/Professional Responsibilities**

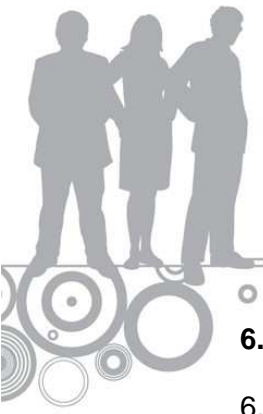
- 3.1 Utilise professional and/or clinical knowledge base to ensure that the legislative framework, national guidance and local policies in relation to safeguarding children are adhered to and underpin all quality and service improvements/re-design. This will involve working in partnership with Designated/Named Professionals, to gain expert advice as required, in order to make considered and informed decisions and judgements regarding the commissioning of public health services.
- 3.2 Be responsible for the up-dating of own professional and/or clinical knowledge base and expertise and working to relevant professional Codes of Conduct as appropriate in order to maintain registration with any relevant professional bodies.
- 3.3 Lead on the promotion and development of opportunities for clinical engagement to inform the commissioning processes with regard to public health services.
- 3.4 When coming into contact with service users and/or their families, provide non-clinical advice as required and being aware of professional boundaries, signpost to other services as required.

## **4. Learning and Development**

- 4.1 Establish strong links between Clinical Governance and training and development
- 4.2 Provide service managers/leads with support and specialist knowledge in the development of effective skills required to facilitate change/management of change and workforce re-design processes in order to enable the implementation of more clinically effective services
- 4.3 Work closely with the learning and development department in the design and delivery of staff training and development.

## **5. Clinical Governance / Research and Audit**

- 5.1 Work with the CCG to identify priority areas for quality improvement/clinical benchmarking in line with national standards
- 5.2 Ensure that service plans are linked where appropriate to key clinical governance targets and national standards for health
- 5.3 Ensure effective stakeholder involvement in clinical and service quality projects, including service users, carers, and appropriate voluntary and statutory agencies.



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## 6. Communication

- 6.1 Develop effective communication strategies to ensure that learning and good practice is shared across the whole health, education and social service systems.
- 6.2 Decide upon and implement appropriate mediums of communication to provide information to relevant stakeholders regarding performance against key performance indicators that link to the attainment of better outcomes within drug and alcohol related services.
- 6.3 Lead on the development and facilitation of cross-agency events to promote collaborative working and service improvement, using skills that enable the facilitation of a variety of mediums.

### **Duties and Responsibilities:**

All previous references to Health and Safety, Equal Opportunities, Data Protection, Management/Supervision of Employees and the standard phrase entitled "any other duties commensurate with the post" etc., etc. should be taken out, and replaced with:

#### Employees with Management /Supervisory Responsibility

To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.

To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.

To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.

To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.

To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.

To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.



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**This post not subject to Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.**

**Date Prepared: May 2017**

**Date reviewed:**