

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Commissioning Officer (Public Health)	Grade:	(PO3)
Reports to:	Commissioning Manager (Public Health)	Grade:	PO7
Directorate:	Adult Social Care and Health	Section:	Commissioning (Public Health)

Main Purpose of the job:

1. To contribute to the development and implementation of strategic commissioning plans for public health, and preventative services that support corporate and departmental priorities including improving the life chances, health, and wellbeing of socially excluded groups.
2. To lead on and promote strategic partnership working with senior internal and external stakeholders for vulnerable and socially excluded groups in need of public health and other preventative services.
3. To work jointly with other lead commissioners and key stakeholders within Adult Social Care and Health and Public Health to deliver an integrated approach to the strategic commissioning of public health services that focuses on market management and development of external providers and delivers high quality services and outcome for vulnerable and excluded groups
4. To be responsible for management and longer-term strategic planning of a wide range of commissioning budgets and voluntary sector funding streams covering sexual health, physical activity, NHS Health Checks and preventative services for Lewisham residents.
5. To contribute to service improvement and the development of new service models through co-production with local communities, providers, voluntary and community organisations, and other stakeholders.
6. To apply co-operative commissioning principles and activities to ensure outcomes are achieved in collaboration with Lewisham's partners and diverse communities.
7. To contribute to longer term strategic planning, identifying new funding streams, market development and workforce development.

Summary of Responsibilities and Personal Duties:

1. To be responsible for developing longer term strategic commissioning plans, for public health and preventative services and to ensure that they reflect and inform other corporate and local plans and initiatives (such as the NHS 10 year plan, Health and Wellbeing Strategy, and the LSLBB Sexual Health Strategy 2025 – 2030).
2. Putting effective arrangements in place to co-produce all aspects of commissioning work, generating social value, and achieving outcomes with residents, Councillors, businesses, and relevant stakeholders
3. Inspire, lead, and develop new approaches to public health and preventative services in response to emerging needs, developing new ideas through to steady state contracts in partnership with stakeholders and service users. Ensure that all newly commissioned services are procured in line with Contract Standing Orders

4. To maintain a high profile for public health and preventative services in Lewisham with appropriate internal and external senior stakeholders, sub regional governance structures and national government bodies representing the department and councils' interests.
5. In conjunction with senior stakeholders across the Council and external partners ensure that longer strategic commissioning plans reflects new and emerging needs and support recovery and personalisation of services
6. Drive the co-design and development of a range of service delivery options in collaboration with residents and partners for the achievement of outcomes. Manage the process of co-production to generate solutions to cross-cutting and complex policy challenges
7. Work in collaboration with other public, voluntary and community sector partners to integrate commissioning or delivery for the better achievement of outcomes
8. Manage and deliver the complex and demanding programme of service improvements and service redesign to ensure that robust commissioning arrangements are in place for both internal and external services. This will involve maintaining tight controls and effective planning of the allocation of staff resources to secure the timely delivery of key commissioning priorities
9. Inspire, lead, and develop new approaches to public health and preventative services through managing, shaping, and influencing the development of the provider market.
10. Responsibility for commissioning new services from a variety of complex funding streams. Ensuring completion of relevant business cases and commissioning reports required for political and other governance processes. To ensure the chosen delivery vehicle is procured and implemented in accordance with relevant legislation.
11. Adhere to monitoring and review frameworks to ensure rigorous achievement of outcomes drawing on evaluation and other techniques.
12. Ensure service specifications include the development of financial models which is subject to independent scrutiny and review
13. Identify risks that may threaten the implementation of commissioning intentions/plans and address or escalate them appropriately Negotiation and influencing at a senior level with partner agencies.
14. Build market capacity for the delivery of new services in the voluntary and community sector, with a particular emphasis on Culturally Diverse organisations and hard to reach groups. Ensuring that equalities issues are identified and mitigated throughout commissioning processes using the equalities impact assessment and other relevant processes.
15. Be responsible to produce performance, financial expenditure, and other management information in accordance with the Council's financial regulations. As well as advising on value for money in delivery, where required ensuring budgetary control for relevant programmes and projects, including identifying and securing additional funding streams to maximise impact as appropriate working with Commissioning Teams across the Council.
16. To facilitate the production of accurate, informative, and timely performance reports to be prepared to meet departmental, corporate, partnership and government requirements this will also include the research, analyses, and interpretation of data.
17. Develop and maintain service specifications for existing services and define selection criteria for new services.
18. To lead on and manage specific projects such as service user involvement, black and minority ethnic communities and other projects as required.

19. Set up event programmes including conferences and stakeholder forums, client sector workshops and user meetings; delivering presentations and workshops as required. This will include supporting the development and implementation of learning events and networks to enhance knowledge and skills amongst relevant stakeholders.
20. Develop policy, procedures, manuals, and training materials related to services for vulnerable adults.
21. Respond and investigate complaints from users, providers, or other stakeholders, following departmental guidance and procedures
22. Keep abreast of developments in public health and always promote good practice
23. To acquire a thorough knowledge of the council's equal opportunities policy and a commitment to its implementation whilst undertaking the duties of the post.
24. To be responsible for contributing to contribution or producing Needs Assessment including collation of information, consultation, and presentation of findings to support capacity building amongst stakeholders.
25. To promote better communication between primary, secondary, and voluntary care services
26. To undertake any special assignments or projects in a planned and professional manner ensuring that any work undertaken is completed within stipulated timeframes and given budget with the desired outcomes.
27. To establish an effective partnership with GP's, Primary Care Networks and the GP Federation for the successful delivery of NHS Health Checks, GP LARC and other Public Health Services.
28. To manage a diverse and heavy workload in an environment of constantly shifting priorities, including complex legislative changes and operational demands.
29. To work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
30. To participate in external and internal meetings, developmental groups, and other appropriate forums in order to promote support, represent views of the public health and preventative service to ensure information sharing takes place.
31. To take full responsibility for the development and implementation of own Personal Development Plan, and own continued professional development in those areas relevant to own role within LBL
32. To take part in staff recruitment and selection
33. The postholder will be required to undertake any other duties commensurate with the grade of the post that may reasonably be required.
34. The role may require attendance at occasional evening and weekend meetings, for which flexi-time arrangements will apply in accordance with Council policy.
35. The postholder must be able to undertake visits to external projects, service providers, and key stakeholders as required to fulfil the responsibilities of the role.

Internal Contacts: These include

Other council departments. Public Health, Communication, Procurement, Legal, Finance, Adult Social Care, Substance Misuse, Housing Strategy

External Contacts: This will include

Councilors, MPs, Providers, Service Users, Neighboring Boroughs, Government Departments, Interest Groups, Charities, Researchers.

To carry out the duties of the post with due regard to the Council's Dignity at Work Policy and core values.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

All employees are required to always comply with the Council's Health & Safety policies and procedures, taking due care for themselves, colleagues, and members of the public.

Assist in carrying out the Council's environmental policy within the day-to-day activities of the post.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to making reasonable adjustments for a disabled postholder

To attend occasional evening and weekend meetings for which flexi time will be awarded.

Ability to undertake external visits to projects and other key stakeholders.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE

Number of fully managed staff:

Title:	Grade	No of posts
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Number of partially managed staff:

Title:	Grade	No of posts
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PERSON SPECIFICATION

JOB TITLE: Commissioning Officer (Public Health) **POST NO:**

DEPARTMENT: Adult Social Care & Health **GRADE:** PO3

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked '**S**' will be used especially for the purpose of shortlisting.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are any reasonable adjustments that can be made to enable you to do the job.

Equal Opportunities

Commitment to implement the Council's Equal Opportunities Policies, Email Policy, Valuing Diversity, and ensure its implementation.

Awareness of Equal Opportunities issues

An understanding of working in and the different needs of a diverse and multi-cultural community

At all times, carry out the duties of this post with due regard to the Council Equal Opportunities Policy,

Knowledge

Excellent knowledge of current public health legislation, statutory responsibilities and best practice relating to sexual health, health inequalities, weight management, physical activity, NHS Health Checks and preventative services.

Excellent and advanced knowledge of different commissioning approaches and excellent knowledge of commissioning and procurement processes including TUPE regulations **S1**

Well-developed knowledge of the commissioning challenges and service pressures including the impact of ethnicity, deprivation, population ill health and morbidity, and social exclusion. **S2**

Demonstrable and excellent knowledge of the principles of financial management and budgetary control as relates to service commissioning in public health and preventative services.

Knowledge of the role of local authority, health and third sector services in delivering services

High level knowledge and understanding of the key issues facing voluntary and independent sector partners who provide services within one of the specialist areas.

Detailed knowledge of the strategic challenges facing local government.

Skills

Excellent communication skills, written, verbal and presentational (including the ability to complete complex documents).

Good organisational skills, demonstrating ability for self-management and motivation, initiative, creativity, and flexibility in a changing environment.

To be able to prioritise workload to meet deadlines and delegate tasks as appropriate

Use Microsoft Word and Excel.

High level of proven negotiation skills

Experience

Minimum of three years working within a public health related commissioning setting in the statutory, voluntary, or private sector. **S3**

High level of experience of interagency working and planning at a strategic level. **S4**

Experience of managing change and introducing and developing new services.

Good experience of developing policies and procedures

Experience of using IT programs including word-processing, spreadsheets, and databases.

Detailed experience of managing large work programmes that have involved managing change and introducing and developing new strategies and shaping and developing provider markets

Experience of delivering targets under pressure and working successfully to tight deadlines.

Experience of inter-agency working and planning and the delivery of targets under pressure to tight deadlines

Excellent negotiating skills and an ability to influence and negotiate at senior levels with partner organisations and within the Council.

Good experience of building and maintaining positive relationships with a wide range of people including councillors, senior officers, lead commissioners, staff, and service users **S5**

Excellent experience in organisational skills and the ability to plan and organise a complex programme of work taking account of corporate objectives.

Good presentation skills and the ability to present clearly and professionally at all levels with the ability to write complex reports and present them clearly and professionally to a range of audiences at national and local forums

Excellent experience of and working knowledge of financial frameworks and budget management

High level of experience of analysing and interpreting complex data at a strategic level to inform the development of commissioning priorities strategic delivery plans. Ability to analyse and assess complex policy, service, and operational issues for strategic planning purposes. **S6**

Experience in analysing complex policy and administrative issues, problem solving, writing complex reports and presenting issues and solutions to a range of audiences. Ability to deal with challenging and complex situations and resolve matters swiftly and effectively.

Demonstrable excellent experience of managing challenging and complex situations and change programmes and resolve problems swiftly and effectively working autonomously and using initiative when required

Experience of team working

Experience of using project management systems and tools

Experience of service development and the development of policies, procedures, and monitoring systems

Experience of working in a pressurised environment to tight deadlines

To have commitment and excellent understanding of the issues of diversity, particularly in relation to services for vulnerable groups and service providers

Significant experience of working within public health services in a culturally diverse setting, addressing multiple deprivation, health inequalities and complex social issues.

Professional Qualification(s)

Personal Qualities

Commitment to promoting independent living, and choice and control for service users

Commitment to high quality, best value services

Commitment to working with community-based organisations in the provision of services.

Special Requirements

Ability to attend meetings outside normal office hours as necessary