# London Borough of Bexley – Public Health Commissioner

**Department/Section:** Adult Social Care and Health   
**Job Title:** Public Health Commissioner  
**Reports to:** Consultant in Public Health   
**Grade:** Bex17

### **1. Purpose of the job**

The Public Health Commissioner role will provide expert commissioning of a number of key public health services relating to adult substance misuse, sexual health, smoking cessation and NHS Health Checks. The postholder will have a detailed understanding of the commissioning cycle and its application within a Local Authority setting, including the development of needs assessments, contract and budget management and service evaluation. The postholder will keep abreast of new commissioning policy and will have an understanding of their application within Public Health commissioning.

The postholder will apply a whole system approach to tacking need, managing the market and ensuring the provision and oversight of a wider range of complex services and activities in collaboration with service users, providers and wider stakeholders. This will require advanced knowledge of commissioning, monitoring, evaluation and budget management, as well as a high level of skill in community engagement, partnership working, stakeholder management and political awareness.

### **2. Principal accountabilities**

**Strategy**

* To lead the commissioning of high quality and value for money Public Health services, including substance misuse, sexual health, smoking cessation and NHS Health Checks.
* To lead the development of commissioning strategies and plans for the commissioning of public health services, within their areas of responsibility.
* To ensure that commissioning programmes improve resident outcomes and reflect and address the ethnicity and cultural diversity of the local population as well as address health inequalities.

Review national policy for impact on health and wellbeing and provide highly specialist advice on public health/health promotion policy and practice to individuals and organisations across all sectors and support on the development, interpretation and implementation of national policies. The post holder will Identify, develop, implement and evaluate a range of public health/health promotion programmes to meet identified needs/priorities contributing to long term health improvement and reduction in health inequalities.

Lead, develop and sustain strategic partnership work that spans organisational and professional boundaries including local authorities, NHS organisations, voluntary organisations and independent sector, to deliver strategic and operational objectives of the Public Health Team, including leading and planning and development of community health development initiatives that impact on health and wellbeing

* To ensure active involvement and engagement of diverse communities, service users, and stakeholders at every stage of the commissioning cycle.
* To synthesise complex data from across the whole system and use intelligence and evidence to underpin the commissioning cycle and delivery of outcomes.
* To undertake thorough options appraisals drawing on best practice and available evidence to make recommendations for commissioning or recommissioning of services or for the decommissioning of activities.
* To work in new and challenging situations that require innovative solutions on diverse subjects which have extensive implications for current council policies or services.
* To ensure appropriate monitoring and review of commissioning activity on outcomes.
* To effectively manage a large commissioning budget including oversight of savings plans as necessary

**Direction**

* To have a detailed understanding of performance monitoring and data analysis, to collate and analyse relevant service data and trends. To work constructively with service user groups to consult and obtain feedback.
* To keep abreast of national and local policy and good practice.
* To ensure that assessments of need, service development and planning are based on good practice and evidence.
* To work with local authority and NHS colleagues to effectively manage a budget of approximately £5 million, ensure that available resources are used to best effect.

**Implementation**

* To ensure that services commissioned are designed in line with the appropriate evidence base, relevant clinical guidelines (as appropriate) and local need led through Public Health intelligence and professional expertise aimed at improving Public Health outcomes.
* To prepare and present complex reports and briefings to Members, senior management, programme boards and partnerships which include analysis of information and recommendations for corrective actions and continuous improvement.

**Organisational Control and Development**

1. To keep under review and develop the structures, procedures and working methods for which the post holder is responsible to ensure an integrated, effective and efficient approach to the delivery of services.
2. To ensure that working practices and processes are developed that maximise the use of new technology to ensure efficient and effective delivery of services to residents.

**Staff Management and Development**

1. This post will have line management responsibilities for a Senior Public Health Practitioner (Bex13)
2. There will be additional supervision responsibilities for Public Health Registrars, Management Trainees, GP Trainees, and Apprentices who are on placement with the Public Health Team on a temporary basis.
3. To ensure that staff are recruited, managed, appraised and developed, and that effective arrangements are made for the training and development of all staff within the department so as to meet service needs and to provide equality of opportunity for all employees.

**Personal Effectiveness**

1. To present timely and relevant advice and information to Members and to ensure that Group Leaders are briefed on major and sensitive issues.
2. To deal promptly with all matters requiring the post holder’s personal attention.
3. To be fully conversant with relevant statutory provisions and the Council’s constitution, processes and procedures; to develop the full range of managerial and professional skills and knowledge to satisfy the requirements of the post.
4. To establish and develop effective working relationships and productive partnerships with all the relevant partners, including those in e.g. education, health, social services, Independent and voluntary sectors.

### **3. Organisation**

The Public Health Commissioner will have direct line management responsibility and will be responsible for supervision, staff development and appraisals.

The Public Health Commissioner will be line managed by a Consultant in Public Health who will oversee the post holder’s performance and support the post holder in setting goals, objectives, and training and development as per the Bexley Performance, Wellbeing and Development Scheme. The post holder will report to other members of the team dependent on the project or programmes they are working on along matrix working principles.

### **4. Additional Information**

This is a Public Health post which will provide wide opportunities for developing a public health career, within a Local Authority context.

The post holder will work within a team of public health staff and be expected to be responsible for managing a budget and commissioning, and responsible for the development of public health strategies, policies, and programmes.

The role will be based within a central team but will work with services and managers across all directorates, embedding public health practice across the organisation. The post holder will also be expected to work within project teams that include partnership organisations, e.g., staff from other local authorities, elected Members, the public, external contractors, or any other relevant partners.

## **Person Specification**

**Department/Section:** Adult Social Care and Health   
**Job Title:** Public Health Commissioner

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| Selection Criteria | Essential/Desirable (E/D) | Method of Assessment (see key) |
| (a) Education and formal training  Educated to a degree level in a discipline relevant to the responsibilities of Public Health within a Local Authority or NHS context, *or* equivalent work experience.  Master’s in Public Health (MPH) or equivalent related field.  Demonstrated commitment to ongoing professional development. | **E**  **D**  **E** | **A**  **A**  **I** |
| (b) Relevant technical experience, knowledge & skills/abilities  Experience of commissioning complex services within a Local Authority or health setting, including a detailed understanding of the Commissioning Cycle and experience of its implementation.  Experience of commissioning Public Health services, specifically those relating to substance misuse, sexual health, smoking cessation and NHS health Checks  Experience of working with large providers, including the negotiation of high-value contracts and development of appropriate joint working relationships.  Strong understanding and working knowledge of the key national policy drivers relating to substance misuse, sexual health, smoking cessation and NHS health checks.  Significant experience of managing a large and complex budget,  Experience in line management, staff development and training  Experience of tackling health inequalities and delivering related outcomes within local authority and health settings, through commissioning practices, performance management and working in partnership.  Experience of writing and developing commissioning plans and strategies in a defined field of health or public health and working with partners across the local system to ensure effective implementation and delivery.  Strong working knowledge of relevant analytical techniques within Public Health, including Population Health Management, and related areas, and proven application of them to a range of situations, including evaluation to inform service design and delivery.  Strong verbal and written communication skills, ability to communicate complex information in clear and understandable ways, with proven ability to work in partnership across boundaries to influence senior managers and other key stakeholders.  Strong negotiating skills, with a proven ability of effective contract and performance management of public sector services provided by external agencies.  Ability to work within teams within a flexible work environment.  Programme and project management skills, alongside experience of budget management.  English Language Requirements for Public Sector Workers. Include these criteria where it is an intrinsic and regular part of the role to speak to members of the general public either face-to-face or over the telephone:   * Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary. * Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation. * Ability to listen to customers and understand their needs. * Ability to tailor your approach to each conversation appropriate to the customer, responding clearly even in complex situations. | **E**  **D**  **E**  **E**  **E**  **E**  **D**  **D**  **E**  **E**  **E**  **E**  **E** | **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **I**  **A**  **A** |
| (c) Other Additional Requirements  Very occasional evening work, for example presenting at key Council meetings or running resident engagement sessions that may be required after usual working hours. | **D** | **I** |
| Working to levels 7 and 8 in the  Skills for Health [Career Framework](https://www.healthcareers.nhs.uk/working-health/working-public-health/public-health-workforce-explained/core-public-health-workforce) for Public Health | **D** | **A/I** |

**KEY:**

I = Interview, A = Application Form, AT = Ability Test, PQ = Personality Questionnaire,

Applicants will be assessed against these criteria and the following high-performance indicators throughout the recruitment process.

### High Performance Indicators

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| Values | Behaviours for staff | Behaviours for managers |
| Innovation | I respond flexibly and adapt to changing demands  I am prepared to take managed risks to achieve better outcomes  I ask ‘What if…? to develop fresh thinking and innovative approaches to generate and implement solutions to improve performance and challenge the status quo | I routinely look for innovative and cost-effective ways to improve performance and customer service  I champion change and deal successfully with ambiguity, enabling people to see positive and exciting possibilities for the future  I take calculated risks based on available evidence and my professional judgement to learn and try new things |
| Leadership | I demonstrate a clear sense of purpose and direction, in line with organisational objectives  I am willing to take difficult decisions  My personal actions promote a positive image of Bexley | I take responsibility for my service and for making things happen to make a difference to my service users  I create an environment where staff can thrive and show I value and trust staff, give praise and recognise good work  I inspire, lead and encourage staff to move forward |
| Collaboration | I show respect for others and value contributions from internal and external partners and customers  I recognise the right solution, regardless of who initiated it  I seek out and work with partners who can help me achieve the outcomes and objectives I need to deliver | I encourage the feeling that the team is a collective unit with shared goals  I engage with service partners and other areas of the Bexley organisation to understand the demands on others and seek solutions as One Council  I network internally and externally |
| Listening and Responding | I acknowledge other people’s viewpoints and work with them to find a win-win solution  I prepare and present information anticipating questions and problems  I adapt my style to the audience and their needs, using the most appropriate communication channels | I seek regular service user feedback and review customer data to shape service improvements  I ask staff for ideas on how to improve our service and how I can improve as a manager, listen to them and act on them  I empower staff to make decisions and changes to improve value for money, customer service and productivity |
| Open and Accessible | I see issues from the customer / user perspective  I monitor customer feedback and level of satisfaction with the service they receive, and use this to improve and pre-empt customer needs  I seek to build and maintain positive relationships with customers and partners | I am accessible to my service users, customers, staff and Members  I communicate and share a clear vision for the bigger picture as well as specific service areas  I outline what is expected of individuals and their contribution to the whole, and am consistent in my expectations |
| Impact | I prioritise my activities and resources to focus on those which have the most impact for residents  I take responsibility for making things happen and achieving my objectives  I make decisions and clear recommendations based on my professional opinion and experience, informed by a range of information and evidence | I design services that provide value for money and deliver our outcomes, informed by evidence  I produce, prioritise and adapt plans to meet changing requirements  I set interim goals to achieve notable wins on the way to larger objectives  I deal with poor performance |