



**LONDON BOROUGH OF MERTON**  
**COMMUNITY & HOUSING DEPARTMENT**  
**JOB DESCRIPTION**

**POST TITLE: Sexual Health Commissioning Manager (Merton and Sutton)**

**Grade: Management Grade B**

**DIVISION/SECTION: Public Health, Community and Housing**

**Location: 3<sup>rd</sup> Floor Civic Centre**

**Responsible to: Kay Eilbert Director Public Health**

**Responsible for: Sexual Health Manager**

**Post number:**

**Date: 02/04/2013**

**1. MAIN PURPOSE**

Sexual Health & HIV service provision is a public health priority across Sutton and Merton. Local authorities are required, under the Health and Social Care Act 2012, to ensure appropriate access to **sexual health services**, including testing and treatment for sexually transmitted infections, contraception outside of the GP contract and sexual health promotion and disease prevention. The cost of providing Sexual Health services is expected to consume about one-third of the Public Health Grant. The demand led nature of sexual health services is a significant risk for the local authorities.

The post holder will therefore lead, on behalf of the Directors of Public Health and the London Borough of Merton and the London Borough of Sutton, the responsibility for commissioning of needs led Sexual Health & HIV services across the London Borough of Sutton and the London Borough of Merton. This includes commissioning and strategic development of a comprehensive range of sexual health services, including contraception and primary & secondary prevention of sexually transmitted diseases. The post-holder will work with Clinical Commissioning Groups and the South London Commissioning Support Service to agree NHS contracts and with the

independent and third sectors for non-NHS contracts. They will need to ensure the continuing modernisation, integration, effectiveness and value for money of the services commissioned. Co-ordination of commissioning across the local authorities, clinical commissioning groups and NHS Commissioning Board to ensure a comprehensive and seamless service to users is particularly important.

The Public Health responsibilities of NHS Sutton and Merton will be transferred to the London Boroughs of Sutton and of Merton on 31 March 2013. While the former single PCT Public Health team is being split so that discrete teams headed by a Director of Public Health are being established in each borough, it has been agreed that the Sexual Health Commissioning Team should continue to provide a service to both boroughs. The team will be based at Merton Civic Centre, Morden, but will be expected to divide their time equally to meet the commissioning requirements of Sutton and of Merton and will be expected to spend a proportion of their time at Sutton Civic Centre.

## **2. MAIN DUTIES AND RESPONSIBILITIES**

- Develop strategic links with and between the councils, clinical commissioning groups, NHS Commissioning Board, South West London HIV and Sexual Health Clinical Services Network (SWAGNET) and service providers to ensure that services are integrated and of consistent high quality.
- Ensure that all strategies and plans are continually reviewed and updated in line with national and local policy and good practice.
- Maintain an up to date Sexual Health Needs Assessment, contribute to the Joint Strategic Needs Assessments and direct local strategy based on evidence of best practice and delivery.
- Review and advise on priority areas of focus including the provision of integrated sexual health services, HIV prevention strategies and plans including HIV Testing strategies and actions to reduce unplanned pregnancies and overall improvement in sexual health.
- Ensure strategies are in place that will deliver the Chlamydia Screening Programme, increased access and use of Long Acting Reversible Contraception, reduction in late diagnosis rates for HIV and the understanding of local HIV local prevention needs and strategies in line with the shift in recognition of HIV as a long term condition.
- Ensure that there is a systematic focus on demand management across the whole system, considering innovative new ways of managing local sexual health needs.
- Work with Public Health colleagues, colleagues across the Councils as a whole, NHS and other stakeholders to ensure that all stakeholders understand and address local needs.

## **COMMISSIONING**

- Commission the Sexual Health & HIV services that are within Council responsibilities, using the commissioning resource with the Public Health Grant of approximately £5 million, and within the Council's financial and procurement governance frameworks.
- Develop collaborative commissioning strategies across Sutton and Merton and where appropriate across the South West London sector that maximise capacity, quality and innovation whilst ensuring value for money.
- Lead on the commissioning of Community Sexual Health Services, Genitourinary medicine services, additional/enhanced services in general practice and community pharmacy, HIV Prevention, and any other services that address sexual health needs within the Council's remit.
- Review developments in contracting mechanisms including tariffs for sexual health services, advise on the benefits and risks of their implementation and oversee implementation if agreed.
- Manage the interface with HIV specialised commissioning which is the remit of the NHS Commissioning Board to ensure local understanding of this complex area and complementarity of specialised HIV policy and service developments with local sexual health & HIV services.
- Be the local lead for the commissioning the HIV prevention voluntary sector contracts across South London and London wide on behalf of the local authorities to ensure that the needs of people living with HIV are met.
- Extract and analyse data from available local and national HIV and sexual health data sources. Ensuring that very complex data is presented in accessible formats which increase understanding of local need when presented to a broad audience and supports the development of commissioning priorities and intentions.

## **WORKING IN PARTNERSHIP**

- Partnership and team working are vital for the success of new arrangements consequent up on the Health and Social care Act 2012. The post holder will be expected to develop strong partnerships between councils, and all key stakeholders including independent & voluntary sector providers and service users. The post holder is expected to contribute to the development of good team working across these dimensions.
- Establish and lead any groups and committees necessary to achieving the goal of improved sexual health, and participate in such groups established elsewhere that are necessary to achieve the goals.
- Report on Sexual Health performance within the reporting frameworks of the councils, including to Health and Wellbeing Boards and other stakeholders as required.

## **CONTRACT AND PERFORMANCE MANAGEMENT**

- Develop and implement systems for quality assurance, performance management and audit, taking into account national standards including safeguarding requirements and the recommendations of the Francis Inquiry. Support providers in moving from activity to outcome-based performance reporting.
- Deliver agreed local measures and those relevant indicators in the Public Health Outcomes Framework, including the Chlamydia Screening diagnosis, HIV late diagnosis, access to genitourinary medicine services and reductions in unplanned pregnancy to ensure that these are achieved.
- Ensure the effective involvement of service users, clinicians and other professionals and community organisations in the identification of needs, service design, commissioning and performance management of local sexual health and HIV services.
- Ensure that strategies and plans address Human Rights, Equalities and Diversity legislation and are sensitive to the needs of protected groups.

#### **STAFF MANAGEMENT**

- The post holder will manage the Sexual Health Commissioning Manager and ensure that an appropriate work plan is developed in line with the professional development plan

#### **EQUALITY & DIVERSITY**

- The post holder must at all times carry out his or her responsibilities with regard to the Council's Equality & Diversity Policies.

#### **HEALTH & SAFETY**

- All employees have a duty under the Health & Safety at Work etc Act 1974 to comply with safe systems of work established by the Council which include the maintenance of a safe working environment for patients, visitors and employees.
- In particular, the post holder is expected to make positive efforts to promote his/her own personal safety and that of others by taking reasonable care of work by carrying out requirements of the law or by following recognised codes of practice.

#### **RISK MANAGEMENT**

- The post holder has a responsibility in the promotion of a Risk Management culture by ensuring that all risks in the workplace (including work practices and environment) are identified, assessed and reported for inclusion in the Risk Register, as set out in the any policies and procedures.
- The post holder is expected to comply with the provisions of the Incident Reporting and Management Policy and attend mandatory training provided to support implementation.

## **DATA PROTECTION**

- The post holder is required to maintain the confidentiality of information about patients, staff, Council and NHS business in accordance with the Data Protection Act 1984. Where it is known that a member of staff has communicated information to unauthorised persons, he or she will be liable to disciplinary proceedings.

## **BUSINESS CONTINUITY/CIVIL EMERGENCIES**

- In the event of a major incident or emergency situation, the post holder will be expected to undertake any other duties as required to maintain business continuity.
- This may include work outside of the post holder's normal sphere of activities, including functions not detailed within this job description or working within another location, environment or NHS Trust.
- However, the post holder will not be required to undertake any function for which he or she is not trained or qualified to perform. Normal health & safety procedures would continue to apply and accountability remains with the London Borough of Merton.



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**PERSON SPECIFICATION**

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**Grade: Management Grade B**

**Date: 02/04/2013**

**1. Knowledge**

- Understanding of the commissioning cycle and contract monitoring
- Strong understanding of key national policy drivers
- Understanding of budget management

**2. Skills**

- Excellent negotiation/influencing skills
- Excellent communication skills
- Ability to deliver agreed objectives to specific deadlines
- Critical analyses of evidence
- Strong analytical skills
- Ability to manage contracts and providers to ensure the delivery of performance and patient quality standards
- Work effectively with directors, Chief Executives, senior clinicians and other stakeholders
- Ability to establish and maintain effective working relationships with clinicians and professional staff
- Ability to communicate complex information to a variety of audiences
- Ability to gain confidence and credibility of a range of professionals and organisations, demonstrating political judgement
- Team player with the ability to contribute at corporate level
- Teaching and training skills

- Excellent inter-personal skills including presentation, facilitation skills, ability to influence and persuade
- Able to lead and motivate self and others
- Self confident, resilient and an ability to work autonomously.
- Continuous professional development
- Ethical self-management.

### **3. *Experience/Training***

- Qualified to masters level or equivalent
- Experience at working at a senior level for a significant period in the NHS
- Experience of commissioning services
- Successful partnership working in a complex environment
- Analysis and interpretation of complex data
- Staff and budget management experience
- Demonstrable experience of project management
- Experience of strategic planning