

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Public Health Head of Strategic Commissioning</b>
<b>Accountable to:</b>	<b>Director of Public Health for Merton</b>
<b>Report to:</b>	<b>Consultant in Public Health</b>
<b>Grade:</b>	<b>MG1</b>
<b>Location:</b>	<b>Merton Civic Centre</b>

### **JOB PURPOSE**

This is a senior level post responsible for developing and delivering the Public Health (PH) commissioning function. In particular, the post holder will lead development and delivery of: public health input to the health and social care integration agenda in Merton, ensuring links across Merton Council, Merton and Wandsworth Local Delivery Unit (LDU) and the wider South West London footprint; the statutory core offer (healthcare public health advice to support commissioning) to the Merton Clinical Commissioning Group (CCG); and effective commissioning of innovative public health programmes across the London Borough of Merton, in accordance with local, regional and national strategies and priorities.

Specific requirements of the role:

- Provide senior leadership, oversight, accountability and line management to the Public Health team's adult, older people, mental health, healthy lifestyles and wider determinants programmes and staff.
- Provide senior leadership to partnership working across the council, with the NHS, and other statutory and voluntary sector organisations in the pursuit of health improvement and reducing inequalities in health.
- Ensure the commissioning of high quality programmes based on priorities in the Merton Health and Wellbeing Strategy and needs identified in the Joint Strategic Needs Assessment, providing specialist public health commissioning knowledge, and leading the process of developing specifications, providing technical expert input into market testing, tendering, performance management and monitoring and addressing performance issues.
- Manage risks relating to the work programme, taking overall responsibility, making decisions and taking prompt action at a corporate level, including appropriate escalation, to resolve any issues that are compromising the success of individual projects and/or delivery of programmes.
- Lead on delivering public health input to the health and social care integration agenda in Merton, taking a 'health systems approach' across the health economy and working across the council and NHS to influence relationships, strategies, programmes and spend.
- Lead responsibility for statutory core offer to Merton CCG, ensuring good quality healthcare public health advice supports strategic NHS commissioning decisions.
- Engage at a senior level with the development and delivery of the high profile East Merton Model of Health and Wellbeing (EMMOHWB), to ensure that PH commissioning is aligned with the developing service models and new market opportunities, and EMMOHWB learning informs the development of innovative models and market shaping for delivery of wider health and care integration.

- Engage and influence across the council and partners to identify opportunities, develop, lead and deliver Health in All Policies (HIAP) approach and action plan.
- Deputise for the Consultant in Public Health and/or Director of Public Health as appropriate, including attending high profile meetings and decision-making forums to represent the Public Health team and Council at senior level.
- Direct responsibility (decision-making and accountability) for Public Health programme budgets for adults, older people, mental health, substance misuse and healthy lifestyles, to a value of £3M, input to strategic management of the whole Public Health budget of £11M (staffing and programmes) to ensure value for money, and senior level input to development and delivery of financial and other aspects of the PH savings plan and PH Target Operating Model (TOM).
- Strategically influence the council's Adult Social Care spend of £56M, and Merton CCG NHS commissioning spend of £240M, as well as influencing wider council spend as part of the Health in All Policies approach.
- Directly line manage a team of public health commissioning and health improvement staff working on adults, older people, mental health, substance misuse and healthy lifestyles, and work in a matrix way across a wide range of teams and partners within the council and externally to influence work programmes to improve health and reduce health inequalities in Merton.
- Responsible for the day to day range of staff management matters including appraisal, development of staff, recruitment, performance management and if necessary grievance or disciplinary processes.
- Lead responsibility for the PH training function including PH and GP trainees, interns and apprenticeships.
- Lead responsibility for the PH communication function.
- Senior support to the PH Senior Leadership Team, including on any team restructures or changes to the Public Health team staffing/HR
- Responsible for the development and embedding of new permanent and interim staff members within the PH structure and ethos

## **KEY AREAS OF RESPONSIBILITY**

### **COMMISSIONING**

To strategically lead the commissioning and management of a range of public health services and programmes (ensuring review of current service provision; agreement of priorities including service design/redesign; monitoring and evaluation; managing performance; leading re-commissioning and procurement processes).

To support the Public Health team to negotiate and manage a portfolio of contracts and programmes to meet agreed financial and performance targets, fully compliant with London Borough of Merton procurement processes, in line with resources available from the Public Health Grant or other funds and performance requirements to address the Public Health Outcomes Framework (PHOF).

To have oversight and provide specialist public health commissioning knowledge to influence and inform the commissioning of a range of services across the London Borough of Merton (in particular in adult social care) and Merton CCG (to ensure delivery of the statutory healthcare public health core offer), in line with a Health in All Policies approach.

To proactively identify and work where appropriate with other boroughs as required for the commissioning of any services that are shared and review opportunities for

joined up delivery where this is most efficient, in line with the STP direction of travel, and other regional strategies and arrangements.

To identify needs and develop and implement new solutions to fill identified gaps; working at a senior level with commissioners, managers, clinicians, partnerships and Council Members to deliver and monitor the impact of agreed changes.

To ensure that commissioning plans are outcome focussed, evidence based and reflect needs identified in the Joint Strategic Needs Assessment.

To investigate, analyse and feedback issues, challenges and service pressures arising from commissioning to inform future service developments and commissioning processes.

To effectively manage commissioning staff, and budgets within agreed financial limits

## **STRATEGY**

To lead the strategic public health input to the health and social care integration agenda, Merton CCG Commissioning Intentions and strategic plans, and other local and regional strategies that impact on health and health inequalities.

To play a leading role in spreading learning and innovation from the East Merton Model of Health and Wellbeing, into new models of health/social care integration.

To support the Health and Wellbeing Board in the development, implementation and monitoring of the Merton Health and Wellbeing Strategy priorities.

To ensure that PH Commissioning priorities deliver on outcomes, including PHOF.

To develop and promote integrated approaches to public health and health improvement in line with the Prevention Framework for Merton.

To provide advice and public health knowledge in the development of other relevant strategies and programmes across the London Borough of Merton

To contribute to the Joint Strategic Needs Assessment and the Joint Health and Wellbeing Strategy, drawing on needs analysis, performance and outcomes data from commissioned programmes

## **PARTNERSHIPS**

To develop strong collaborative relationships with key stakeholders including across Merton Council, Merton and Wandsworth LDU, Merton Community and Voluntary Sector, local businesses and provider services to ensure that services commissioned are effective and deliver outcomes

To provide expertise to local partnerships on local and national evidence, initiatives and strategies to improve health and tackle inequalities in health

To represent the PH Team at a senior level, including deputising for the Consultant in Public Health and/or Director at local, regional and national meetings.

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The above job description is an outline of responsibilities and may be subject to change in line with the requirements of the organisation, following review with the post holder. The above duties will be carried out at all times with due regard to the Authorities Equal Opportunities policy.

**PERSON SPECIFICATION**  
**Public Health Head of Strategic Commissioning**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Educated to Masters degree level or equivalent	✓	
Project or Programme Management training or demonstrable success in managing projects and programmes	✓	
Significant evidence of continued professional development	✓	
<b>Experience</b>		
Demonstrating five years relevant experience of leadership and senior management experience	✓	
Evidence of working in complex multi-organisational environments to achieve change	✓	
Significant experience of developing and delivering complex strategies and programmes across multiple organisations at a senior level	✓	
Record of managing and delivering complex projects and programmes within agreed budgets and outcomes	✓	
Evidence of comprehensive and effective resource management	✓	
An analytical approach to problem solving, and ability to respond to sudden unexpected demands	✓	
Experience in people management and influencing skills	✓	
<b>Skills and Knowledge</b>		
In depth knowledge and understanding of relevant Public Health, NHS and Social Care policy context	✓	
Extensive knowledge of specialist areas, acquired through post graduate diploma (or MSc) or equivalent experience or training	✓	
Strategic thinking – ability to anticipate and resolve problems before they arise	✓	
Ability to communicate highly complex, contentious issues or new concepts to others and to negotiate a way forward	✓	
Ability to work collaboratively, influence and gain commitment from managerial, clinical colleagues and stakeholders at all levels	✓	
Ability to persuade board and senior managers of the merits of different options, innovation and new market opportunities	✓	
Takes decisions on difficult and contentious issues where there may be a number of courses of action	✓	
Ability to deliver results through managing others and using a range of levers in the absence of direct management responsibility	✓	
Excellent communication and negotiation skills both verbal and written (including presentations)	✓	
Confidence, integrity and diplomacy	✓	
Adaptability, flexibility, ability to cope with uncertainty and change	✓	
Ability to analyse and interpret complex information from a variety of sources and perspectives	✓	
Excellent computer skills and the ability to work with and interpret statistical data and information	✓	