
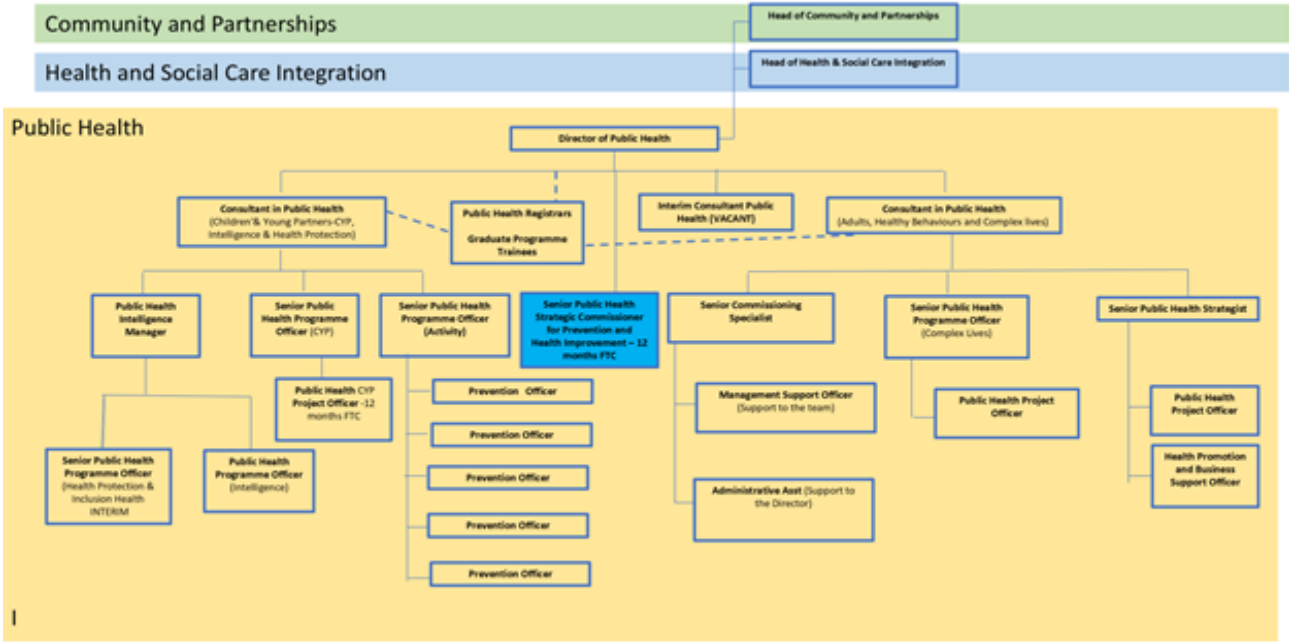


| | | | | |
|---|---|------------------------|---------------|----------------------|
|  WOKINGHAM BOROUGH COUNCIL | | Job Description | | Job Reference |
| | | | | 713158 |
| Job Title | Senior Public Health Strategic Commissioner for Prevention and Health Improvement – 12 months FTC | | | |
| Service | Public Health Team | | Public Health | |
| Location | WBC Offices / Hybrid and various across the Borough | | | |
| Reports to | Director of Public Health | | | |
| Responsible for | Commissioning and contract management for LARC, Health Checks, Smoking Cessation and T2 Weight Management | | | |
| Grade | Type of position: | | Date | |
| G-10 | FTC 12 months | | ASAP | |
| This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed. | | | | |
| Service Purpose | | | | |
| <p>The central aim of the Public Health department in Wokingham is to improve the health of local residents, reduce avoidable differences in health and to support residents to make positive health choices. This includes working to protect the health of residents from communicable diseases.</p> <p>Within Wokingham Borough Council the Public Health Team play a key role within and for the Council, working in partnership with colleagues and partner agencies to improve health and wellbeing through the development, implementation and coordination of public health work based on local health needs.</p> | | | | |
| Purpose of the role | | | | |
| <p>To have responsibility for the delivery and transformation of Public Health commissioning of prevention and health improvement services to ensure that they make the maximum contribution to improving Public Health Outcomes and have population impact. The post will lead on the development and improvement of primary care commissioning and will provide support to other commissioning activities undertaken by the Public Health Directorate when appropriate. The post holder will support the development of primary care commissioning governance and capability within the directorate, and across the council. This is a 12 month role for which the post-holder will be responsible for the commissioning and contract management of LARC, Health Checks, Smoking Cessation and T2 Weight Management. A key part of this role will be to strategically align these</p> | | | | |

| Main Accountabilities | |
|-----------------------|---|
| 1 | To take responsibility for all commissioning intentions and activity for the delivery, planning and transformation activities relating to defined and agreed prevention and health improvement public health areas (LARC, Health Checks, Smoking Cessation and T2 Weight Management). This includes robust needs analysis, public health evidence reviews and interpretation, data interrogation, service specifications, procurement, any related governance, delivery against service key performance indicators and transformation projects. |
| 2 | To take a lead on commissioning and collaborative working with primary care, including supporting the implementation of LARC commissioning and improving the commissioning of Health Checks so that performance on offer and uptake can be improved. Coordinating work with enhanced health checks to ensure that inequalities in uptake are reduced. Working with partners to ensure that appropriate actions are taken to reduce risks identified through health checks, both behavioural and clinical. To work with the full range of primary care providers to maximise opportunities to improve health outcomes. |
| 3 | To support the Director of Public Health to deliver corporate expectations for the 3 transformation programmes: public health; Marmot Council and Data and Intelligence, through improving commissioning capability and appropriate commissioning of services. |
| 4 | To develop primary care Public Health commissioning, by undertaking significant engagement, continuous market testing/development and management, and provide strong evidence bases to establish whether the experience of customers and the wider community of commissioned provision can be improved and/or better outcomes achieved. In doing so, identify how demand can be managed, and/or costs reduced through adopting different commissioning approaches and/or delivery models. |
| 5 | To lead the development of Public Health Commissioning governance, ensuring that there is strong forward planning, and that legal, democratic and constitutional processes are followed in a timely way that avoids service gaps or drops in performance. To support public health in improving the governance of commissioned services, such as incident reporting, audits and quality improvement as well as sharing learning between commissioners. |
| 6 | To lead the robust management of primary care commissioning, overseeing the testing and transformation of commissioning approaches. This will include: <ul style="list-style-type: none"> - Strong forward planning - Ensuring robust structures, plans and change control/risk management procedures are in place to oversee the delivery of transformation - Engagement and stakeholder management approaches and plans are developed - Communication and delivery of clear commissioning outcomes |
| 7 | Working with commissioners in public health to ensure that all commissioning strategies, plans, intentions, and outputs are co-produced with relevant stakeholders. Ensure stakeholders are involved, participate, and are consulted on commissioning activity that informs the design and review of provision. This includes ensuring representation at appropriate Partnership Boards and Service User engagement meetings, as well as proactive gathering of insights that are representative of the target population. |
| 8 | Ensure that all opportunities for optimising efficiencies across service boundaries, locally and regionally are maximised, be that within Wokingham Borough Council, other Local Authorities |

| | |
|---|---|
| | and/or external agencies (Collaboratives/Provider Collaboratives/other Local Authorities/District Councils/Voluntary Community Sector/Independent provision). |
| 9 | Manage, monitor, and support budget setting, the development of inflationary strategies and long-term financial planning for all budgets within the portfolio as well as securing and ensuring the appropriate incomes from joint funding organisations. In addition, undertake and lead any associated business cases to increase budgets to meet need and/or additional resource requirements as a result of strategic changes within the community commissioning service and any associated strategies, as well as budgetary risk management. |
| 10 | To write reports and to present as appropriate to Senior Officer boards and relevant committees/cabinets to deliver strategic objectives in line with the appropriate governance frameworks. The role will have a significant responsibility to ensure all external partners, statutory organisations, primary care providers, voluntary sector, and Independent Sector are actively engaged in commissioning activity within the relevant portfolio area to ensure sufficiency of quality provision in the local area that achieve the defined commissioning principles, and outcomes. |
| 11 | Continuously assess and review service performance, including skills analysis of staff within the directorate, allocation of work to ensure development and best use of skills and knowledge. Identifying and addressing any training gaps or areas for performance improvement, as well as challenging and supporting the management of poor performance, and performance management processes. |
| 12 | Be accountable for the preparation, contribution to and associated action plans as a result of external reviews and changes arising from the changes to the Public Health Grant or other grant income. Ensure that effective risk management arrangements are in place to minimise the Directorate's exposure to risk and uncertainty. |
| Supervision Received | Reporting to the Director of Public Health |
| Supervision Given | |
| Contacts & Working Relationships | To include: Consultants and Commissioners in Public Health, Voluntary Sector Organisations, partner local authorities within the region, ICS, Primary Care providers, other provider organisations, organisations that represent service users. |
| Management of resources or budget | Will be responsible for the budget relating to their commissioned areas |
| Special Factors | DBS Check Required |

Organisation Chart



Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

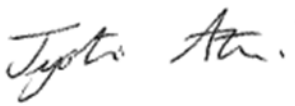
Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

| Qualifications | Essential | Desirable |
|--|-----------|-----------|
| First Degree or Equivalent qualifications in a relevant subject | X | |
| Master's Degree in Public Health/Health Improvement or a related subject e.g. Epidemiology | | X |
| Technical Skills. | Essential | Desirable |
| Understanding on commissioning and current contract legislation as it applies to public health | X | |

| | | |
|---|------------------|------------------|
| commissioning, including primary care services | | |
| Knowledge | Essential | Desirable |
| Public Health theory and practice that includes a population approach with population health outcomes, reducing health inequalities, evidence-based policy, strategy, and outcomes. | X | |
| Evaluation of Public Health interventions including policies, strategies, and commissioned services | X | — |
| Commissioning, Contracts Management and Procurement: Understanding of key government drivers, legal and change agenda directly affecting strategic development and provision of Public Health Services, including primary care services | X | |
| Understanding and experience of applying current legislation, policy and guidance through commissioning and contracts, including primary care services. | X | |
| Understanding of Public Health Evidence best practice and innovative approaches in applying the principles and practice of commissioning, procurement, contract management and safeguarding. | X | |
| Understanding of market forces and the factors affecting services provided to the service area, and how commercial techniques can be applied to maximise value for money, especially relating to primary care | X | |
| Leadership and Management | X | |

| | | |
|--|------------------|------------------|
| An understanding of navigating large, complex organisations and the challenges this raises in respect of political, financial, and legal arenas | | |
| Knowledge of performance measures and evaluation methodologies | X | – |
| Strong leadership skills, which encourage commitment from others and promote a positive, motivated organisational culture | X | |
| Experience | Essential | Desirable |
| Commissioning and Management Substantial experience of commissioning within a local authority/ Integrated care system | X | |
| Experience of commissioning primary care services for public health outcomes | X | |
| Experience of performance management (including management of poor performance), financial pressures and undertaking skills audits and action plans. | X | |
| Extensive experience of managing teams within the public sector and motivating them to deliver | X | – |
| Change Management Experience of influencing and managing change and of using management information to analyse and improve service performance | X | |
| Experience of service change through commissioning and managing stakeholders through that change | X | |

| | | |
|--|---|-------------------------|
| Experience of decommissioning services. | X | |
| Budget and Resource Management Proven track record in achieving best value, savings, cost avoidances for a public sector organisation and managing primary care activity returns | X | |
| Experience of leading or being involved in budget planning and forecasting, as well as identifying and delivering on savings agendas and cost avoidances. | X | |
| | | |
| Completed by: |  | Date: 13.03.2025 |