

## JOB DESCRIPTION FORM

**Job Title:** Head of Public Health Commissioning and Service Development  
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**Job Holder:**  
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**Reports to:  
(Name & Title)** Consultant in Public Health – Health and Behaviours  
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### 1. Job Purpose:

This role will work across the Peterborough Public Health directorate on Public Health commissioned services, working closely with the specialist subject area experts. The Head of Public Health Commissioning and Service Development will also provide commissioning leadership, expertise, governance, monitoring and support to all other public health commissioned services. They will play an active part in the delivery of services across Public Health as part of the Directorate Management Team.

This role is key to assuring appropriate governance including clinical governance, performance monitoring, review and improvement is in place for public health commissioned services. They will represent the DPH and the Consultants in Public Health as appropriate relevant committee / cabinet council meetings, wider system boards, Integrated Care System/Board, appropriate Partnership Boards, and other boards/meetings/fora as requested, relevant to the portfolio.

This role will have accountability for ensuring that robust commissioning and procurement frameworks are in place to fulfil service transformation objectives, resource needs and identify any current and future gaps/shortfalls.

The role will include working strategically and operationally with internal stakeholders and close working with the Assistant Director for Commissioning and Commercial Opportunities, the Head of Adults of Commissioning and the Head of Service Children's Commissioning as well as other Peterborough City Council directorates. They will advise and report to relevant Joint Commissioning Boards, Adults and Health Scrutiny Committee on the developments within the service.

This role will have the specific responsibility for the delivery and transformation of Public Health commissioning of prevention and health improvement and sexual and reproductive health services to ensure that they make the maximum contribution to improving Public Health Outcomes. They will ensure the delivery of effective commissioning plans based on sound needs analysis and research output, lead on the development of the options appraisals in order to assess the most suitable means of delivery and the production of a business case to support this. They will manage the aligned/pooled budget for these services, utilising them innovatively and creatively to benefit residents through the commissioning of services, ensuring the expenditure is contained within budget and risk and needs are balanced and ensure that all opportunities for optimizing efficiencies across service boundaries are maximized, be that within the authority or via external agencies (ICB/North Cambridgeshire and Peterborough Care Partnership/other LAs/VCS/Independent provision].

The role will also work strategically and operationally with key external stakeholders including Cambridgeshire County Council, Integrated Care Board, North Cambridgeshire and Peterborough Care Partnership, District Council and third sector to identify and deliver commissioning opportunities to improve physical and mental health outcomes. It will also involve engaging with local communities and service users to inform commissioning strategy and decisions.

## 2. Dimensions:

### **Area of responsibility: Public Health**

The Head for Public Health Commissioning and Service Development

Accountabilities;

- Provide commissioning leadership, expertise, governance, monitoring and support to all other public health commissioned services.
- To lead on the strategic commissioning of public health prevention, health improvement and sexual and reproductive health services for the local authority
- To advise and report to relevant Joint Commissioning Boards/Fora, Health and Wellbeing Board and Integrated Care Partnership and Adults and Health Scrutiny Committee.
- To develop and align/pools budgets for the commissioning of public health services as appropriate
- To deliver in association with the Head of Commissioning: Child Health and Adult Social care the annual commissioning intentions report and the market position statement and identify commissioning synergies.

- To ensure that serious incident and safeguarding procedures for young people and vulnerable adults are implemented within the contracts, with any trends/serious incidents/safeguarding issues are being addressed within the context of contract quality and performance with the relevant providers.
- To provide continuous constructive challenge and market testing to establish whether customer experience can be improved, outcomes can be achieved more effectively, inequalities can be reduced, demand can be managed and costs reduced through adopting different delivery models including social enterprise and/or delivery by or in partnership with the VCS and/or independent sector.
- To lead and ensure appropriate joint needs analysis, planning arrangements, service specifications, contract management arrangements, performance and quality monitoring arrangements and evaluation processes are robustly embedded within the commissioning function, and key roles therein identified as accountable.
- To play an active part in the delivery of services across the Public Health team as part of the Management Team, recognising efficiency and alternative opportunities for delivery to ensure improved quality and public health outcomes.
- Responsible for the allocations of resource through the Public Health Management Team and Budget CLT processes.

### **Financial responsibility**

Directly responsible for a Prevention and Health Improvement and sexual and reproductive health budget of £3m, indirectly responsible for the governance, review and assurance process of £10.8m.

### **Staff**

This role has responsibility for 4 members of staff, but the key success to this role is partnership, influence and ensuring delivery of objectives through others and managing performance. Highly developed interpersonal skills are essential, as is the ability to influence people at all levels of seniority to enable outcomes to be achieved, both within the authority and externally.

### 3. Organisation:

#### **Peterborough City Council**

Peterborough City Council is a unitary authority serving a thriving city. It is rapidly expanding to meet the demand for new houses and is home to a community of diverse cultures. The population of 215,660 has been growing faster than other areas in the East of England and a high rate of growth is expected to continue. The City Council and ICS face a range of public health challenges and inequalities as reflected in its public health outcomes framework indicators.

[Cambridgeshire & Peterborough Insight – JSNA 2023 \(cambridgeshireinsight.org.uk\)](https://cambridgeshireinsight.org.uk)

#### **Joint working**

There is joint working across the Cambridgeshire and Peterborough system including with the Cambridgeshire and Peterborough Health and Wellbeing Board, Integrated Care Partnership, Integrated Care System, the Cambridgeshire and Peterborough Health Protection Partnership, Local Resilience Forum and Local Health Resilience Partnership and Cambridgeshire and Peterborough Combined Authority. Working relationships are positive across local partner organisations, while recognising the variation in local needs and demographics across a wide geographical area.

#### **Public Health Arrangements**

Current staffing of the Department/Directorate of Public Health Peterborough City Council has a Director of Public Health who reports to the Executive Director of Adult Social Care and sits on the Corporate Leadership Team of Peterborough City Council (see attached structure chart). The Public Health Directorate in Peterborough has historically been a shared public health directorate with Cambridgeshire County Council and has several shared public health services that deliver across Cambridgeshire and Peterborough

### 4. Principal Accountabilities / Responsibilities:

- To take responsibility for all commissioning intentions and activity for the delivery, planning and transformation activities relating to prevention and health improvement. This includes robust needs analysis, public health evidence review and interpretation, data interrogation, service specifications, procurement, any related governance, delivery against service key performance indicators and transformation projects.

- To develop and lead a multidisciplinary commissioning team that includes Public Health staff, local authority staff and wider partners in 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.
- Coordinate the PH Team leads – Commissioning and Partnerships to ensure resources are allocated in a way which best meets the public health needs, including the statutory/mandatory service requirements. This will include ensuring the team is operating within legislative requirements, adhering to corporate procurement policies and contract regulations of both councils. Ensure that commissioning priorities across the service are embedded and delivered.
- Ensure robust management of the PH services commissioning overseeing the testing and transformation of commissioning approaches. This will include:
  - 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
- Clear benefits mapping and oversight of impact and outcomes is developed and maintained.
- 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, Service User engagement meetings, fora and planning meetings.
- Ensure that all opportunities for optimising efficiencies across service boundaries locally and regionally are maximised, be that with both Local Authorities and/or external agencies (Collaboratives/Provider Collaboratives//other Local Authorities/District Councils/Voluntary Community Sector/Independent provision) in line with the authorities' commissioning strategic priorities as determined by the Director of Public Health and the Consultant in Public Health -Health and Behaviour and other Consultants
- 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.

- To maintain and ensure strategic oversight of the necessary professional relationships with both internal and external stakeholders in order to maximise opportunities to deliver improved quality, efficiencies and promote effective positive change across the system. This role will have responsibility for leading the transformational change needed to improve the commissioning relationship and joint commissioned service provision within relevant areas.
- To report 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, 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.
- To lead the delivery of commissioned provision for prevention and health improvement and sexual and reproductive health services in relation to
  - Relevant joint strategic commissioning
  - Relevant joint funded specialist provision, including working with the Integrated Care System, adapting and reconfiguring commissioned provision as per the development of the integrated care system and associated collaboratives.
- Oversee all relevant strategic commissioning activity in relation transformation requirements as a result of the integrated care system and the development of placed based approaches and adapt approaches to commissioning in alignment with the development of the Integrated Care System
- Assist the Consultant in Public Health – Health and Behaviour to facilitate the system changes and resource implications due to emerging new commissioning structures and the integrated care system, including any policy and operational process developments, adjustment to operational and governance arrangements and staff development
- Continuously assess and review service performance, including skills analysis of staff within the portfolio, 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.
- 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.
- To be responsible for the continuous review of current strategies and resource pressures/forecasts identifying and exploiting opportunities for to both inform commissioning arrangements within existing and any new commissioning provision.

## 5. Job Knowledge, Skills & Experience

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
First Degree or Equivalent qualifications	In a relevant field	Essential
Substantial experience of commissioning within a local authority/CCG/Integrated care System	In a relevant field	Essential

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Public Health theory and practice that includes a population approach with population health outcomes, reducing health inequalities, evidence-based policy, strategy, and outcomes.  Evaluation of Public Health interventions including policies, strategies, and commissioned services	Understanding of the wider determinants of health and how these influence health behaviours, outcomes and health inequalities  Understanding and experience of health in all policy approaches, public health outcome commissioning  Understanding of experience of developing Public Health Policy and Strategy to support the delivery of Public Health outcomes.	Essential
Commissioning, Contracts Management and Procurement	Understanding of key government drivers and the change agenda directly affecting strategic development and provision of Public Health Services  Understanding and experience of applying current legislation, policy	Essential

	<p>and guidance through commissioning and contracts.</p> <p>Understanding of Public Health Evidence best practice and innovative approaches in applying the principles and practice of commissioning, procurement, contract management and safeguarding.</p> <p>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.</p>	
Leadership and Management	<p>Knowledge and experience of managing a multidisciplinary Commissioning team</p> <p>An understanding of navigating large, complex organisations and the challenges this raises in respect of political, financial, and legal arenas</p> <p>Knowledge of performance measures and evaluation methodologies</p> <p>Strong leadership skills, which encourage commitment from others and promote a positive, motivated organisational culture</p> <p>The ability to model leadership behaviours including evidenced based decision making under highly pressured circumstances</p> <p>Demonstrable continuous development and improvement of own leadership techniques and approaches.</p>	Essential
Change Management	<p>Knowledge of commissioning successful service transformation involving cultural and behavioural</p>	Essential



	<p>change and organisational development</p> <p>Knowledge of applying effective stakeholder management and engagement techniques in the management of change including involvement of service users in service development, design, and delivery</p> <p>Knowledge of process and approaches to manage change, mitigate risks of change and manage the impact of change for both the service, workforce, council, and stakeholders.</p>	
Partnership Working and Collaboration	<p>Knowledge of developing commissioning strategies and/or contract management approaches delivered through effective and successful partnership working.</p> <p>Sound knowledge of the stakeholders affected and interested improving Public Health Outcomes and the means and mechanisms for engaging those stakeholders.</p> <p>Knowledge of the techniques and tools available to understand, map and respond to stakeholders, including a knowledge of existing organisations structures and political nuances that can be used to engage and manage stakeholders, and their expectations.</p>	Essential
Health and Safety	<p>Knowledge and appreciation of health and safety legislation and how it relates to commissioned services.</p>	Essential
Local Authority	<p>Broad knowledge of Peterborough City Council as organisation, including political sensitivities and cultures</p>	Desirable

	<p>operating within them</p> <p>Understanding of the broad spectrum of internal and external partners needing to be engaged with throughout the commissioning cycle</p> <p>Understanding of best practice in resource allocation approaches.</p>	
Legislation	<p>Understanding of the range of legislative frameworks influencing Public Health Services.</p> <p>And associated legislation expected of providers i.e. health and safety, fire safety, safer recruitment etc.</p>	Essential
Portfolio Area	<p>Understanding of the strategic and operational priorities Public Health and all relevant organisations including both Councils, the Integrated Care System and Commissioned Provider Services.</p>	Essential
<b>Skills</b>		
Leadership and Management	<p>Proven ability to provide strong operational leadership approaches</p> <p>Ability to motivate and manage a number of individuals to secure major change and development</p> <p>Ability to develop and motivate colleagues and partners in relation to service development through to delivery against common goals and objectives, within the confines of financial limitations.</p>	Essential
Strategic Thinking and Approaches	<p>Strong organisational and planning skills coupled with the ability to manage a range of differing priorities and issues; within an emerging and changing complex landscape.</p> <p>Ability to think strategically across</p>	Essential

	<p>organisational, function and individual boundaries, whilst understanding complex issues and their interdependencies and offer appropriate solutions/ recommendations.</p> <p>Strategic and logical thinker and decision-maker able to provide practical and creative solutions to the management of partnership and directorate issues.</p> <p>Strong analytical skills and the ability to process information and intelligence to inform service delivery and improvement.</p>	
Partnership Working and Collaboration	<p>An ability to work in partnership with other agencies to design and deliver services effectively.</p> <p>An ability to deliver collaborative working arrangements between agencies and teams.</p> <p>An ability to lead a range of individuals within and external to the organisation.</p>	Essential
Communication	<p>Ability to communicate effectively with a diverse range of stakeholders and partners</p> <p>Strong and effective communication skills including report writing, presentation and interpersonal skills within different environments.</p> <p>Evidence of ability to establish productive working relationships quickly.</p> <p>Evidence of ability to understand and exploit operational structures, meetings, and governance</p>	Essential

	<p>arrangements to extract information and intelligence that informs good commissioning; as well as forums to gain information and participation into the design of services</p> <p>Excellent communication skills and the ability to communicate complex information both orally and in writing in a clear articulate and balanced way to a variety of audiences</p> <p>Strong negotiation skills and an ability to influence outcomes through reasoning, persuasion, and tact within organisational boundaries as well as within the external partnership environment</p> <p>High intellectual and analytical abilities; able to assimilate and analyse information quickly, identifying issues, priorities and solutions and using effective models, techniques, and resources to resolve issues</p> <p>Strong financial and budgetary awareness with the ability to manage finance and wider resources within a strong performance management culture</p> <p>Ability to use information technology to improve service delivery and reduce costs.</p>	
Decision Making	<p>Ability to constructively challenge and make informed recommendations which can be substantiated</p> <p>Ability to understand and respond to information relating to risk and make quick and informed decisions, including deputising for the Head of</p>	Essential

	<p>Service</p> <p>Ability to understand when to make autonomous decisions and when the decision should be shared and/or escalated</p> <p>Ability to communicate decisions made to Senior Leaders concisely and/or present information to support a decision being asked.</p>	
Commercial Awareness and Negotiation Skills	<p>Evidence of negotiation skills to deliver best value for money whilst improving outcomes</p> <p>Commercial and financial understanding in context of commissioning and contract management</p> <p>Ability to use contracting influence and power to achieve best value for the Council, including the use of economies of scale, increase buying power or commercial arrangements to reduce costs.</p>	Essential
<b>Experience</b>	Give an idea of the type and level of experience required <b>do not</b> specify years of experience.	
Commissioning and Management	<p>Extensive experience of commissioning services within local government.</p> <p>Extensive experience of managing teams within the public sector and motivating them to deliver</p> <p>Experience of performance management (including management of poor performance) and undertaking skills audits and action plans.</p>	Essential
Change Management	Experience of managing change and	Essential

	<p>of using management information to analyse and improve service performance</p> <p>Experience of influencing change and significant experience of presentation options appraisals and recommendations to fulfil commissioning priorities</p> <p>Experience of service change through commissioning and managing stakeholders through that change</p> <p>Experience of managing complex change involving internally departments and external organisations</p> <p>Experience of decommissioning services.</p>	
Budget and Resource Management	<p>Experience of delivering within complex, needs led budgets and prioritisation of resource allocation within a set of allocated service areas</p> <p>Proven track record in achieving reduce costs, savings, cost avoidances or best value for a Council</p> <p>Experience of leading or being involved in budget planning and forecasting, as well as identifying and delivering on savings agendas and cost avoidances.</p> <p>Experience of effectively managing resource allocation via panel processes</p>	<p>Essential</p> <p>Desirable</p>
Partnership Working and Collaboration	<p>Experience of establishing effective working links with internal and external agencies including development and management of partnership boards and provider fora</p>	Essential

	<p>Experience of managing cross functional and/or cross organisational meetings and forums that includes regional and national bodies.</p> <p>Experience of leading market engagement, provider events and consultations</p> <p>Experience of working with external agencies such as regulators and unions.</p>	
Project Management	<p>Experience of successfully leading and applying project management methodologies to deliver service improvement and change within agreed timescales, costs, and quality targets</p> <p>Highly defined skills in setting clear priorities, identification of milestones and effective time management skills.</p>	Desirable
Equality, Diversity, and Inclusion (applies to all roles.)	Ability to demonstrate awareness and understanding of equality, diversity, and inclusion and how this applies to this role.	
<b>Safeguarding</b> (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

## 6 Job Context:

Public Health is transforming from a joint Cambridgeshire and Peterborough directorate to separate Public Health directorates in each council. Public Health service commissioning and options will be assessed for each service in terms of place-based integration with Cambridgeshire County Council or other partners and there are existing shared contracts.

A key part of this role is ensuring an evidence based, strategic approach to commissioning

in order to achieve the best possible outcomes for residents. The commissioner will ensure that outcomes are achieved in the most suitable way and that providers deliver agreed specifications. The commissioner will manage the relationship and performance of providers, both internal and external and deal with any issues appropriately.

### ***Operating Environment***

The role is a key third tier post within the Public Health Directorate. The services commissioned are subject to external inspection by CQC and Ofsted.

The role holds individual accountability for the strategic direction, clear evidence-based decision making and robust performance management of Public Health prevention and health improvement services. This role also has a responsibility to provide commissioning leadership, expertise, governance, monitoring and support to all other public health commissioned services. They will play an active part in the delivery of services across Public Health as part of the Directorate Management Team and are key to assuring appropriate governance including clinical governance, performance monitoring, review and improvement is in place for public health commissioned services.

The Council's strategic direction requires a greater focus on strategic commissioning against outcomes and on the delivery of services that meet identified need, and the role will work in partnership at all levels across the local authority and externally to include the Police, NHS, other statutory bodies, private, independent and voluntary sectors and service users to achieve this end.

The principle of co-production will be adopted wherever possible, and the voice of service users and whole communities and other key stakeholders will influence the strategic design, performance management and review of commissioned and delivered services.

### ***Frameworks***

All activities commensurate with the responsibilities of the post are to be carried out within national, local and corporate legislation, operating procedures, systems and frameworks

A key responsibility of the post-holder is to ensure that the Council and its' partners are kept abreast of the changing legislative landscape and so are able to plan necessary changes in advance.



## 7. Job Challenges:

- Implementing key national legislation and guidance in a rapidly developing national agenda
- Development of joint commissioning arrangements with wider partners in a changing public health directorate
- Development of strong commissioning expertise, governance and monitoring for Peterborough PH services.

## 8 Key Relationships:

### **Relationship with line manager** – Public Health Consultant- Health and Behaviours

Annual objectives are set within the corporate appraisal and performance development framework (PDR). An interim review takes place at 6 months and 1:1 meetings of around 1.5 hours take place monthly.

### **Relationship with directorate** – especially the DPH, other PH Consultants, PH Team Leads Commissioning and Partnerships

Key member of the Public Health Directorate management team

### **Relationship with direct and indirect reports:**

1 -1 meetings are held with commissioning managers and commissioning and contract support officer

Regular meetings with other commissioners across the PH directorate.

### **Relationship with other directorates** – regular meetings with other commissioners across adult and children social care.

### **Other contacts:**

1. Regular contact with a range of regional and government officers, including those from OHID, DHSC, and CQC in relation to national and strategic developments relating to designated specialist areas, performance assessment, and inspection and regulatory functions.
2. Contacts outside the department:  
At least weekly engagement with senior officers in partner organisations in

relation to the commissioning and delivery of activities.

3. Contact with service users through visits to services, engagement forums and ad hoc contacts relating to specific circumstances.

**9. Key Relationships Decision Making Authority:**

This role will contribute to all strategic decisions and all operational decisions in Public Health. In those cases where the post-holder has sole responsibility for the decision, they will keep the Director of Public Health and Consultants in Public Health informed of high profile matters on a need to know basis, only taking those decisions which must be reserved to him/her in accordance with statutory guidance.

The post-holder will inform and/or consult the Public Health Consultant – Health and Behaviour and the DPH about all politically sensitive and complex matters relating to the business of the service.

The post-holder will take lead responsibility for the development of joint commissioning with health and the strategies relating to this.

The post-holder will take responsibility for financial decisions within the overall budget of the service, ensuring compliance with corporate standing orders and financial regulations.

The post-holder will make recommendations to the Public Health Consultant – Health and Behaviour and the DPH in relation to strategic policy and planning of their services, identifying priorities and developing plans in response to those priorities.

The post-holder will contribute to the strategic development of the directorate

**10. Additional Information:**

**SIGNATURES:**

After reviewing the questionnaire sign it to confirm its accuracy

**JOB HOLDER:**

**DATE:**

**LINE MANAGER:**

**DATE:**