

Job Description

Department:	Public Health
Division/Section:	Public Health
Job Title:	PH Commissioning and Contracts Support Officer
Post No:	
Grade:	8
Reports to:	Lead of PH Commissioning
Organisation Chart: Show immediate manager and any jobs reporting to this post.	
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0
Size of budget: (Per annum)	Supports work with all PH commissioned services and budgets - £10m
Job Purpose:	<p>This post has three principle purposes.</p> <ul style="list-style-type: none"> On behalf of the Public Health Directorate be responsible for ensuring the establishment and performance monitoring of the Public Health contracts across local authorities, the NHS and voluntary sectors is robust and in line with PCC policies To provide support to Public Health Commissioners in the ongoing improvement of commissioned services including the development of service specifications and performance indicators

	<ul style="list-style-type: none"> To oversee payments to providers or other external organisations, this includes validating payment claims
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Main Duties and Responsibilities:

1. Responsible for ensuring that public health commissioning and contracts functions are appropriately supported. This includes the following:
 - Ensuring all the necessary data and information for performance management is collected and appropriately provided to commissioners.
 - Ensuring that all appropriate payment systems for providers and other external organisations are in place and function effectively, including raising POs, processing invoices and other payments and supporting year-end financial closedown.
2. Responsible for the ongoing performance monitoring of the all the contracts.
3. Responsible for identifying any performance or organisational risk issues that arise in the monitoring of contracted services. Working with commissioners, finance, legal, clinical and information governance teams initiate and take the appropriate steps to mitigate the risks.
4. Be responsible for ensuring that the contracts reflect and support the service specifications, quality standards and outcomes identified by commissioners.
5. Support the development of strategic or operational commissioning and contractual innovations that are cost effective, enhance quality and improve the outcomes of the commissioned services. This involves working with commissioners within PCC public health directorate, wider directorates and externally, service users, providers and other partner agencies.
6. Have operational responsibility for any public health procurements or waiver processes and ensure through working with commissioners along with the procurement and legal teams that all procurement processes are undertaken effectively, in line with PCC policies and achieve their objectives.
7. Lead investigations into payment and billing run errors and recommend measures to resolve or suggest alternative solutions.
8. Ensure that appropriate records are maintained relating to contractual monitoring and financial payments

Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
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Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
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Variation Clause:	This is a description of the job as it is constituted at the date shown. It is the
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	<p>practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p>
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	<p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>
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DATE: 12/02/2024

COMPLETED BY: Emmeline Watkins

	Date Issued: February 2024	Last updated:
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Person Specification

Job title:	PH Commissioning and Contracts Support Officer	Directorate:	Public Health
Grade:	8	Service / Team:	Public Health
Date:	12/02/2024	Completed by:	Emmeline Watkins

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Have a comprehensive technical knowledge and experience of all contractual processes in local authorities and the NHS including working with the commissioners, contract generation, financial and payment processes, legal issues, clinical and information governance, using contracts to secure value for money and cost-effective services, the procurement processes and where legal intervention is required in contractual work. • Knowledge and understanding of what is meant by value for money and cost-effective services • Knowledge and experience of managing financial processes, invoicing processes and dealing with related issues and queries • Knowledge and experience of the commissioning processes and how they interface with the contracting process. • Knowledge and experience of involvement in procurements that provided understanding of the processes and the legal underpinnings. This includes the key challenges involved in procurement and the inherent legal and financial risks that need to be managed through out the process • Knowledge and experience of performance management and how to effectively use the contract to manage underperformance. 	<ul style="list-style-type: none"> • Knowledge and understanding of public health practice would be desirable for an understanding of the outcomes that the commissioned services should achieve. • Knowledge and some involvement in the commissioning or contracting of public health services in terms of the types, the challenges, value and complexities.
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to work with teams that includes financial, legal, procurement and information governance departments through the whole contractual process and secure the support of commissioners, providers and partners. • Excellent organisational skills, including time management, resource management, project 	<ul style="list-style-type: none"> • Commissioners routinely seek the views of service users when developing services. These views then inform service developments Skill is required to advise on how these user

	<p>management, and the ability to work to tight deadlines with a number of players.</p> <ul style="list-style-type: none"> • Skill at capturing savings and cost-effective approaches in a contract. Ability to assimilate information quickly and make reasoned judgements. This involves skill at ensuring that contracts have adequate levers for ensuring that there are clear and measurable indicators of performance that link to the outcomes, • Developing and implementing penalties that improve results but do not create negative relationships in the short and longer term. • Skilled at understanding and analysing complex information from commissioners on commissioning perspectives, aims and objectives for service models, service outcomes and at using this information to improve services through the contracting processes. • IT proficient, with knowledge of MS Office 	<p>aspirations/demands can realistically be integrated into the service specifications and contracts.</p>
EXPERIENCE	<ul style="list-style-type: none"> • Experience of the commissioning processes the interface with contracting • Experience of involvement in in procurements, the processes and the legal underpinnings. • Experience of performance management and how to effectively use the contract to manage underperformance. • Experience of overseeing financial processes associated with contracts 	
QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor's degree or NVQ 4; in a Management or Finance related subject or equivalent professional experience 	
PERSONAL CIRCUMSTANCES		
EQUALITY	<p>Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)</p>	
CUSTOMER CARE	<p>Knowledge and understanding of effective customer care (A & I)</p>	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]