

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Public Health Commissioning Manager –Programme lead |
| HBC Grade: | HBC 11 |
| Service: | Commissioning |
| Division: | Public Health |

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| **Main Purpose of the Role** |
| To manage and strategically lead a number of specialty areas, including commissioning to meet Health. Social Care and Public Health needs in Halton, working across agencies, and to agreed and implement policy and procedures |

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| **Key Duties**  |
| **1** | To work on behalf of Halton Borough Council to commission a range of Health, Social Care and Public Health services, to ensure that improved performance and value for money across the Health and Social Care economy is achieved. |
| **2** | Develop and implement public health strategies, plans and policies and provide expert advice on lead areas. |
| **3** | To manage and lead on a range of major initiatives and projects to achieve service modernisation and re-design across the Health, Social Care and Public Health economy obtaining best value in commissioning services to meet locally identified needs are maximised. |
| **4** | To monitor progress of a range of Health, Social Care and Public Health services to ensure compliance and continued ‘fitness for purpose’ across the Health and Social Care economy |
| **5** | To utilise specialist knowledge and awareness to ensure that issues impacting across the whole system take account of the needs of Health, Social Care and Public Health needs e.g. Housing, Culture & Leisure, Mental Health, general hospital care, transport etc |
| **6** | Analyse and understand local needs to inform the Joint strategic Needs Assessment and translate this into commissioning intensions within Halton’s Health and Wellbeing Strategy, Children’s Plan and local commissioning plans |
| **7** | Contribute to relevant commissioning and strategic boards, producing reports on lead areas as required, using in-depth analysis, health information and evidence of effectiveness. |
| **8** | Ensure Joint Planning and Commissioning of services is provided in accordance with relevant central government, inter agency and departmental requirements.To be aware of, and advise on, the need for service provision across the Health and Social Care system to be reflective of population needs analysis and sensitive in relation to age, race, culture, disability, gender and sexuality. |
| **9** | To develop and manage clear service contracts, service specifications and effective performance management processes.  |
| **10** | To ensure that relevant standing orders are adhered to in the process of tendering / contracting for services across Social Care, Public Health and Health |
| **11** | To assist the Local Authority and Health Partners in the development and management of a pooled budget arrangements. |
| **12** | To work in partnership and collaboration with all stakeholders, especially service users and carers, to ensure both effective partnerships and planning processes |
| **13** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.