



Coventry City Council

Job Description

Post:	Programme Manager – Drugs & Alcohol Misuse	Job Number:	P1546D
Service:	Public Health, Insight & Migration	Post Number:	TBC
Location:	One Friargate & Home Working	Grade:	9

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

This is initially a fixed term contract to March 2025, continuation of the post beyond this date will be reviewed based on national drugs strategy funding.

To improve population health outcomes by leading on the development and delivery of evidence-based public health strategies, programmes and projects to prevent and tackle drug & alcohol misuse across all ages, and working with partners to deliver the national drugs strategy in Coventry.

To lead the development and delivery of new services and initiatives that are focused on reducing drug & alcohol misuse in Coventry including those specified in: Supplemental Substance Misuse Treatment and Recovery Grant, Individual Placement and Support Employment Support Grant, Rough Sleeping Drug & Alcohol Treatment Grant.

To work with commissioners on commissioning and contract management of Drug & Alcohol services in Coventry. This will include needs assessments, service reviews, engaging stakeholders, developing service specifications and procuring new services, service monitoring and evaluation

Main Duties and Responsibilities:

Policy development, planning, commissioning and programme implementation

- Oversee the development, delivery and programme management of multiple public health programmes and projects identified in the JSNA/ Health and Well-being Strategy and national public health policy (including the Public Health Outcomes Framework).
- Identification and analysis of health needs in key population groups and health outcomes, using appropriate analytic techniques, working with research evidence, multiple qualitative and quantitative data sources and national and local databases (including primary care datasets).
- Development of evidence-based strategies to reduce drug & alcohol misuse, including supporting service or pathway redesign and building consensus for the delivery of these strategies with a range of local partners.

- Lead on & oversee the implementation of these strategies by leading bespoke project team(s) from across the Council and other organisations as appropriate.
- Using negotiation and influencing skills, work with partner organisations to achieve their delivery of elements of programmes for which they have direct responsibility.
- Evaluate the impact of programmes, projects & service redesign and ensure that any relevant learning is incorporated into future programme delivery.
- Lead on the dissemination of learning from programmes and projects at local, regional and national level.
- Provide advice and guidance to support the commissioning of services that lead to the delivery of improvement in health outcomes (service commissioned directly by public health or from other organisations, including the CCG).
- Work with commissioners to support the commissioning and contract management of Drug & Alcohol misuse services in Coventry.
- To work within the City Council's commissioning and procurement processes, working closely with Procurement, legal and finance colleagues in, preparing or overseeing the production of relevant reports to ensure compliance with governance arrangements.
- Lead on the development of sub-regional working for relevant programme areas (across Coventry, Warwickshire and Solihull).
- Contribute to research activities with local universities.

Communications & relationship management

- Write and present regular reports and updates, including complex data from multiple sources, to a variety of audiences including the Health and Well-being Board, CCG board, Procurement board and locality boards, politicians and senior management and clinicians from partner organisations.
- Manage complex relationships across a wide range of organizations.
- Act as an exemplar for matrix working across the team, City Council and other partner organisations by leading complex project teams and through excellent external and internal communication.

Managerial Responsibilities

- Manage the recruitment and training of staff and provide day-to-day management of project team members.
- Managing a complex portfolio of projects, ensuring that these are adequately resourced and that workloads are appropriately prioritized.
- Ensure that effective governance structures are in place for all programmes and projects.
- Ensure that effective systems for programme management are in place to support the delivery of programmes and ensure programme and project objectives are met.
- Development and monitoring of appropriate performance indicators and outcome measures as agreed in the Directorate Business Plan.

Financial Responsibilities

- Manage programme and project budgets in accordance with the processes and procedures of the organization.
- Delegated budget holder for certain services within relevant financial limit.
- Identify and implement efficiency savings within programme areas as required.

Professional/Clinical Responsibilities

- Receive professional management and support from a relevant professional/ Consultant in Public Health.
- Undertaking professional development activities, including in-house training, conferences and workshops and other agreed activities.
- Provide support to staff training in public health.
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Programme Officers

Responsible to: Consultant in Public Health/Director of Public Health & Wellbeing

Date Reviewed: February 2022

Updated: June 2022



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Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• Understanding of local government and other partners role in improving health and addressing inequalities• Understanding of public health and approaches to improving public health, especially for those impacted by Drug & Alcohol misuse• The role of NHS and voluntary sector in providing public health services• Commissioning, procurement and market management and the factors influencing stakeholders as they develop and deliver services• Understanding of the key needs and issues of Coventry citizens with reference to inequalities and our diverse population
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Skills and Abilities:	<ul style="list-style-type: none">• Ability to lead and motivate own team and others.• Ability to manage multiple work programmes.• Ability to work to high degree of authority.• Ability to influence others outside of direct sphere of influence.• Excellent analytical skills including high level of numeracy and excellent written skills.• Able to handle and negotiate conflict effectively and understand different perspectives.• Resilient and able to deal with uncertainty.• Excellent communication skills and the ability to present complex data in a compelling and accessible way to a variety of audiences.• Able to advocate for change.• Persuasive and able to negotiate at senior level with different organisations.• Able to ensure that the views and needs of citizens, their carers and families are central to commissioning.• Highly developed skills in the assessment and management of risk.• Able to set service standards, identify key indicators of performance, and have a commitment to the provision of high quality services.• Ability to influence service developments in areas for which the post holder has no direct management accountability.
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Coventry City Council

	<ul style="list-style-type: none"> • Ability to work with external colleagues to jointly commission for a diverse market.
Experience:	<ul style="list-style-type: none"> • Demonstrable experience improving health and well-being outcomes. • Minimum of 3 years' experience within the NHS, public sector in a public health, health or other similar role. • Experience of project and process management methodologies. • Ability to work at a senior level with demonstrable experience of working with GP's and other clinicians and senior managers in a range of organisations. • Ability to demonstrate experience of management and implementation of multiple, complex projects working with several different agencies. • Line Management experience. • Demonstrable experience in the use and interpretation of multiple data sources. • Experience in improvement methodologies. • Experience managing complex project teams. • Previous experience working in a political environment/working with politicians. • Experience of matrix-working across team or organisational boundaries. • Experience of commissioning services or programmes. • Managing commissioning processes and staff. • Working with the independent sector and other statutory agencies. • Developing service strategies to cover multi-agency services. • Financial and service planning across Health and Social Care.
Educational:	<ul style="list-style-type: none"> • Educated to a masters level in Public Health or an appropriate discipline, or equivalent experience • Willingness to work towards a Public Health or related qualification. • Trained in programme or project management methodologies.
Special Requirements:	<ul style="list-style-type: none"> • Flexibility on working location. This will include being co-located with other directorate or partner organisation and working from home, depending on needs of specific projects

Date Reviewed: February 2022

Updated: June 2022