

Job Description and Person Specification

Role: Public Health Senior Commissioning Manager – Adults



Job Description

Job Title	Public Health Senior Commissioning Manager – Adults
Grade	9
Service	Public Health/Adult Commissioning
Reports to	Consultant in Public Health with matrix working across to Head of Commissioning and Quality (Adult Social Care)
Location	One Friargate
Job Evaluation Code	Y5317D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

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:



About the Service your team will provide

Purpose of the role

1. To lead the commissioning of Adult Public Health Services including drugs and alcohol, sexual health and adult healthy lifestyles, domestic abuse and other public health services as required. This includes service reviews, developing service specifications, market shaping, stakeholder engagement and consultation, decommissioning, service mobilisation, developing performance frameworks, contract management, quality assurance and clinical governance of large complex clinical services.
2. To promote effective partnership working between stakeholders including service users; and work collaboratively and, where appropriate, commissioning jointly or along a pathway of care with colleagues from Coventry & Warwickshire ICB, NHS England, Office for Health Improvement and Disparities (OHID), neighbouring authorities and partners across the West Midlands.
3. To work with other commissioning and programme team members within Public Health and Adult Social Care in order to lead and develop Public Health services that achieve good outcomes for citizens of Coventry that are evidence based, needs led, clinically safe and effective, value for money and contribute to the reduction in health inequalities.

Main Duties & Key Accountabilities

Main Duties and Responsibilities:

1. Working with others, to develop an annual commissioning plan for Public Health which includes all aspects of Public Health Commissioning
2. Lead the commissioning of adults' Public Health services, including drugs and alcohol, sexual health, domestic abuse and adult healthy lifestyles services.
3. Responsible for organising, setting up and managing complex reviews of existing service areas. Where required, decommissioning of services and mobilising new providers of large complex services.
4. Support the relevant Consultant in Public Health in the strategic planning and development of public health services for adults, including supporting the work of Partnership Boards, or other involvement mechanisms, and ensuring that service users and local citizens with lived experience are fully involved in policy and decision-making processes.
5. Work effectively with other Public Health and Adult Social Care commissioners, programme teams and organisations including the Integrated Care Board, NHS England, Office for Health Improvement and Disparities and our Neighbouring Authorities to ensure that services are commissioned along a streamlined care pathway.
6. To develop a provider base (market development) and support capacity building within provider organisations including the voluntary sector, facilitating innovation and reach within excluded communities.
7. Accountable to the relevant Consultant in Public Health for the monitoring of performance against appropriate standards and for taking action to improve this as required and ensure that robust clinical governance systems are in place and implemented in relation to all adult public health services.
8. 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, such as reports for Cabinet Member, Scrutiny, Procurement Board and Cabinet.
9. Responsible for managing the expenditure of allocated budgets and ensuring that budget holders within their team are fulfilling this role appropriately and competently. This will include the authorisation of expenditure from budgets held or delegated by the Consultant in Public Health in accordance with delegated authority.

10. Responsible and accountable for the control of budgets delegated to Commissioning staff, and for devising and implementing information systems and the development and maintenance of budgetary control reporting systems, ensuring that appropriate records are kept to audit standards. Responsible for effectively recharging other agencies and other sections of the City Council for expenditure incurred.
11. Operate within a performance management framework, being responsible for the monitoring of service delivery and the development of service provision in line with the departmental strategy.
12. In conjunction with other team members, responsible for the development and maintenance of services that enable support to be given to individuals from all sections of the community, regardless of race, gender, sexual orientation, disability or belief.
13. Responsible for exploring strategic workforce needs associated with the commissioning of services in preparation for policy, priorities and resources processes.
14. Accountable for commissioning staff, providing professional supervision and support to managers within the wider public health team and, if appropriate, other staff in accordance with the Department's supervision policy and associated guidance.
15. Responsible for constructive relationships and partnership arrangements with a range of statutory, voluntary and provider organisations, and for working with operational services where specialist input is required showing exemplar matrix working.
16. Responsible for the overall management of the adult public health commissioning function within the identified area of responsibility and developments at a departmental level, as requested. Provide cover for the children's senior commissioning manager for public health and deputise for the Consultants in Public Health when required.
17. Investigate and resolve disputes and complex complaints as required.
18. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Service providers including VCFSE, Health providers such as Acute Trust, partner agencies such as ICB	Internal Wider Adult Commissioning teams Colleagues in Adult Services, Children's Services Procurement/Legal and other relevant Council departments
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

Smoke Free

The City Council is Smoke - Free. Smoking and vaping is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: Senior Contract Officer Contract Monitoring Officer

Person specification

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Knowledge	
Public health policy and practice and the legislative framework for health and social care	
Current issues and priorities within Public Health and Local Government and of Local Authority decision-making processes.	
Relevant legislation, policy and guidance in relation to key work areas pertaining to public health commissioned services for adults especially mandatory services and safeguarding.	
The role of NHS and voluntary sector in providing public health services	
The principles of sound financial management, and budgetary processes and controls.	
Understanding of the wider local authority and public service context in which the post operates.	
Understanding of the key needs and issues of Coventry citizens with reference to inequalities and our diverse population	
Knowledge of the management of change process.	
Commissioning, procurement and market management and the factors influencing stakeholders as they develop and deliver services.	
Skills and Abilities	
Able to ensure that the views and needs of citizens, their carers and families are central to commissioning.	
High standard of written and verbal presentation skills.	
Ability to organise people and resources necessary to ensure that directorate and service area priorities are met.	
Skilled in leadership, supervision, motivation and development of staff, and in promoting and encouraging positive individual relations and constructive relationships with Elected Members.	
Able to manage change positively and constructively.	
Able to work with managers within other statutory agencies and in other sections of the Local Authority/Directorate.	
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.	
Able to communicate effectively with people at all levels within and outside the Department.	
Able to organise and manage own work programme and that of others.	

Able to take a lead role in the implementation and application of equal opportunity policies within the service area.
Able to contribute to shaping the policy and direction of public health in Coventry, including an aptitude for shaping monitoring, evaluating, and reviewing services and making proposals for change.
Able to investigate and manage complex disciplinary and complaint matters.
Able to effectively operate financial management.
Ability to influence service developments in areas for which the post holder has no direct management accountability.
Ability to work with external colleagues to jointly commission for a diverse market.
Experience
Budgetary and personnel management.
Managing and assessing quality and safeguarding concerns
Managing commissioning processes and staff.
Working in a multi-disciplinary/multi-agency environment.
Relevant management experience within a public service setting.
Working with the independent sector and other statutory agencies.
Reviewing and implementing the management of change.
Managing conflict and change management processes.
Project and programme management.
Developing service strategies to cover multi-agency services.
Financial and service planning across Health and Social Care.
Qualifications
O Level / GCSE equivalent – Maths and English at Grade C or above
Graduate level education desirable or equivalent experience in this area of work
A commissioning qualification and/or evidence of commissioning experience for a range of services.
Evidence of personal development and commitment to learning.

Special Requirements			
Date Created	06/01/2025	Date Reviewed	22/01/25