

Public Health Commissioning and Contracts Manager

Department:	Cabinet Office
Division	Public Health
Reports to	Deputy Director Strategic Commissioning
JE Ref	CB1037
Grade: CS12	JE Date: 18/01/2024

Job purpose

Research and commissioning are central to the work of Public Health. The Public Health Commissioning and Intelligence Team is responsible for running a varied and ambitious portfolio of activity, which places a strong emphasis on building the evidence base for improving people's health and wellbeing, understanding the quality of health and care, making health and care more sustainable and improving health care delivery. The team aims to have a wide impact on public health policy and practice and influence the future direction and planning of the public health department.

Reporting to the Deputy Director Strategic Commissioning, the Commissioning and Contracts Manager will plan, manage, and coordinate commissioning of services across Public Health, in order to maximise organisational efficiency and effectiveness of services and operations.

The postholder will design, test, and evaluate the impact of new ways of working, new service models and pathways and new ways of progressing the public health strategy, ensuring all views are elicited and considered and negotiated between parties to achieve consensus and/or compromise in terms of new models of care.

To lead the negotiation and development of contracts with providers across the education, health, and care system, ensuring that services deliver positive outcomes and value for money, and adjusting services as necessary.

Job specific outcomes

1. Work with the Deputy Director Strategic Commissioning to produce the public health commissioning intentions aligned to the Public Health Strategy and the island's need assessment (JSNA). Commissioning Intentions should consider whole systems and population and be built on both local and international best practice.
2. Facilitate the sharing of different views from key stakeholders and service users, using a variety of methods and mechanisms, such as workshops, focus groups, 1:1 meeting, board meetings and mediated sessions, in order to identify the most appropriate system or service changes.
3. Analyse and interpret complex data, information, evidence and best practice to understand need and to design public health services and systems.

4. Manage the detailed planning for the design and implementation of new services, devising new service models, pathways, and ways of working and identifying the most applicable transformational changes achievable and appropriate for Jersey, in order to deliver the commissioning intentions and support the desired performance improvements.
5. Develop Business Cases and service specifications for new services which are comprehensive, co-produced and appropriate for Jersey and available to help and guide key stakeholders.
6. Lead the implementation of internal processes to support the procurement of public health services, ensuring compliance with financial legislation and government standards, frameworks and processes for procurement and commissioning.
7. Support the public health department to ensure the workforce has the specialist and technical knowledge of commissioning and contract management and is up to date with relevant legislation, regulation, policies, and protocols that will underpin commissioned services.
8. Develop and monitor suitable outcome and public service performance measures to ensure public health services deliver departmental and Government-wide objectives.
9. Brief and engage the Public Health Leadership Team, Ministers, and Politicians as delegated, by preparing and presenting reports, briefings, analysis, research findings, in order to secure their support in the implementation of Public Health commissioning intentions.
10. Undertake timely and professional external communication, including presenting to the Scrutiny Panel and engaging with the media when required, to provide essential information to and manage the expectations of all internal and external stakeholders and interested parties.

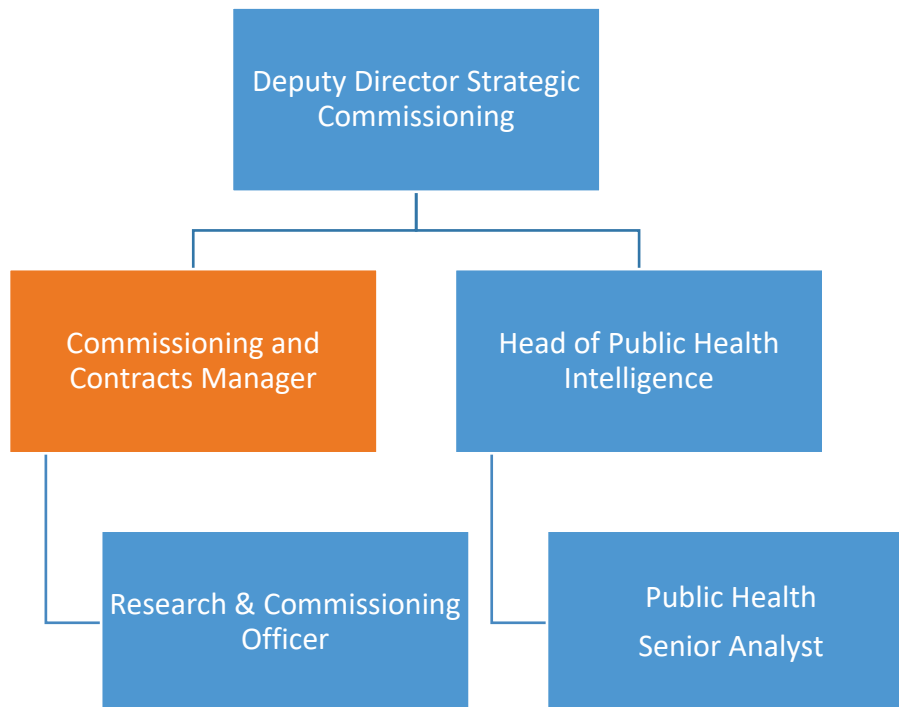
Statutory responsibilities

- The postholder will have to comply with all relevant States Laws, such as the Public Finances Law and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989.
- To work in accordance with the Data Protection (Jersey) Law 2018.
- This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to degree level in a subject with strong research, legal and/or analytical background, or demonstrate such a level of equivalent qualifications and/or experience</p>	<p>Project management qualification, such as PRINCE 2 or similar.</p> <p>CIPS trained.</p> <p>Evidence of ongoing personal and professional development.</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g., the understanding of a defined system, practice, method or procedure).</i></p>	<p>Understanding of public sector modernisation and improvement</p> <p>Evidence of supporting change in a public setting</p> <p>Strong working knowledge and direct experience of the commissioning cycle including managing contracts and the operational mechanisms that underpin them.</p> <p>Experienced in writing business cases and knowledge of costing and budget forecasting processes.</p> <p>Understanding of the strategic, legislative, and political frameworks of the States of Jersey and ability to operate at the highest level within them.</p>	<p>Knowledge of Government of Jersey financial processes and experience of managing budgets</p> <p>Understanding of Public Health Service best practice</p> <p>Understanding of Outcomes Based Accountability.</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g., language fluency, vehicle license etc.</i></p>	<p>Strong numerical skills and the ability to produce accurate management information.</p> <p>Excellent project management and planning skills.</p> <p>Contract and financial management, planning and reporting skills.</p> <p>Ability to manage performance and adequately assess and manage risk.</p>	<p>Ability to interpret local and national policy and guidelines.</p> <p>A full driving licence for travel to and from meetings with external partners, where necessary</p>

	<p>Adept Microsoft Office user, able to maintain accuracy and precision.</p> <p>Must have an eye for detail, the ability to problem solve, to process work with accuracy and prioritise tasks.</p> <p>Highly competent in all aspects of written and verbal communication, engaging with and learning from peers, other professionals, and colleagues</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent oral communication to negotiate, liaise with, persuade, and influence senior stakeholders and those at all levels.</p> <p>Personal and professional demeanour and credibility which commands the confidence of a range of stakeholders.</p> <p>Diplomatic and ability to handle and control difficult situations.</p> <p>Ability to train staff of all levels.</p> <p>Ability to work across organisational boundaries.</p> <p>Ability to produce high-quality, easy-to-understand written reports and presentations, which may include succinct summaries of highly complex situations.</p> <p>Ability to work independently, inspire confidence in others and make informed knowledge-based decisions within their area of responsibility.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an</i></p>	<p>Recent experience in commissioning, service redesign, research, or contracts management for in public service.</p> <p>Experience of using management transformation</p>	<p>Experience of negotiating challenging contracts and commercial arrangements</p> <p>Specific experience of participating in difficult, contentious, complex, and highly political</p>

<p><i>external body (for example a period of post-qualification experience).</i></p>	<p>techniques, such as LEAN or Six Sigma, to deliver organisational change.</p> <p>Experience of measuring and evaluating the impact of change programmes and new services.</p> <p>Experience as a project/business manager with staff management experience and working with senior teams in a large organisation. Participation in managing tendering processes and negotiating SLAs and terms.</p> <p>Track record in managing diverse stakeholders, through negotiation and effectively working with challenging individuals.</p>	<p>change/transformation projects.</p>
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ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to degree level in a subject with a strong English, legal and/or analytical background, or demonstrate such a level of equivalent qualifications and/or experience</p>	<p>Project management qualification, such as PRINCE 2 or similar</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g., the understanding of a defined system, practice, method or procedure).</i></p>	<p>Understanding of public sector modernisation and improvement</p> <p>Evidence of supporting change in a public setting</p> <p>Strong working knowledge and direct experience of education, health and care commissioning and contracting and the operational mechanisms that underpin them</p>	<p>Knowledge of Government of Jersey financial processes and experience of managing budgets</p> <p>Understanding of PUBLIC HEALTH departmental and organisational strategic objectives</p>
<p>Technical / Work-based Skills</p>	<p>Numerical skills and the ability to produce accurate management information.</p>	<p>Ability to interpret local and national policy and guidelines.</p>

<p><i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Excellent project management and planning skills.</p> <p>Contract and financial management, planning and reporting skills.</p> <p>Ability to manage performance and adequately assess and manage risk.</p> <p>Knowledge of software packages such as Microsoft Office.</p> <p>Must have an eye for detail, the ability to problem solve, to process work with accuracy and prioritise tasks.</p>	<p>A full driving licence for travel to and from meetings with external partners, where necessary</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent oral communication to negotiate, liaise with, persuade and influence senior stakeholders and those at all levels.</p> <p>Diplomatic and ability to handle and control difficult situations.</p> <p>Must have an eye for detail, the ability to problem solve, to process work with accuracy and prioritise tasks</p> <p>Ability to produce high-quality, easy-to-understand written reports and presentations, which may include succinct summaries of highly complex situations.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined</i></p>	<p>Recent experience in commissioning, service redesign or contracts management for education, health and care services</p>	

<i>area of work if required by an external body (for example a period of post-qualification experience).</i>		
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Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.

Delete as appropriate:

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