

## **Job Title                    Public Health Research and Commissioning Officer**

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**Department:** Cabinet Office

**Division:** Public Health

**Reports to:** Public Health Commissioning and Contracts Manager

**JE Reference:** CB1039

**Grade:** CS10

**JE Date:** 18/01/2024

### **Purpose**

Research and commissioning are central to the work of Public Health. The Public Health Intelligence and Commissioning 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.

The portfolio of work for this role encompasses evidence reviews, knowledge mobilisation activities, independent service evaluations, specification development, provider procurement and service evaluation, including in-house public health delivery.

The Research and Commissioning Officer is a key member of the Public Health Intelligence and Commissioning Team, working to ensure research, commissioning and grant/contract management processes are carried out to the highest standards. Key responsibilities of the role include.

- Supporting the design, development, improvement, and specification of services, this will include research and evaluation of available data, leading public consultations, researching best practice, working closely with service managers mapping existing service provision, developing service specifications and new models of care, and developing outcome measures.
- Liaising as required with research organisations, Statistics Jersey, finance, governance, legal and procurement officers to ensure compliance with the Governments ethical, governance, commercial and finance systems.
- Building and maintaining key strategic links, partnerships, and positive working relationships with a range of stakeholders involved in research and commissioning and managing a small number of partner relationships.

### **Job specific outcomes**

1. Support needs assessment by evaluating quantitative and qualitative data, running stakeholder consultation- via surveys, focus groups, interviews etc., and drafting needs assessment reports.

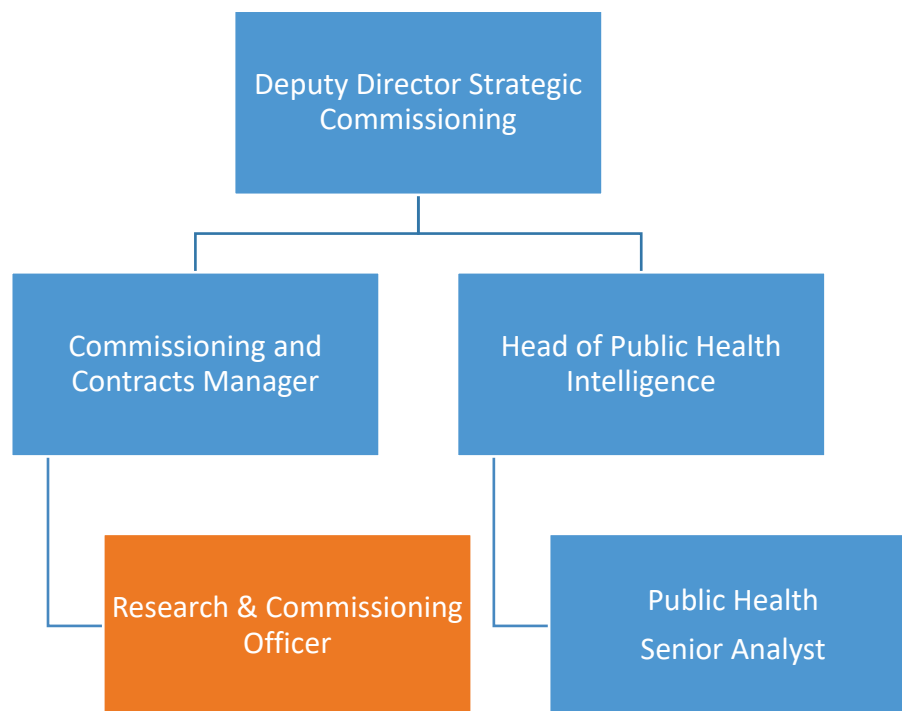
2. Research best practice to inform service reviews and strategy planning, mapping current service provision and gap analysis to contribute to the development of the market position statement.
3. Work closely with providers, service managers and other key stakeholders to plan and deliver effective change management programmes, ensuring service user and carer engagement is integral to this work.
4. Provide commissioning support to specific projects that help shape and influence the provider market to deliver departmental priorities, including leading on the development of market management and development strategies to deliver greater choice and control for service users.
5. Maintain an overview of service performance and contract compliance including public health services delivered in-house such as vaccinations and food and nutrition programmes through liaison with commissioned services to ensure that information and intelligence is prepared in a form which can be used to directly inform commissioning activities and actions aimed at securing improved service user outcomes.
6. Act as a liaison point for providers in relation to commissioning issues, with support of the Commissioning and Contracts Manager, negotiating with providers and recommending the allocation of resources as necessary.
7. Under the guidance of the Commissioning and Contracts Manager, lead on the deployment of the most appropriate procurement vehicle to deliver high quality, value for money services, working closely with procurement, finance, and legal colleagues to ensure compliance with government finance and contract systems at all times.
8. Provide expert advice and training to the public health workforce on the consistent and robust application of the department's commissioning framework and the Government's procurement procedures.
9. Develop outcomes-based service specifications and performance frameworks for new or re-commissioned services, both in-house and with the independent, voluntary, and private sectors, in order that they support the delivery of strategic priorities and planning decisions.
10. Produce reports, briefing papers and other documentation for senior managers, Partnership Boards and Ministers regarding specific service areas as required.
11. Ensure the public are meaningfully involved in service design and development, by organising and chairing workshops, consultation events, information events, forums, and steering groups as appropriate.

### **Statutory responsibilities**

- The postholder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 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.

- 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



## Person Specification

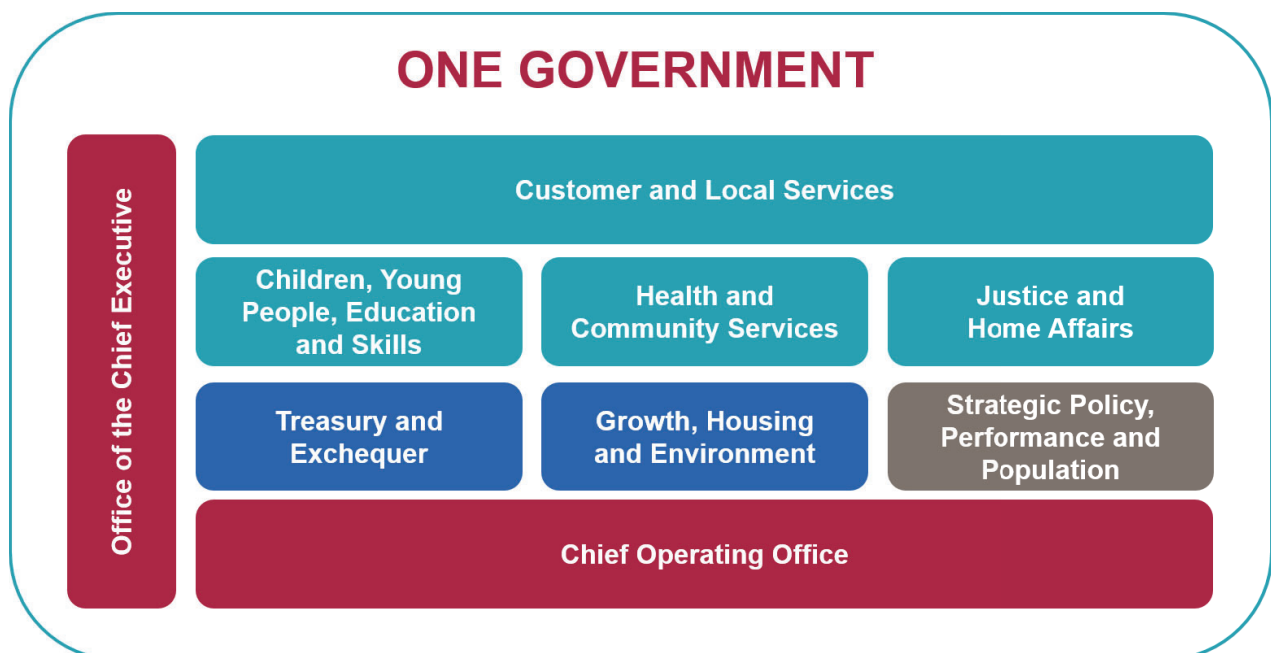
### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	<ul style="list-style-type: none"> <li>• First degree or equivalent, together with a minimum of 3 years practical experience working in either public health, education, health, or social care area in a research, policy, project management or commissioning role.</li> <li>• Evidence of continuing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant professional qualification in Commissioning and/or Procurement, or willingness to gain an accredited qualification</li> </ul>
<b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the</i>	<ul style="list-style-type: none"> <li>• Knowledge and experience of the commissioning cycle, together with experience in using a project methodology approach</li> </ul>	<ul style="list-style-type: none"> <li>• Project management qualification, or</li> </ul>

<p><i>understanding of a defined system, practice, method or procedure).</i></p>	<ul style="list-style-type: none"> <li>• Knowledge of current relevant legislation, statutory duties, responsibilities, and best practice in commissioning public health services</li> <li>• Knowledge and understanding of the Government of Jersey and Department's objectives and goals to improve health and well-being for the local community.</li> <li>• Be able to assess and ensure local market development is based upon best evidence, practice, and guidance.</li> <li>• Understanding and awareness of working in a political environment</li> <li>• Understand the contract management process and procurement process, including the Public Finances Manual</li> <li>• Drive outcomes and cost savings through redesigning services and pathways and re-negotiating contracts</li> </ul>	<p>similar such as Prince 2</p> <ul style="list-style-type: none"> <li>• Lean processing qualification</li> </ul>
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g., language fluency, vehicle licence etc.</i></p>	<ul style="list-style-type: none"> <li>• Adept Microsoft Office user, able to maintain accuracy and precision.</li> <li>• Strong research skills</li> <li>• Strong numeracy skills</li> <li>• Understanding of data governance, including records management and data sharing</li> <li>• Highly competent in all aspects of written and verbal communication, engaging with and learning from peers, other professionals, and colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Experienced Excel and MS Project user</li> <li>• A full driving licence for travel to and from meetings with external partners, where necessary.</li> </ul>
<p><b>General Skills/Attributes</b> <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>	<ul style="list-style-type: none"> <li>• Evidence of engaging local communities and citizens and incorporating such insights and intelligence into plans</li> <li>• Strong problem-solving skills.</li> <li>• Able to work on own initiative, organising own workload, being responsible for decision making and identifying solutions.</li> <li>• Excellent communication and negotiation skills, developing strong relationships with key stakeholders.</li> <li>• Plan and prioritise own work in the context of conflicting priorities and</li> </ul>	

	<p>in accordance with the policies and procedures of the department.</p> <ul style="list-style-type: none"> <li>• Able to work to strict deadlines, working within a busy environment, be flexible with a 'can do' attitude</li> </ul>	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession, or specialism.</i></p> <p><i>This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<ul style="list-style-type: none"> <li>• Minimum of three years' relevant experience in research, commissioning, policy, or project management</li> <li>• Experience of review and evaluation through outcome-based contract /specification monitoring</li> <li>• Using the Voice of the child and parent/carer to inform service development and improvement.</li> <li>• Consulting with relevant parties in the development of services, pathways, and specifications</li> <li>• Good governance and visibility of progress, risks, and issues</li> <li>• Understanding of safeguarding policy and practice</li> </ul>	

## Organisational structure



## Personal Attributes

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 5 core accountabilities attributes and behaviour indicators.