# Head of Programmes

# Job Description

**Role Profile** BCP Band P

**Service/Team** Wellbeing

**Reports to** Consultant in Public Health

**Responsible for** 2 Senior Health Programme Advisors and Senior Analyst

**Number of posts** 1

**Post number** \_ 113820

**Career Grade** n/a

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** ensuring that Public Health Programmes promote health and wellbeing for the population of BCP and work to reduce health inequalities.

**Job Overview**

Public Health work closely with the NHS and all partners within the Dorset Integrated Care System (ICS). Our aim is to protect and improve the health and wellbeing of the population of Bournemouth, Christchurch and Poole and reduce health inequalities.

The post holder will work across the Dorset ICS with BCP and Dorset councils, NHS Dorset and partners from a range of other organisations to ensure effective delivery of the relevant public health services or programmes, to identify further opportunities to collaborate and embed prevention and early intervention, and to improve public health outcomes.

The role will provide leadership across a number of service developments and projects within our Public Health programme area(s). This may include commissioned programmes (e.g. NHS Health Checks, National Child Measurement Programme, Sexual Health) or other non-commissioned programmes (e.g. healthy places, mental health and other health improvement projects).

As well as directly managing designated staff, this position will supervise broader groups of staff within the directorate across a range of projects, will co-ordinate projects using both internal and external staff, and will actively promote and deliver public health training and development to build public health capability and capacity.

The post holder will play an active role in the Public Health and Communities Directorate Senior Leadership Team, providing relevant guidance and input into the review, assessment and development of strategic aims and objectives and our annual business plan.

## Key Responsibilities

* Ensure that relevant services or programmes are effective, efficient, and equitable, and focused on long-term outcomes as well as shorter-term performance metrics
* Interpret policies, guidelines and any emerging evidence base from across relevant national and local bodies or disciplines to improve and/or re-design existing services or new services, underpinned by a focus on agreed outcomes, the need to reduce inequalities, cost-effectiveness and best value principles
* Commissioning and/or delivery of public health programmes across the Dorset ICS in general and BCP in particular, working collaboratively with providers, the voluntary and community sector and the public to maximise impact
* Lead on and oversee research and assessment of health needs, health inequalities and health impact assessments and evaluate impacts of local programmes to support development of relevant areas of work
* Regularly build good working relationships at all levels including officers, heads of service, professional colleagues, and elected members, using a client-centred approach to negotiate different perspectives and understanding across their area, securing ownership and lasting change
* Respond flexibly to conflicting demands, reviewing and adjusting priorities as required in the context of the overall objectives and business plan of Public Health and Communities
* Deputise for and represent the Director of Public Health and Consultants in Public Health as required
* Involve services users in planning, development and evaluation
* Prepare briefing papers or reports for committees, sub-committees and other internal/external groups and attend meetings as required representing the service
* Manage large budgets, which may include external grants and funding streams, in accordance with Council policies
* Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post

## Specific Qualifications and Experience

**Essential**

* Advanced theoretical (equivalent to Master’s Level and/or specialist training) knowledge in a post relevant to discipline or function.
* Evidence of continuing professional development that enhances theoretical and practical knowledge
* Substantial, post-relevant experience of commissioning or provider management
* Direct management of a relevant functional or multidisciplinary team
* Relevant experience in the successful management of change with demonstrable outcomes
* Relevant experience of managing within a clinical and/or corporate governance setting.
* Relevant experience of working effectively across organisational professional boundaries in complex organisations
* Experience of designing and managing complex projects
* Experience of partnership working and influencing decision making, with a range of stakeholders from different services and professions

**Desirable**:

* Membership of a professional body, eg UK Faculty of Public Health or CIPS
* Knowledge and understanding of health policies and their effect on public health outcomes.

## Personal Qualities & Attributes

* Highly developed knowledge in public health and specific domains, underpinned by theory and experience
* Sound knowledge of commissioning processes
* Operational knowledge of relevant public health domains
* Management Skills, demonstrable evidence of skills in the following areas:
  + Coaching and mentoring
  + Project management, planning and organisational skills
  + Recruiting and selection
  + Management performance
  + Financial and risk management
  + Workforce planning
* Leadership Skills, demonstrable evidence of leadership competencies in the following areas:
  + Vision, delivery, control and decision making
  + Understanding and managing context
  + Emotional intelligence
  + Relationship building
  + Team and people development
  + Tackling difficult issues
  + Communication

## Job Requirements

Using a matrix management approach this post will:

* + Be expected to directly line manage designated staff in line with relevant processes and guidelines, and supervise other groups of staff within the directorate for whom the post holder has no direct line management responsibility, across a range of projects within the same general area of work.
  + Actively promote and deliver wider public health training and development with key partners and externally, within the same general area of work.
  + Manage specific projects including the co-ordination of internal and external staff and relevant resources, ensuring all budgets, targets and evaluation criteria are achieved
  + Be responsible for the outcome of relationships with a wide range of internal and external contacts to ensure effective delivery/provision of the service
  + Contacts are likely to involve partnership working and be complex and/or contentious
  + Work within frequently changing circumstances and conflicting priorities with responsibility to change the priorities of others
  + Highly developed communication skills in complex and contentious areas to influence decision making processes within local authority/ICB and wider stakeholders on public health issues
  + Create effective frameworks, strategies, and policies for jointly commissioned services
  + Respond flexibly to conflicting demands, reviewing and adjusting priorities as required in the context of the overall objectives and business plan of PH
  + Conflicting demands and tight deadlines are a feature of this post
  + Provide advice and guidance, in a defined area to the Directorate SLT and the wider public health team as required
  + Maintain oversight of contemporary best practice, policy and procedures and ensure this is reflected in services and programmes as required
  + Lead and/or provide expert contribution to working groups, including system and multiagency groups
  + As this role may work with sensitive personal data for vulnerable groups they will be expected to undergo a basic DBS check.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.