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| **Job Description and Person Specification** |  |
| **This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.**  **Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.** | |

**SECTION A: Role Profile**

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| **Post Title** | Public Health Commissioner  (Drugs and Alcohol) | **Post No** | PH128 |
| **Directorate** | Public Health | | |
| **Division** | Commissioning & Performance | | |
| **Band and Salary** | Band F  £43,693 to £49,764 per annum. Incremental progression is subject to performance. | | |
| **Responsible to** | Senior Commissioning Manager for Substance Misuse and Lifestyles | | |
| **Location** | Solihull Council House (agile working) | | |
| **DBS Check** | Not Applicable | | |

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| **Special Conditions** | Not Applicable |

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| **Role Purpose** |
| The post will support the Senior Commissioning lead for Substance misuse (Drugs and Alcohol services) to commission high quality, evidence based, cost effective and accessible Drugs and Alcohol services within Solihull.  The post will drive and support local delivery of the governments ‘From harm to hope drugs (and alcohol) plan: to cut crime and save lives’ working with a range of partners and professionals through our combatting drugs partnership. The post holder will be fundamental in achieving the aspirations of the strategy and delivering improved outcomes to deliver a world class treatment and recovery system.   * The role is responsible for supporting co-ordination and system wide developments to improve the health and wellbeing of Solihull residents in relation to Drugs and Alcohol abuse * To support commissioning of services in accordance with national strategy, local policy and legislation * Work with the Combatting Drugs and Alcohol partnership to drive service improvement, innovation and change across the system * Contract manage related contracts ensuring they are performing in accordance with specifications and delivering positive outcomes for service users. * Collaboratively working with a range of partners both internally and externally to support and drive forward our approach to Drugs and Alcohol abuse and health and well-being   You will be expected to work independently and will have delegated responsibility to lead specific areas of work. You will work as part of the public heath commissioning team, work closely with the broader Public Health Directorate, other Council Directorates including Adult Social Care and Childrens Services, key partners and stakeholders, and at a systems level to identify opportunities for integration and better outcomes for local residents. You will participate in local and regional networks relevant to the Drugs and Alcohol portfolio.  The post holder will need to have a good understanding of the Drugs and Alcohol agenda to improve health and wellbeing to reduce health inequalities.  In addition, the post holder will contribute to or lead on specific pieces of work within the Public Health Divisional plan and / Council Plan in line with public health priorities. |

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| **Role Responsibilities** |
| **Commissioning**   1. Step through the commissioning cycle to plan, do, review and analyse service provision, contribute to the analysis of the current and prospective needs of the population and co-design changes to the current model of delivery. 2. Support the process of analysis of population needs in relation to the topic areas, gathering business intelligence and service mapping. 3. Help shape inform and write service specifications for new services using appropriate engagement and consultation with the public and partners to inform the specification 4. Assess service delivery to determine the effectiveness of early intervention, prevention and treatment and required service outcomes for residents of the borough, with a focus on those from key target groups 5. Manage a range of activities across all stages of the commissioning cycle, considering approach for targeting the most vulnerable in the Borough in order to reduce inequalities and promote inclusive growth 6. Analyse data, research, benchmarking, and performance information using evidence-based approaches to shape service design.   **Contract management**   1. Confidently and constructively ensure providers deliver against the service specification including the performance standards and outcomes against the performance framework 2. Analyse and assess the required performance and deliverables against the agreed service specification to ensure the Council receives the maximum benefit from the services commissioned   **Co-ordination**   1. To work collaboratively, developing partnerships with a wide range of organisations internally and externally that can affect and influence responses Drugs and Alcohol agenda, community health and wellbeing, thereby contributing to the Council priorities across the Borough. 2. Work with a wide range of statutory, voluntary and commercial organisations in their approach to achieve planned strategic outcomes and consistency across the systems. 3. Support the development of strategies and local plans 4. Maintain a performance framework against key priorities and outcomes 5. Lead and/or support local and regional meetings for the purpose of influencing, sharing best practice and problem solving 6. Design, plan and implement a communication plan for the purpose of raising awareness and sharing key messages specific to each topic area. 7. Proactively develop and contribute to the development of local policies and strategies that promote, prevent and support interventions across all levels (universal, targeted and specialist) 8. Help to build links across relevant agendas across the Council and with key partners |

**Section B: Person Specification**

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education & Qualifications** | Educated to degree level  OR  the ability to demonstrate through extended experience the necessary knowledge to carry out the full range of duties |  | Application / Certificates |
| Evidence of continuing personal / professional learning and development |  | Application Form |

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| **Experience & Knowledge** | Experience of working in collaborative, multi-agency partnerships at all levels and promoting effective working relationships across organisational boundaries |  | Application / Test |
| A good understanding and knowledge of the posts commissioning portfolio (substance misuse and lifestyle services) | A sound understanding of public health responsibilities to improve health and wellbeing and reduce health inequalities | Application |
| Knowledge of the commissioning cycle, including developing outcome-based service specifications and monitoring outcomes | A demonstrable track record of Public Health or related subject matter commissioning | Application |
| Significant experience of complex project design, development, implementation, delivery and managing multiple programmes to deliver successful outcomes |  | Application |
| Awareness of a range of consultation routes and mechanisms | Experience of successfully leading and developing effective consultation and engagement across a range of issues with a wide range of audiences | Interview |
| Experience of financial management procedures, procurement and monitoring processes with an understanding of the importance of strong financial management |  | Interview |
| Experience of contract management |  | Interview |
| Knowledge of performance management and quality assurance in improving outcomes |  | Application |
| Evidence of working to tight deadlines on a diverse range of activities |  | Interview |

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| **Skills & Abilities** | Strong organisational skills, ability to manage own workload, meet deadlines and respond to and manage competing demands. |  | Interview |
| Excellent interpersonal and communication skills including consultation, negotiation, report writing and presentations / briefings to senior managers and partners |  | Interview / Test |
| Developed leadership and management skills to agree targets, achieve plans & objectives through the ability to motivate peers and staff to meet common goals. |  | Application form/ Test |
| Ability to analyse, interpret and present complex information, verbally and in writing, and understand and interpret statistical presentation of data. |  | Application / Test |
| Clear thinker and strong planner with ability to make decisions and forward plan |  | Interview |
| Creative, innovative and able to resolve complex problems |  | Interview / Test |
| Ability to use information technology with speed, accuracy and precision including Microsoft Word, Outlook, Excel and PowerPoint. |  | Interview |

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| **Core Behaviours** | **Excellence -** With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
| **Simplicity -** You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working. | Interview |
| **Trust and Respect -** You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect | Interview |
| **Working Together -** You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve. | Interview |
| **Responsibility -** You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions. | Interview |
| **Leadership -** Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential. | Interview |

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| **Compiled/Reviewed by** | Michelle Hughes |
| **Date** | 20/11/2024 |

**Section C: Additional Information**

**Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

**Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council’s Corporate Health and Safety Policy and any local safety procedures.

**Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

**Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

**Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.