

Role profile

Job Title:	Public Health Finance and Contracts Lead	Grade: 12	Spinal column point range:
Department:	Public Health	Post no.:	
Directorate:	Adults, Children & Public Health	Location:	Perceval House

Role reports to:	Public Health Principal, Lead in Sexual Health
Direct reports:	N/A
Indirect reports:	N/A

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the possible requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

This role will be responsible for leading on developing, maintaining and implementing high-quality and effective financial, business, performance and contract processes to achieve cost-effective outcomes for public health. The ability to work independently, making informed decisions, leading within own area, whilst ensuring effective communications, are essential.

Strong financial skills, including high-level analytical, financial projecting and reporting of complex data, with clear and concise communications to key budget holders and a wide range of stakeholders are required. The postholder will have a key role in providing specialist finance, contracting and performance management skills to enable informed financial and commissioning decisions.

The postholder will lead on finance, contracts, performance management and business for the Public Health team. Public health services include, but are not limited to Sexual Health Services, Drugs and Alcohol Services, NHS Health Checks, Stop Smoking Services, Lifestyle and Prevention Services and wider determinants of health. Public Health commissioned services are delivered by a wide range of NHS providers (acute and general practice), pharmacies, voluntary and community services, amongst others. Reporting to the lead in sexual health, a considerable part of the role will focus on the commissioning of mandated, open-access, sexual health services, leading on the financial, contracting and performance elements, as well as for other Public Health services. The role will require working closely with public health leads, commissioners, finance and other internal corporate partners and externally with London Councils, NHS service providers and key partners.

The postholder will be responsible for all aspects of financial processes for the Public Health service area. Financial responsibilities include, but are not limited to, payments, financial analyses and projections, budget setting, PO setting, annual accruals and regular financial reporting, working within the Council's financial requirements, best practice and policy.

An understanding and experience of public health, the commissioning cycle, contracting, performance management and finances within a local authority context, or equivalent, is required, or the equivalent transferable skills to meet this requirement.

This role requires strong organisational skills and effective collaborative working to achieve multi-agency outcomes on complex, multi-agency public health programmes and partnerships within a busy environment, where there may be conflicting priorities.

The nature of this post is one of continual development and the duties and responsibilities outlined in this job description may change from time to time to reflect the changing needs of the organisation.

Key accountabilities

Finance and Project Management

- To lead on budget monitoring, financial projections and budget planning, financial analyses PO setting, payments, annual accrual processes for public health.
- To lead on developing, maintaining and ensuring effective financial, payment, processes and analyses.
- To apply and promote best practice in financial management and processes, including the Council's financial instructions, policy and guidance on payments and finance, ensuring cost effectiveness.
- To be responsible for regular, written and verbal updates to budget-holders, stakeholders and finance partners, presented clearly and concisely.
- To support effective service delivery in the commissioning and contract management of public health services.
- To be organised, prioritise tasks, with application of project management principles and planning skills.
- To be responsible for identifying, mitigating, escalating and risk management.
- To lead on analysing complex finance-related data and implement data-driven insights to drive evidence-based decisions and present information clearly, tailored to different audiences and requirement.
- To use Microsoft Excel and other applications (e.g. PowerPoint, Word) to a proficient level, to analyse and present data in written, visual and verbal formats tailored to different audiences.
- Ensure payments are accurate and within time, using key databases, including Pathway Analytics, Preventx databases, contract performance reports and other key data-sources to verify and analyse data, in line with policy and best practice.

- Lead on annual financial and activity baseline setting for commissioned specialised sexual health services on behalf of the Council, the ONWL sub-region and London Councils, in collaboration with London Councils, the ONWL sub region partner boroughs, local commissioner, finance and key partner organisations in line with evidence, best practice.

Public Health Commissioning and Contracts.

- To lead on the financial, performance management and contractual requirements of public health commissioned services.
- Provide financial, business, contracting and performance management expertise, working in collaboration with Public Health commissioners, finance and key stakeholders.
- To lead on cross-team processes in contracting, commissioning and performance management of commissioned services and public health responsibilities.
- To be lead on the Public Health Contracts register, commissioning and contract planning and represent the Public Health section in contracts related boards and meetings.
- Lead on high-level project management for the commissioning cycle, including commissioning and/or procurement of services
- Lead on the administration requirements in preparing and implementing contracts, contract performance management and service monitoring and evaluation.
- Lead on FOI responses, on areas of responsibility, within timescales and organisational policy.
- To lead as the specialist in finance, performance management and contracting on the rotational sub-regional role of sexual health commissioning, leading on behalf of the sub-region (currently Ealing, Harrow and Brent Councils) and London Councils, as well as other Public Health contracted services including but not limited to Drugs and Alcohol Services and NHS Health checks with General Practice.
- To lead on annual, and ad-hoc complex financial, activity and performance negotiations with commissioned services provided by the NHS on behalf of the Council are other London Councils they represent (for example the LSHP sub-regional role represents 31 collaborating London Councils) in line with recommendations made the LSHP on best practice for the London-wide clinical and non-clinical sexual health system.

Communications, Meetings and Collaboration

- Deliver clear and concise communications in writing, verbally, and presentations tailored to different audiences.
- Implement effective collaboration skills, working with range of internal and external partners, including NHS Trusts and other providers, other Councils, and internal partners including finance, legal and procurement.
- Effectively challenge others where needed, for example, where there are financial or performance-related discrepancies, whilst maintaining effective partnership relationships.

- Ensure regular and timely communications and updates on work. Provide high-quality administration and co-ordination of key meetings, including scheduling, effective minute taking, co-ordination of meeting papers, maintaining records and ensuring deadlines.
- Play a key role in the delivery of effective sexual health commissioning, working with Sexual Health Commissioner within role as sub-regional London lead responsibilities.
- Attend and represent at key meetings internally and externally with stakeholders, providing timely feedback.
- To attend meetings both in-person and remotely (online), as required, including some meetings off the main worksite.
- The post holder will work as a key team player in Ealing Council's public health team as the lead in own areas of responsibility.
- The post holder will lead on and have oversight of all areas of the Public Health finance, contracting, commissioning plans and processes and performance management of contracted services.

General Service Requirements

- The post holder may be required to undertake work in other topic areas if additional support is needed to meet service requirements.
- To follow organisational and departmental policy and service requirements on hybrid working, including on-site working
- To have the ability to prioritise, meet deadlines and work with flexibility to meet changing service requirement.

Key performance indicators

- Successful financial and business processes implemented, where the postholder has a key lead or supporting role.
- Effective financial management of public health commissioned services, achieving cost-effectiveness and value for money.
- Accurate and timely payments to providers.
- Effective contract management, contract and performance management registers and administration of contracts.
- Effective commissioning, performance, financial and contract management.
- Monthly, annual and ad-hoc financial analyses and written and verbal reports on expenditure, financial projections, risk and issues with monthly finance meetings.
- Effective meeting co-ordination and delivery
- Timely, accurate and appropriate responses on regular work requirements and requests for information and all other enquiries.

- Development and maintenance of successful professional collaboration with internal and external stakeholders, including maintaining relationships where there may be challenge (e.g. on finances).
- Compliance with corporate standards and implementation of organisational values.

Key relationships (internal and external)

- Ealing Sexual Health Public Health Lead
- Ealing Public Health Team
- Ealing Finance Team
- Ealing Legal Team
- Ealing Strategic Procurement team
- London Sexual Health Programme (LSPH)
- London Councils in Outer Northwest London and across London
- Key sexual health and public health service provider partners (e.g. London Northwest Healthcare Trust, Living Well, Spectra, THT, General Practice, NHS Trusts used by residents)
- Ealing Borough Based Partnership Board/Integrated Care Board
- Pathway Analytics and other key sexual health and Public Health data-base providers
- Approx 70 GPs across Ealing
- Specialised, Integrated Sexual Health Clinical Services across London and England accessed by Ealing residents.
- Sexual Health Commissioners, finance leads and other key partners as part of the London Sexual Health Collaborating Commissioning Programme and Specialised Drugs and Alcohol Services and other organisations with a remit for public health
- Public Health commissioned services

Authority level

- Lead on all financial and business processes for public health, including monitoring, analyses, payments, PO's, budget planning and projections, annual accruals, financial reports and analyses.
- Provide expert advice to budget holders decision-making on budget allocation and financial decisions.
- Lead on cross-team processes on finance, contracting and performance management.
- Be proficient in excel, or equivalent, analytical skills of complex data presented in a range of formats, that are meaningful to different audiences.
- Lead on the development and implementation of effective payment processing systems, including business world, and payment backing data systems.

- Ensure timeliness and accuracy of payments to a wide range of suppliers within contractual, Council and policy requirements.
- Have the ability to work independently, leading within own area, with minimum supervision, making informed decisions, whilst ensuring effective communications and updates on progress, outputs and risks.
- Play a key role in the contracting and financial aspects of sexual health services. working with the local sexual health lead, finance and corporate and external partners on the commissioning, management and service re-design of contracted sexual health services as part of wider commissioning collaborative arrangements.
- Deliver high-level, regular written and verbal communication skills on complex financial information, to a wide range of internal and external stakeholders.
- Effective collaborative working with internal and external partners on complex multi-agency programmes and projects, including a wide range of service providers and partner organisations, Lead on the responsibility for maintaining Public Health contracts registers and having responsibility for contract governance and administration requirements.
- Deliver high-level organisational skills and effective project management principles, ensuring work is delivered within time and achieving cost-effectiveness.
- Lead on the administration and organisation of key meetings, including effective meeting schedules, minute-taking and co-ordination of papers and stakeholders internally and externally.
- The post holder may be required to undertake work in other topic areas, as a key member of the public health team, if additional support is needed to meet service requirements.

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Essential knowledge, skills and abilities

Finance and Project Management:

1. High level finance-related knowledge and skills, educated to a degree level, with continued professional development. .
2. Ability to lead on effective financial management processes and budgeting. Including developing, maintaining clear financial, business and payment

processes, financial planning, financial analyses and projections and report writing and communications.

3. Ability to lead in presenting complex financial-related information, clearly and concisely, to a range of different audiences, using different formats, in a way that is understandable to different audiences.
4. Ability to deliver high-level numerical and financial analytical and monitoring skills, ensuring information is accurate, effective financial processes are implemented and accurate payments within deadlines.
5. Skilled in use of financial payment systems, such as Business World, or equivalent, financial analyses and backing data processes (e.g. databases, performance reports), to a high-level. .
6. Ability to lead on the administration and co-ordination of key programme meetings, including effective meeting scheduling, record keeping, meeting co-ordination, governance for complex, multi-agency meetings.
7. High level Microsoft Excel, or similar to analyse data, Microsoft Word and report writing skills and PowerPoint and presentation skills on complex finance-related information.

Authority:

8. Ability to work independently, leading in own area and make appropriate, informed decisions, whilst ensuring clear updates and risks are communicated.
9. Ability to identify, mitigate, escalate, and implement effective risk management processes.
10. Ability to prioritise and problem-solve effectively, within a fast-paced, multi-sector environment, where there may be competing demands.
11. Lead on the finance, contracting, performance management and commissioning planning and implementation on behalf of public health and other organisations that the Council represents. .

Commissioning and Contracts.

12. Lead on the performance management of public health commissioned services and responsibilities, including benchmarking, analyses and reporting to improve performance
13. Lead on effective project planning and implementation processes for public health commissioning and related responsibilities.
14. Lead on the contracting, performance management and finance requirements of commissioned services.
15. Lead on the public health, corporate and related contracts registers and related activities.
16. Have good knowledge of the commissioning cycle, public health, procurement, contracting, legal and governance requirements, within a local authority context, or strongly transferable .
17. Co-ordinate and administer effective contract performance, commissioning and finance meetings with key stakeholders and agencies.

Communications and Collaboration

18. Excellent communication skills, with experience in presenting complex information in different formats (written reports, verbal, presentation), clearly and succinctly.
19. Substantial experience in delivering strong multi-agency collaborative, working across several organisations, and team working to achieve the best outcomes.
20. Have a flexible and pro-active approach to meet service requirements and improve outcomes.
21. Be able to lead negotiations in own areas of responsibility with multiple organisations across complex healthcare systems to achieve the best outcomes for the Council and other organisations the Council represents.
22. Excellent collaboration skills to work effectively with a wide range of organisations (Councils, NHS, Voluntary Sector, Private Sector, Regional and National organisations and arrangements) and professionals (e.g. procurement, finance, service leads, health professionals, payments, commissioners) to achieve the best outcome for residents, where there may be conflict, whilst maintaining collaborative relationships.

Essential qualification(s) and experience

1. Degree, or equivalent, in related area (e.g. business management, financial management)
2. Continued professional development, in related area.
3. Significant work experience working within finance, public health and related commissioning.
4. Good knowledge and understanding of local government, the pressures and implications for the Council.
5. High level understanding with considerable experience in implementing financial principles, contracting, commissioning and public health and contract performance management.
6. High level understanding of the commissioning cycle and performance and financial management of contracted services,
7. Excellent communication skills, with substantial experience in using verbal and written formats to ensure complex financial messages are clear and understandable to a wide range of stakeholders, with clear presentation of analyses of risks and options.
8. Proficient in IT: Microsoft packages, including but not limited to Word, Excel, Power point and databases and financial/ payment processes, such as Business World
9. High level of financial and numerical data analytical and presentation skills on complex information tailored to a range of audiences.
10. Experience in the commissioning, performance management and payments of open-access sexual health services is preferable,
11. Experience of leading on own area within complex systems, working across multiple organisations to achieve the best outcome for the organisation and others the Council represents.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they will do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards