

ROCHDALE BOROUGH COUNCIL JOB DESCRIPTION

SERVICE: : Public Health and Wellbeing
SECTION: : Public Health

LOCATION: : Number One Riverside

JOB TITLE: : Public Health Commissioning and Improvement Manager
POST NUMBER: :

Grade: : 10

Accountable to: : Head of Planning and Improvement (Public Health)

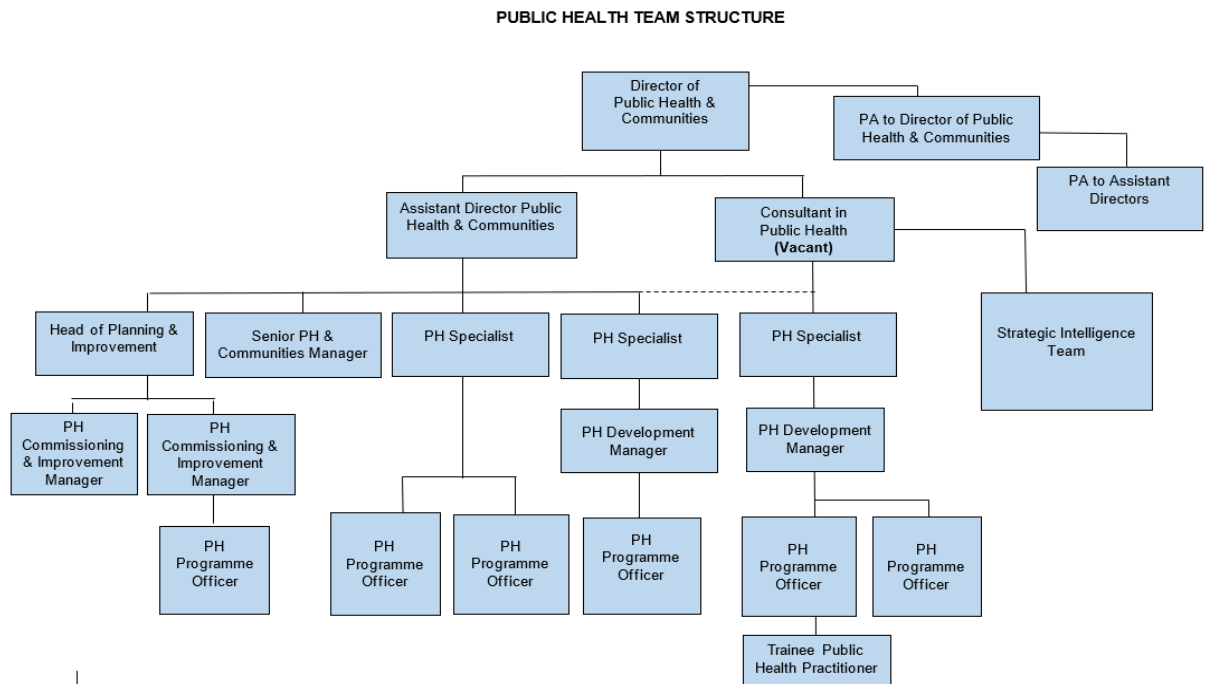
Accountable for: : Line management as required

Hours of Duty: : 37 per week worked in accordance with the Authority's scheme of flexible working

**Any Special
Conditions of
Service:**

- The authority operates a smoke free policy for all employees and applies to any buildings and associated grounds within the immediate vicinity of the building which is wholly owned leased or operated by RBC.
- Attendance at meetings conferences or other events out of hours which will be compensated in accordance with Local Conditions of Service.
- Requirement to Travel within and outside the Borough for which a mileage rate is payable
- The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

To support the Public Health and Communities Directorate in achieving the aims within the Locality Plan and the Rochdale Borough Prevention Strategy by leading the public health commissioning function for Rochdale Borough Council. The post holder will work closely with Public Health Specialists to drive improvements of outcomes delivered by public health commissioned providers. The role will also support the Public Health and Communities Directorate in functioning effectively by providing governance, planning and financial management advice.

Control of Resources

Personnel

Effective Management of Public

Health staff as assigned. Financial

Budget monitoring and control of Public Health commissioning budgets under the direction of the Public Health Senior Management Team and Director of Public Health and Communities.

Equipment/Materials

Responsible for all equipment and materials (manual and non-manual) used by the postholder and any supporting staff.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

Staff within all RBC services as required, and in particular Public Health, Finance, Information and Intelligence, Legal Services, Elected Members, Place Board and Integrated Care Partnership Committee members, Community Safety.

External

Staff within the GM NHS Integrated Care Board (Heywood, Middleton and Rochdale), STAR procurement, staff within service providers including GPs and Pharmacies, voluntary and third sector organisations, other Local Authorities, relevant regional and national bodies and media and business communities.

Responsibilities

The post holder must:

- Perform his/her duties in accordance with Rochdale Borough Councils Equality & Diversity Policy
- Ensure Rochdale Borough Councils commitment to public service orientation & customer care
- Ensure that the values and behaviours of Rochdale Borough Council are at the heart of how you approach all of the work you do.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. To lead the development of the local Public Health Commissioning objectives in line with the Locality Plan, Rochdale Borough Prevention Strategy and the mandatory requirements for Public Health commissioning.
2. To be responsible for informing the RBC Senior Leadership Team and partner agencies on progress towards achieving the Public Health Commissioning objectives.
3. To be responsible for supporting the Integrated Care Partnership Committee in the development of its joint commissioning functions as required.
4. To identify needs and gaps in service provision and ensure appropriate local action in response to changes in national and Greater Manchester wide strategy.
5. To work in partnership with relevant agencies in pursuit of the achievement of the Public Health Commissioning objectives.
6. To maintain an effective liaison with other Public Health Commissioning Teams ensuring the coherence of any activities which operate across boundaries and to maximise the effectiveness of any current and planned joint developments.
7. To attend appropriate local meetings, regional meetings and national events relating to the work of the postholder.
8. To be responsible for liaising with Finance colleagues to monitor agreed elements of Public Health commissioning funding, including carrying out the following tasks.
 - Writing reports to RBC or other agencies as required on the use of the funding
 - Allocating funding to services in line with statutory guidance and commissioner agreement and monitoring annual spend with the support of the Finance Team
 - Overseeing systems in the Public Health Team for managing and monitoring provider payments
 - Acting as the key link to the GM Shared Services, STAR procurement and other support services where required
 - Recommending revisions to budgets where necessary to ensure budgets spend to target
 - Resolving queries related to budgets
9. To work with Local Authority Communications Team to promote positive public health messages and information about services as agreed.
10. To establish and maintain links with the local and regional business/ voluntary sector networks to support the development of the public health service provider market.
11. Under the leadership of the Head of Planning and Improvement (Public Health), develop and implement the annual commissioning plans for

- Public Health services working closely with the commissioning team members and public health specialist leads.
12. To lead on the contract negotiation and management processes with all providers for Public Health services, with support from Legal and Procurement.
 13. To take responsibility for developing and implementing Public Health commissioning arrangements that ensures compliance with national requirements, standards and best practice.
 14. To ensure that services are commissioned which take into account current trends and projected needs within the borough, liaising with colleagues to ensure timely completion and review of relevant needs assessments.
 15. To ensure mechanisms are in place to regularly monitor and review services in accordance with the principles of best value, NICE guidance, equal opportunities etc.
 16. To directly line manage and oversee the work of agreed public health staff
 17. Lead on the development of provider performance management processes to monitor performance and quality of services as required.
 18. Work with STAR procurement to develop and implement procurement timetables to ensure the timely procurement of services where required

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and, when required, as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Director of Public Health and Communities or line manager, in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
- 3 To prepare reports and deal with appropriate correspondence relating to the work of the Public Health Team.
- 4 To participate in relevant internal meetings as required.

Job Description prepared by	Adam Sutcliffe	Date	June 2026
Agreed by Postholder		Date	
Manager		Date	
Service Director	Kuiama Thompson	Date	June 2026

ROCHDALE BOROUGH COUNCIL PERSON SPECIFICATION					
SERVICE :	Public Health and Wellbeing	POST :	Public Health Commissioning and Improvement Manager		
SECTION :	Public Health Commissioning Team	POST NUMBER :		Grade:	10

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *Desirable Criteria* are used to help decide between candidates who meet ALL the Essential Criteria. The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* or a *Desirable Criteria*, you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

CRITERIA	Essential (E) Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Qualification and Experience		
Please demonstrate your significant experience of working within a large Public Sector (statutory or voluntary) organisation, including active involvement in and leading multi-agency work and influencing processes	E	AF,I
Experience of managing staff	D	AF
Please provide information on your significant experience in performance management, improvement and budget management	E	AF,I, A
Please demonstrate your significant experience of multi-agency commissioning including understanding needs and evidence, developing service specifications, performance monitoring, finance, procurement, contracting and provider management	E	AF,I, A
Please give examples of your experience of effective working in the field of public health	E	AF,I, A
Please detail your experience of managing conflict, complexity and conflicting priorities.	E	AF,I
Please provide information on your experience of developing, implementing and monitoring policies, strategies and action plans	E	AF,I
Please give examples of how you build effective working relationships with a range of internal and	E	AF, I

external stakeholders		
Please demonstrate your experience of developing, leading, managing and co-ordinating projects and managing risk.	E	AF,I
(b) Skills and Knowledge		
Please give an example of your well-developed negotiation/arbitration skills	E	AF,I
Please detail your excellent interpersonal skills including the ability to communicate effectively at all levels both verbally and in writing	E	AF,I
Please show your sound understanding of government policies, strategies and legislation related to public health	E	AF,I
Please demonstrate your sound knowledge of local government governance processes	E	AF,I
What is your ability to prioritise and work to tight deadlines?	E	AF,I
Please give details of your good ICT skills including a working knowledge of Microsoft Word and Excel.	E	AF,I
Please show your commitment to, and understanding of equal opportunities issues.	E	AF,I
(c) Special Working Conditions		
Please confirm you are able and willing to participate in some evening and weekend working	E	AF,I
Please confirm your ability and willingness to travel in the course of duties	E	AF,I
(d) Behaviours and Values		
<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF,I