

## Public Health Commissioning Manager

## Role Profile

**Service:** Public Health Directorate  
**Band:** Band 9  
**Reporting to:** Public Health Programme Manager  
**Responsible for:** Public Health Support Officers



**TRAFFORD**  
COUNCIL

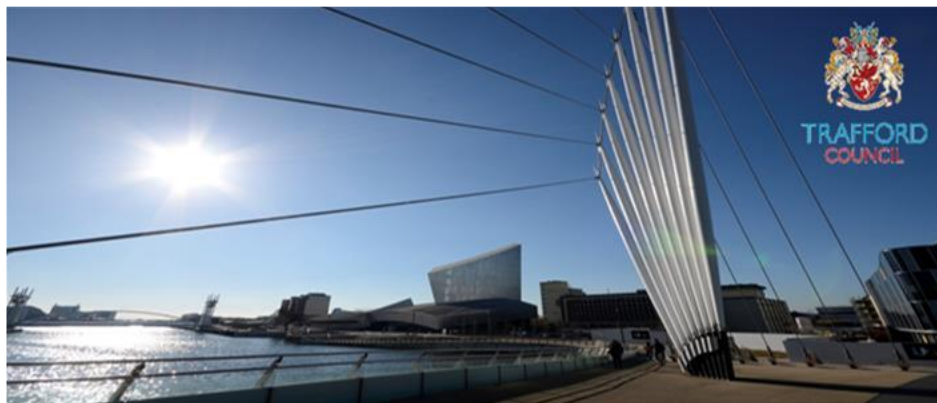
### About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

***Our vision: Trafford – where all our residents, businesses and communities thrive***

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



### Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

**At Trafford Council we are EPIC**

**We EMPOWER** – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

**We are PEOPLE CENTRED** – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

**We are INCLUSIVE** – We are committed to creating an environment that values and respects the diversity and richness differences bring.

**We COLLABORATE** – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

## About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

### Overview

This role sits in Trafford Council's Public Health team. In this role you'll manage and oversee the implementation of key public health commissioning programmes. Based on an understanding of local health and wellbeing need, you'll support the development of commissioning priorities and plans for public health services in Trafford. Collaboratively working with key stakeholders such as NHS, voluntary sector agencies, and communities to align the market with the aspirations of service users as well as work with contract and procurement staff to support the delivery of services.

We work across a wide array of areas including:

- Smoking Cessation
- Sexual Health
- Substance Misuse
- GP and Pharmacy contracts, including Alcohol and Health Checks
- Targeted work reducing health inequalities through work with our VCSE sector

### Your Main Priorities

- Providing support to the identification and achievement of Public Health priorities.
- Providing support to all aspects of the commissioning cycle.
- Developing relationships with key partners, providers, and the public.
- Enabling the delivery of strategic priorities by undertaking duties specified in this job description as allocated against one or more of the work streams above, including specific commissioning and development responsibilities.

## Key duties

- Supporting the development of strategies to deliver the key priorities of the Health and Wellbeing Board and the Public Health team.
- Identifying, advising, and recommending services to be commissioned, taking into account the needs assessment, evidence reviews, resources available and Council's strategic priorities.
- Planning and organising a broad range of complex tasks and activities requiring the formulation and adjustment of plans, policies, pathways and strategies. This will include needs assessments, equality impact assessments, reviews of the evidence base and opportunity cost evaluations.
- Working autonomously to ensure effective and timely implementation of relevant programmes and projects.
- Holding the responsibility of expenditure of delegated budgets during the commissioning process.
- Where needed, being the line manager for allocated Public Health Support Officers.
- Leading the development of service specifications and work with procurement through the tendering process
- Leading the development and maintenance of quality standards, performance and finance management, and monitoring systems for internal and external services.
- Leading the development and monitoring of service improvement plans as required across all service areas.
- Developing and implementing commissioning plans across allocated workstreams, including project management of transformation activity for Children, Families and Well-being.
- Developing positive working relationships with a wide range of health and social care providers, and making them aware of the strategic direction of service development.
- Working with communities to identify benefit realisation through partnerships at a local level.
- Leading and supporting the maximisation of third sector organisations in order to tackle deep rooted social issues and inequalities.
- Leading market and service reviews and helping to identify opportunities for development.
- Undertaking financial analysis of existing and future commissioned provision in terms of cost and effectiveness.
- Leading the development of business cases and applications for income generation (i.e. through funding bids and joint partnership applications).
- Undertaking any other duties allocated by the Commissioning Leadership Team.

### **Qualifications and Professional Development**

- Educated to degree level or equivalent, or demonstrable practitioner or equivalent managerial experience
- Professional management qualification to post graduate diploma level, professional qualification or equivalent experience
- Evidence of continued professional, managerial and personal development
- Formal Project Management qualification or equivalent experience

### **Experience and Knowledge**

- Significant experience of working in local authority, NHS or other relevant organisation at supervisory or management level
- Previous experience of working in Public Health
- Experience in team leadership and performance management
- Experience of working or influencing at a senior level within a local authority, NHS or other relevant organisation
- Experience of partnership working or integrated commissioning, and building collaborative working relationships to achieve positive outcomes for people
- Experience of project delivery, including the use of project management methodology
- Experience of financial management within a commissioning role
- Extensive knowledge of at least one of the following areas:
  - Public health
  - health service commissioning
  - Research and evaluation methods

### **Skills and abilities**

- Analytical skills: researching, extracting and interpreting data to inform and develop practice
- Planning and project management skills: managing, co-ordinating, and prioritising a diverse range of projects at one time, with varied timescales
- Excellent communication skills appropriate to the audience and subject
- Ability to prepare and present written reports and complex/sensitive information to a range of audiences
- Ability to make decisions and lead effectively, within clear accountability frameworks

- Able to use and maintain information and management systems
- Procurement acumen
- Ability to work on own initiative and as part of a team, identifying issues and evaluating and exercising judgement before reaching solution-focussed decisions
- Customer focussed: understanding the needs of customers and challenging perceptions and professional assumptions that hinder customer focussed practise

#### **Special Conditions**

- Willing and able to travel to sites within the Trafford Borough
- Working flexibly and there may be an occasional requirement to work outside of normal office hours

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| Date prepared/revised | AUG 2021   Updated 25/03/2025         |
| Prepared/revised by   | J Burgess-Allen / J Bryan / R Pollard |
| Job Evaluation        | Existing evaluation – AUG 2021        |

#### **Health and Safety**

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

#### **Equalities & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

#### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery.  
To recognise the value of its people as a resource.

#### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and