

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Sexual Health Professional Lead	Grade: PO6
Section: Commissioning and Quality Standards	Directorate: Adult Social Services
Responsible to following manager: Senior Commissioning Manager –Public Health and Wellbeing – Universal Services	Responsible for following staff: Commissioning Officer (Service Development)
Post Number/s:	Last review date: September 2018

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

To oversee the commissioning and monitoring of sexual health services, providing assurance of the quality of these services and ensuring that they are delivered within the available budget.

Specific Duties and Responsibilities

- To develop and review service models for sexual health services, providing specialist professional advice to ensure that these models reflect best practice for clinical outcomes, effectiveness and cost-efficiency
- To provide professional leadership in the commissioning, market testing and contract management processes for sexual health services

- To oversee the Commissioning Officer – Service Development for sexual health services and (in conjunction with the Senior Quality Assurance and Contracts Monitoring Manager) to provide guidance to the Commissioning Officer - Quality Assurance in effective monitoring of commissioned services
- To take a lead role in the timely procurement of sexual health service contracts to meet population need and in line with the agreed strategy, including taking lead responsibility for the development of service specifications and performance indicators
- To be the key point of contact between the commissioning team and the pan-London collaboration on the commissioning of sexual health services and to take the lead in collaborative commissioning for with neighbouring boroughs
- To lead engagement, consultation and coproduction with providers in both secondary and primary care settings, service users, and local communities to inform commissioning intentions which reflect service user identified outcomes
- To advise on the monitoring of performance of sexual health services, ensuring that the services are delivered in line with service specifications and accepted good practice
- To contribute towards the development of good working relations and collaborative arrangements with relevant third party organisations including private, voluntary and other public organisations, supporting the service manager for public health and mental wellbeing commissioning to provide visible and motivational leadership across local sexual health services
- To oversee invoice management for sexual health services, including the validation of invoices against the Integrated Sexual Health Tariff
- To maintain oversight of a budget of approximately £7m p.a., ensuring that all necessary processes and procedures are carried out in a timely and effective way and that effective cost containment measures are implemented, working with other boroughs as appropriate
- To provide highly specialised expert advice and information on sexual and reproductive health to senior officers and elected members and to partner agencies and relevant groups; ensuring information is translated and presented appropriately
- To maintain an awareness of other cross-cutting priorities and funding streams to reduce duplication and maximise opportunities for service enhancements and efficiencies.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond

- To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the councils
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post

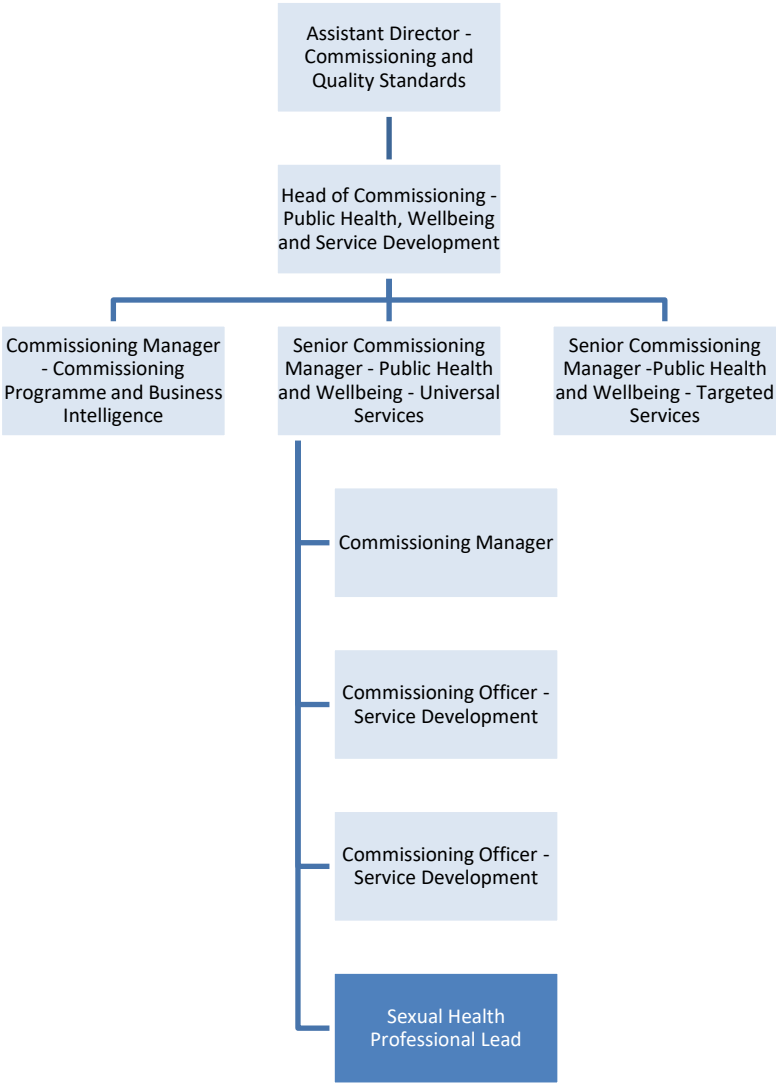
Additional Information

The Council is a member organisation of London Sexual Health, which involves 29 of the 32 London Boroughs and is responsible for:

- The commissioning of the pan-London sexual health e-service, which offers an accessible and cost-effective alternative to clinic attendance for routine STI screening;
- The adoption of the London Integrated Sexual Health Tariff, which provides the basis for payment for sexual health services in London; and
- The standard content of service specifications for sub-regional commissioning of sexual health services. Wandsworth and Richmond have, jointly with Merton Council, procured Central London Community Healthcare as the lead provider of sexual health services within their sub-region.

The work will involve attendance at some meetings which take place outside normal working hours.

Current Team Structure



Person Specification

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Our Values and Behaviours

The [SSA core story](#) describes the kind of organisation that we want to build in order to achieve our goals. Our values and behaviours help describe how we will do this:

- Being Open
- Being Supportive
- Being positive and Helpful

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

- taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
- continuously seeking better value for money and improved outcomes at lower cost
- focussing on residents and service users, and ensuring they receive the highest standards of service provision.
- taking a team approach that values collaboration and partnership working

Requirements		Assessed by A & I/ T/ C (see below for explanation)
Knowledge		
In depth knowledge of sexual health services, including government policy and current trends in service development		I
Detailed knowledge of contractual arrangements and payment mechanisms for sexual health services, including the Integrated Sexual Health Tariff		I
Understanding of the local authority role in developing and delivering public health programmes		I
Understanding of the epidemiology of sexual health and of data sources that will inform analysis of local need		I
Experience		
Demonstrable experience of working in partnership with the statutory and voluntary sectors and local communities to bring about change to improve health of local communities		A/I
Experience of commissioning		A/I
Proven experience of sexual health services, either as a commissioner or in a senior clinical or managerial role		A/I
Experience of budget monitoring and management		A/I
Skills		
Excellent communication skills (oral and written) including interpersonal and report writing skills		I/T
Well-developed analytical, data analysis, problem solving skills		I/T
A high level of competence in using standard IT packages including word processing and data analysis packages		I/T
Excellent leadership skills including influencing, negotiating and motivating		I
Qualifications		
Educated to degree level or equivalent experience		A/C
Evidence of continuous professional development		A/C

A – Application form

I – Interview

T – Test

C - Certificate