

Job Profile

Job Title: Public Health Project Manager - Drug Strategy
Job Grade: Level 4 Zone 2
Salary Range: £45,042 - £51,870

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. We are recruiting a Public Health Project Manager to support an exciting programme of national investment and development in substance misuse treatment and recovery.

About the role

The post-holder will be responsible for the project management of a number of public health programmes and projects. The specific programmes and projects are subject to change over time to meet the needs of the department, however in the initial instance it is anticipated the role will focus on two core areas:

1. Lead on the development, implementation and project management of the Office of Health Improvement and Disparities SSMTR (Supplementary Substance Misuse Treatment and Recovery) grant and other centrally funded grant programmes.
2. The post-holder will play a key role in collating, analysing and summarising data on the performance and quality of services commissioned to deliver the programme

They will work closely with Public Health Strategists and the Senior Commissioning Manager to contribute to robust and regular needs assessments to establish a full understanding of current and future local needs and requirements. They will commission services that optimise health and wellbeing outcomes for service users and provide good value for money. They will contribute to the forging of excellent joint working relations among all parties to commission high quality services that improve health and well-being outcomes for adults, children, young people and families. Parties include Clinical Commissioners, Joint Commissioners, Service Users and carers and providers from the private, voluntary and community sectors.

The role sits within the Public Health Commissioning Team.

This is a generic job description and may change to reflect the detail of operational policy and working arrangements.

Commissioning

1. To lead on the contract and performance monitoring of the SSMTR grant and other programmes as identified within the workplan.
2. To support and develop new and innovative ways of delivering services that provide high quality and good value for money.
3. To lead, with support from Public Health Strategists and Assistant Strategists, the mobilisation of drug and alcohol services, ensuring services working

collaboratively to promote an alliance approach to service delivery.

4. To set up data flow and data collection systems between all commissioned providers undertaking drug and alcohol services, and coordinate regular data collection ensuring the data is accurate, timely and there are robust audit trails in place.
5. To lead on performance monitoring arrangements for grant funded drug and alcohol services and interventions across both boroughs to ensure the Public Health Department meets its quarterly and annual targets and that the service being delivered meets agreed quality standards.
6. To collate, analyse, interpret and appropriately present key performance data and information and to use this information to develop and implement an action/improvement plan with recommendations for addressing any shortfalls which may arise in the performance or the quality of service delivered.

Joint Working

7. To work effectively with others across Public Health, demonstrating sound leadership capabilities in managing change, specifically within projects that will have a lasting effect on services.
8. To work closely with other partners, including those within the NHS and the local authority, to ensure seamless integration of new projects with existing pathways and initiatives, enabling a multi-disciplinary and multi-service approach to sharing, influencing and implementing new processes resulting in whole system change.
9. To prepare and present reports and briefings to Members, senior management, programme boards and partnerships which include analysis of information and recommendations for corrective actions and continuous improvement.
10. To ensure that the Council's and partnership business planning processes are fully informed in relation to required service developments and cost pressures in the provision of public health services.
11. To develop and maintain relationships and regular communication with providers of grant funded drug and alcohol services across both Islington and Camden, including GPs, pharmacies and third sector providers, including regularly feeding back on performance and addressing any issues which may arise related to underperformance and quality of the service being delivered.
12. To work with the corporate communications team to draft press releases and appropriately respond to press enquiries and general public concerns related to the drug and alcohol services.
13. To participate and contribute to the relevant steering groups overseeing the implementation of the different Public Health programmes.

Programme Management

14. To develop innovative and creative ways of delivering grant funded drug and alcohol services and other programmes, as agreed in the Public Health project manager workplan. To ensure services reach vulnerable groups, such as people with mental health problems, learning disabilities, carers, and people from socioeconomically disadvantaged groups, and ensuring the programme contributes to reducing health inequalities in Camden and Islington.
15. To contribute to the development and delivery of Public Health's commissioning work programme, in the first instance this will be focused on grant funded

drug and alcohol services by:

- Initiating and developing systems and processes for the effective evaluation and monitoring of commissioned services and working practices to ensure the Public Health Department meets its quarterly and annual targets and that services meet agreed quality standards
- Collating and analysing relevant demographic information, service trends, user consultation and feedback, as well as research about effective services to ensure that assessments of need, service development and planning are based on good practice and evidence
- Production of accurate, informative and timely performance reports that meet departmental, corporate, partnership, and government requirements

Performance Management and Legislation

16. To evaluate commissioned services' performance and activity, to ensure that the Council and local people are receiving value for money and that statutory responsibilities are being met.
17. To develop all services, strategies and plans for which they are responsible in accordance with the Council's equal opportunities policies, government requirements and health and social care legislation.
18. To comply fully with the Council's systems including finance, procurement and legal governance, risk management, performance monitoring, information governance and staff performance management.
19. To keep abreast of new legislation, Government policy, best practice and of external factors relevant to the development of health and social care services.

Project Monitoring and Delivery

20. To take full responsibility for assigned projects, manage the projects and update the Assistant Director, and the Senior Commissioning Manager.
21. To establish and maintain appropriate robust project management controls on the assigned projects including risks and issues registers, critical paths, assumptions and dependencies logs. To take corrective action using own initiative to ensure project targets are met.
22. To regularly review plans and activities, analysing and assessing project performance and capacity data to inform changes needed to project plans.
23. To chair work groups and produce progress reports and exception reports as necessary.

About you

Qualifications and experience

- 1 Educated to degree level or equivalent.
- 2 Significant post-qualification experience of programme / project management alongside an understanding of budget management.
- 3 Understanding and experience of strategic planning, the commissioning process, contracting and performance monitoring working within a changing and complex environment and demonstrable ability to work across a range of care groups.

- 4 Experience of joint collaborative working with professionals from a range of agencies, including coordinating inputs from a range of professional sources to build effective working relationships, secure strategic priorities and achieve objectives.

Skills

- 5 A detailed knowledge and understanding of the NHS, Local Authority, primary care and voluntary sector provisions relating to the commissioning and delivery of public health services.
- 6 The ability to design strategies to ensure the engagement and involvement of essential stakeholders and adapt their own style and impact to encourage positive and effective partnerships.
- 7 The ability to draw together a range of disparate and complex information, in order to identify options and make decisions.
- 8 The ability to support, promote and deliver services in line with the Council's Equal Opportunities and Dignity for All policies, highlighting the specific needs of different groups.
- 9 The ability to take personal responsibility for maintaining and developing professional knowledge and expertise and identifying training needs.
- 10 The ability to work in a matrix organisation with flexibility to be deployed across Public Health to meet with departmental requirements.
- 11 Excellent literacy and report-writing skills. The ability to prepare clear concise written reports (e.g. strategies, business cases, service reviews, policies and procedures) and verbal reports for a range of audiences.
- 12 Good communication, interpersonal and listening skills, and ability to provide sound, professional advice with clear, cohesive, well-presented arguments to support proposed viewpoints and recommendation.
- 13 Good negotiating and influencing skills to bring about service development/ performance improvement in services.
- 14 Good understanding of use and interpretation of research, information, data and statistics.
- 15 Knowledge and experience in undertaking service audits and programme evaluations, setting targets, monitoring of service performance and delivery in order to achieve continuous improvement.
- 16 Knowledge and understanding of substance misuse
- 17 Proven ability to assist in the development of comprehensive service specifications that support corporate objectives and customer needs.
- 18 Proven track record in taking initiative and leading on work autonomously, and through teams.

Work Environment:

Primarily flexible/office-based, with the possibility of some frontline work.

People Management Responsibilities:

You will be required to manage staff as appropriate, ensuring clear lines of accountability, constructive feedback and taking action where performance falls below the expected standard, as well as developing staff to realise their potential.

Relationships:

The post sits within the Public Health Commissioning Team. You will work closely with a range of colleagues across the Public Health department and will form and maintain relationships with stakeholders across the Council and with partners in the health system and criminal justice system.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,