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| **Department** | **Department Of People** |
| **Job Title** | Consultant in Public Health/Consultant in Public Health Medicine |
| **Grade** | Assistant Director - CHIEF OFFICER BAND 5PERMANENT POST LOCATED IN BOLTON COUNCIL AND EMPLOYED ON BOLTON COUNCIL TERMS AND CONDITIONSsALARY £66,963 - £77,780 Pro Rata |
| **Primary Purpose of Job** | To lead and manage current public health provision and policy in areas defined by Bolton Council's Vision Partnership, the Health and Wellbeing Strategy and the Locality Plan, working across a range of service areas and in partnership with other stakeholders and service providers.To assess and/or commission intelligence and evidence to develop new or re-designed provision which supports and delivers the Council's strategic vision and commissioning intentions.To provide public health technical/specialist leadership and guidance to senior managers direct and support stakeholders in taking a public health approach to developing and commissioning health and wellbeing and social care services. |
| **Reporting To** | Managerially accountable to Director of Public Health and professionally accountable to Bolton Council |
| **Staffing** **Responsibilities** | Public Health Staff **Principal Responsibilities**1. **LEADERSHIP AND STRATEGY:** To support the Director of Public Health and take responsibility for working jointly across the Public Health Management Team and wider public health department to take the lead for annually agreed public health and corporate priorities which will deliver Bolton wide objectives, as per the Bolton Vision Partnership. In the first instance the post holder will be responsible for public health leadership and input to the Health and Wellbeing Board, the Locality Plan, the Integration agenda, Mental Health, Bolton GP Quality Contract and the delivery of the LA/CCG MoU. The post holder will also act as the main public health link to the CCG. Additional responsibilities will be agreed with the post holder and reviewed annually.
2. **MANAGEMENT TEAM MEMBERSHIP:** To be an active member of the Public Health Management Team and work effectively with other members to achieve synergy and integrated working between all areas of the department
3. **ADVICE AND SUPPORT:** To advise Elected Members, the Chief Executive and the Executive Management Team; and also advise the Health and Wellbeing Board, via the Director of Public Health on matters within the scope of this role
4. **REGIONAL WORKING:** To contribute appropriately to the delivery of regional and sub-regional programmes and projects across the Greater Manchester (GM) City Region, including the Greater Manchester Combined Authorities and Association of Greater Manchester Authorities
5. **PARTNERSHIPS:** To work effectively with internal and external partners, leading and contributing to appropriate cross-Council and partnership led programmes and projects to deliver corporate aims and priorities; and act as a change agent to enable delivery of relevant outcome indicators from the public health, NHS and social care outcome frameworks.
6. **STAKEHOLDERS:** To develop and strengthen effective communication, engagement and working relationships with key stakeholders with a view to deliver improvements in the health of the population and reduce health inequalities
7. **PROBITY AND STANDARDS:** To contribute to supporting the Council to meet statutory and non-statutory provisions to the highest possible standard in all relevant inspection frameworks.
8. **RESOURCES:** To secure and allocate resources to ensure the effective delivery of services within the remit of the role, managing within budgets and developing ideas and using business data to generate new opportunities.
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**Main Duties**

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| **1** | To work with the Director of Public Health and as a member of the Public Health Management Team to support the delivery of the priorities reflected in Bolton’s Vision Partnership, Health and Wellbeing Board and Locality Plan. |
| **2** | Be jointly accountable (alongside other CPHs and members of the Public Health Management Team) for further developing and re-designing the JSNA, enabling assurance of relevant health protection plans, assessing performance and ensuring an evidence-based approach to service re-design and commissioning as well as policy development.  |
| **3** | Provide public health leadership and support to Bolton Council, Bolton CCG and partner agencies; |
| **4** | Contribute to the development of integrated partnership strategies, working closely with Bolton CCG and other stakeholders; |
| **5** | Development of local policies and interagency plans/programmes to deliver key public health targets; |
| **6** | Provide expert public health advice and leadership to ensure evidence-based approaches are used when developing high quality equitable service provision, across primary, secondary and social care sectors (including the voluntary sector) and where appropriate the private sector; |
| **7** | Utilise information and intelligence systems to underpin public health action across a range of disciplines and organisations; |
| **8** | Lead the collation, interpretation and reporting of relevant public health data; |
| **9** | Actively work with stakeholders including PHE to reduce inequalities in health outcomes amongst residents and increase healthy life expectancy; |
| **10** | Develop partnerships and influence across agencies and partnership boards (dealing with health determinants) to ensure the widest possible participation in health improvement activity; |
| **11** | Provide specialist public health advice and expertise to commissioners; |
| **12** | Ensure that relevant local experience and expertise supports or drives national developments and vice versa; |
| **13** | Lead or contribute to the training programmes for Specialist Registrars in Public Health;work flexibly to deliver Council and CCG priorities requiring specialist public health input as required. |
| **14** | Management of public health staff and be responsible for recruitment, appraisals, disciplinary and grievance procedures as appropriate; |
| **15** | Be an authorised public health budget holder and contribute to the formulation of departmental budgets and other Council financial initiatives; |
| **16** | Deputise for the Director of Public Health as necessary; |
| **17** | Manage/train Specialty Registrars in Public Health in accordance with Health Education England requirements. |
| **18** | Take part in on call arrangements for communicable disease / health protection as appropriate depending on local arrangements |
| **19** | **Professional Obligations** The post holder will be expected to:Participate in the organisation’s staff appraisal scheme, quality improvement programme and departmental audit and ensure the appraisal and development of any staff for which s/he is responsible. An initial job plan will be agreed with the successful candidate. The job plan will be reviewed as part of the annual job planning process. Actively contribute to the training programme for Foundation Year Doctors/Specialty Registrars in Public Health and to the training of local authority staff, practitioners and primary care professionals within the locality, as appropriate.Pursue a programme of CPD, in accordance with Faculty of Public Health requirements and undertake revalidation, audit or other measures required to remain on the GMC/GDC Specialist Register and the UK Public Health (Specialist) Register.Public health practice must be carried out within the ethical framework of the health professions. The post holder will be expected to maintain effective, courageous and responsible public health advocacy, foster scientific integrity, freedom of scientific publications and freedom of debate on health. Public health professionals have a further responsibility to promote good governance and open government.These professional obligations should be reflected in the job plan. The post holder may also have external obligations, e.g. in respect of training or work for the Faculty of Public Health or a contribution to the wider public health professional system by becoming an appraiser for a specified period of time. Time allocation for any additional responsibilities will have to be agreed with the line manager. Practice in accordance with all relevant sections of the general Medical Council's Good Medical Practice (if medically qualified) and the Faculty of Public Health’s Good Public Health Practice. |

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| **Date Job Description prepared/updated:** | **May 2017 PH/DM/SL**  |
| **Job Description prepared by:** | **Public health**  |



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| **Department** | **dEPARTMENT oF pEOPLE** |
| **Job Title** | **CONSULTANT IN PUBLIC HEALTH /CONSULTANT IN PUBLIC HEALTH MEDICINE** |
| **Stage One** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Strategic thinker with proven leadership skills | Application Form/Interview/ Assessment Centre |
| 2. | Excellent oral and written communication skills (including dealing with the media) | Interview/ Assessment Centre |
| 3. | Effective interpersonal, motivational and influencing skills including ability to motivate organisations to contribute to improving public health and wellbeing through mainstream activities and within resource | Application Form/Interview/ Assessment Centre |
| 4. | Ability to respond appropriately in unplanned and unforeseen circumstances | Interview/ Assessment Centre |
| 5. | Good presentational skills (oral and written) including experience of using complex information to explain public health issues to a range of audiences | Interview/ Assessment Centre |
| 6. | Sensible negotiator with practical expectation of what can be achieved and able to influence senior members including directors and CEOs. | Application Form/Interview/ Assessment Centre |
| 7. | Substantially numerate, with highly developed analytical skills using qualitative and quantitative data | Application Form/Interview/ Assessment Centre |
| 8. | Ability to design, develop, interpret and implement policies | Application Form/Interview/ Assessment Centre |
| 9. | Ability to concentrate for long periods (e.g. analyses, media presentations) | Interview/ Assessment Centre |
| 10. | Resource management skills | Interview/ Assessment Centre |
| 11. | High level of understanding of epidemiology and statistics, public health practice, health promotion, health economics and health care evaluation. | Application Form/Interview/ Assessment Centre |
| 12. | Understanding of NHS and local government cultures, structures and policies | Interview/ Assessment Centre |
| 13. | Knowledge of methods of developing clinical quality assurance, quality improvement and evidence based clinical and/or public health practice | Application Form/Interview/ Assessment Centre |
| 14. | Understanding of social and political environment and commitment to work within a political system irrespective of personal affiliations | Application Form/Interview/ Assessment Centre |
| 15. | Understanding of interfaces between health and social care | Interview/ Assessment Centre |
| 16. | Strong commitment to public health principles | Interview/ Assessment Centre |
| 17. | Able to prioritise work, and work well against a background of change and uncertainty | Interview/ Assessment Centre |
| 18. | Adaptable to situations, able to handle people of all capabilities and attitudes | Interview/ Assessment Centre |
| 19. | Commitment to team-working, and respect and consideration for the skills of others; able to both lead teams and to contribute effectively in teams led by junior colleagues | Interview/ Assessment Centre |
| 20. | Self-motivated, pro-active, and innovative | Application Form/Interview/ Assessment Centre |
| 21. | High standards of professional probity | Interview/ Assessment Centre |
| 22. | **Competencies** – Please note the council’s corporate and Leadership competencies, which are considered to be essential for this role, are in the attached CORE COMPETENCIES documents | Interview/ Assessment Centre  |
| **2. Experience/Qualifications/Training etc** |
| 1. | Inclusion in the GMC Specialist Register/GDC Specialist List/UK Public Health Register (UKPHR) for Public Health Specialists | Application Form |
| 2. | If included in the GMC Specialist Register/GDC Specialist List in a specialty other than public health medicine/dental public health, candidates must have equivalent training and/or appropriate experience of public health medicine practiceor Public health specialty registrar applicants who are not yet on the GMC Specialist Register/GDC Specialist List in dental public health/UKPHR must provide verifiable signed documentary evidence that they are within 6 months of gaining entry at the date of interview; all other applicants must provide verifiable signed documentary evidence that they have applied for inclusion in the GMC/GDC/UKPHR specialist registers | Application Form/Interview |
| 3. | Applicants must meet minimum CPD requirements (i.e. be up to date) in accordance with Faculty of Public Health requirements or other recognised body | Application Form/Interview |
| 4. | Project management skills/experience | Application Form/Interview |
| 5. | Practical experience in facilitating change and delivery of successful change management programmes across organisational boundaries | Application Form/Interview |
| 6. | Budget management skills/experience | Interview |
| **3. Work Related Circumstances** |
| 1. | The nature and demands of the post holder’s time are not always predictable and there will be an expectation that work will be required outside normal hours from time to time. | Application Form/Interview |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | Training and mentoring skills | Application Form |
| 2. | Scientific publications, presentation of papers at conferences, seminars etc | Application Form |
| **2. Experience/Qualifications/Training etc** |
| 1. | MFPH by examination, by exemption or by assessment | Application Form |
| 2. | Masters in Public Health | Application Form |

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| **Date Person Specification prepared/updated:** |  |
| **Person Specification prepared by:** |  |

**CORE PUBLIC HEALTH COMPETENCY AREAS**

 **Surveillance and assessment of the population’s health and well-being**

* Ensure the proper design, development and utilisation of information and intelligence systems to underpin public health improvement and action for the population across disciplines and organisations.
* Receive, interpret, provide and advise on highly complex epidemiological and statistical information about the health of populations to the Local Authority, NHS and voluntary organisations.
* Ensure the use of the best available evidence base to support the assessment of health needs, health inequalities, health impact assessment and the identification of areas for action within the local population.
* Write and/or contribute to national and local policy forming reports on the health of the population of Bolton.

**Assessing the evidence of effectiveness of health and healthcare interventions, programmes and services**

* Provide expert public health advice and leadership to support and inform an evidence-based approach within ethical frameworks for commissioning, prioritisation of services for the population (and in some circumstances for the individual) and to develop high quality equitable services, across primary, secondary and social care, in potentially contentious and hostile environments where barriers to acceptance may exist, in order to maximise opportunities for health.
* Responsible for leading on service development, evaluation and quality assurance governance in specific areas and for preparing and adjusting action plans in line with changing needs and changing geographical boundaries.
* Provide expert advice to support evidenced based commissioning and prioritisation of services for the population in order to maximise opportunities for health improvement.

**Policy and strategy development and implementation**

* Lead, as required, on behalf of Bolton Council on the communication, dissemination and implementation and delivery of national, regional and local policies, developing inter-agency and interdisciplinary strategic plans and programmes, with delegated authority to deliver key public health targets.
* Act in an expert advisory capacity on public health knowledge, standards and practice, across the spectrum of public health at Board or equivalent level.
* To be responsible for the development and implementation of multi-agency long-term public health programmes as required, based on identification of areas of potential health improvement, the diversity of local needs and the reduction of inequalities.
* Ensure proper linkages between the health agenda and strategies related to the wider determinants including for example, community safety, the economy, the environment and sustainability.

**Leadership and collaborative working for health**

* To take the lead role, as required, on behalf of the Council in developing inter-agency and interdisciplinary short and long-term strategic plans for securing health improvement both in the general population and in vulnerable groups at high risk of poor health and reduced life expectancy, in partnership with a range of agencies such as those in the statutory, non-statutory, voluntary and private sectors. This requires the ability to work cross-directorate and across other agencies and voluntary organisations.
* Work with primary care professionals and community staff to raise awareness of their public health role.
* Lead on the integration of health, social services and voluntary organisations to promote effective joint working to ensure delivery of the wider government targets.
* Influence external agencies in their public health policy decisions by working with complex professional, managerial and population groups and other organisations in the statutory, non-statutory and private sectors.

**Health Improvement**

* Responsible for designated areas of health improvement programmes, public health surveillance, population screening or geographical areas.
* Take a leadership role in specified areas with local communities and vulnerable and hard to reach groups, helping them to take action to tackle longstanding and widening health inequality issues, using community development approaches as appropriate.
* Provide expert knowledge to ensure effective community involvement with regard to all the work of the organisation including commissioning and prioritising high cost services and to ensure that policies and strategies are interpreted, developed and implemented at all levels.

**Health Protection**

* Support the Director of Public Health in safeguarding the health of the local population in relation to communicable disease, infection control and environmental health.
* Take part in local arrangements and contribute to the effective control of communicable disease, environmental hazards to health and emergency planning, as detailed in local health protection agreements by ensuring appropriate on call arrangements are in place, as required.
* Communicate effectively and diplomatically with a wide range of audiences including the media and residents to change practice in highly challenging circumstances such as communicable disease outbreaks, chemical incidents and the uptake of immunisation and screening services.
* Seek assurance from stakeholders/commissioners that programmes for the screening and immunisation of the population are delivering safe interventions, achieving good coverage and working to reduce health inequalities.

**Service Improvement**

* Provide expert advice to support evidence based commissioning, prioritisation of health and social care services for the population (and in some circumstances provide highly specialised advice on preferred treatment options or protocols based on the evidence for individual patients) in order to maximise opportunities for health.
* To be responsible for implementation of NICE and National Service Frameworks or equivalent national standards, guidance and frameworks within local authority commissioned directly provided services.
* Lead the development of clinical networks, clinical governance and audit arrangements within the Local Authority, as appropriate.
* Review evidence and provide highly specialised advice on preferred treatment options or protocols based on the evidence of need for individual patients.

**Public Health Intelligence**

* Analyse and evaluate quantitative and qualitative data and research evidence from a range of sources to make recommendations and inform decision making which has long term impacts.
* Compare, analyse and interpret highly complex options for running projects identified as key public health priorities, and communicate this information across organisations and the local community.
* Present, analyse and communicate knowledge in a way that appeals to diverse groups, influences decision-making and supports community engagement.
* To be responsible for the identification and implementation of appropriate health outcome measures, care pathways, protocols and guidelines for service delivery across patient pathways for the local population.
* Work with the information and intelligence of Public Health England and other organisations to strengthen local, regional and national public health intelligence and information capacity.

**Academic Public Health/ Research and Development**

* Undertake and commission literature reviews, evaluative research surveys, audits and other research as required, informing equitable service and reducing health inequalities. This may involve taking the lead on R&D public health and related activities*.*
* Develop links with local universities to ensure the work of the organisation is based on a sound research and evidence base.
* Develop public health capacity through contributing to education and training and development within the Service, and within the wider public facing workforce.

 **Corporate and Management Responsibilities**

* Provide strategic direction, leadership and accountability for the work, impact and overall performance of the public health function to ensure effective commissioning and delivery of services.
* Co-ordinate and integrate the public health function across the wider organisation in line with long term (annual) plans. This will include responsibility for planning, organising, coordinating and ensuring achievement of results against agreed plans.
* Working within broadly defined objectives the post holder will jointly develop the Public Health Service Plan, determine the priorities and objectives and ensure delivery against the plan annually.
* Contribute through strategic and technical high level advice to major change programmes, which will deliver key aspects of the Council's strategic vision.
* As an adviser to the Council's Departmental and Executive Management Teams, contribute to decision making processes both in terms of health and wellbeing/public health and wider corporate objectives.
* Represent the Council at local, regional and national level on public health matters, to ensure a high and positive profile for the authority.
* Jointly ensure the quality of service provision and delivery against legal, safety and best practice standards.
* Actively contribute to the achievement of organisational and departmental objectives and targets.
* Enable adherence to internal/external quality standards as applicable.

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**Bolton Council leadership competencies**

Commensurate with their level in the organisation, leaders within Bolton Council demonstrate the following competencies:

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| **Political awareness** | eg |
| Community make up and diversity | * the socio-economic issues across the borough
* demography of Bolton and the makeup and diversity of its communities
* recognises the diverse needs of Bolton’s communities
* promotes equality
 |
| Understands and promotes the Council’s political objectives and values | * champions the Council’s Vision
* makes changes and management decisions in the context of the organisation’s values
* understands and respects the Council’s political context and leadership
 |
| Democracy | * champions the concept of democracy, democratically elected leadership and understands and communicates the implications of working within a political environment
* promotes democratic frameworks and processes as the decision making mechanisms within the Council and ensures these are adhered to and upheld at all times
* navigates the political landscape across all political and stakeholder groups
 |
|  **Strategic Vision & Values** | eg |
| Corporate behaviours and values | * behaves professionally at all times, in line with corporate values and standards
* leads by example, is a credible figurehead, champions Bolton Council ‘s services and acts as a role model for its values
* leads, supports and delivers cross-cutting Council work and corporate initiatives as well as those within own service area
 |
| Is values-driven | * operates with integrity
* demonstrates leadership which is consistent with Council values and Borough objectives
* sets and participates in an appropriate culture
 |
| Understands and engages in organisational context, drivers and direction | * Understands and demonstrates “one Council” delivery: ensures operational objectives align with corporate approach
* sees the ‘bigger picture’ and its likely impact on the Council and its services
* puts Borough and Council common goals ahead of departmental, divisional, service, team or personal agendas
 |
| Sets strategic direction | * develops & secures commitment to longer term vision
* makes and implements management decisions that are appropriate in the wider context of corporate strategies
* complies with, and ensures others comply with appropriate legal requirements, industry regulations, organisational policies and professional codes
 |
| Mobilises others | * matches ideas, funding and business models with the people who can make them work or influence them
* explains corporate strategy to others and helps them understand the context, reasons for change and what it will mean for them
 |
| **High impact Communication** | eg |
| Can communicate effectively with different audiences | * uses appropriate platforms and appropriate language, methods and materials to reach a variety of audiences
* uses and monitors others’ use of formal communication processes and protocols
* develops and adapts communication style according to audience, making effective use of digital media as appropriate as well as face to face and written tools
 |
| Impact | * stays on message, welcoming challenge and using it effectively as an opportunity to enhance communication
* remains consistently open to the views of others and prepared to challenge constructively
* takes responsibility for impact own behaviour and communication may have on others and treats others with dignity and respect at all times
 |
| **Collaboration & Partnership** | eg |
| Staff  | * regularly and proactively measures and acts on staff feedback eg via staff survey, IiP and meetings
* actively consults staff about changes and proposals likely to impact on them both in writing and via meetings
* ensures an appropriate team culture and dynamic in the context of Council values
 |
| Politicians | * builds and maintains positive relationships with Cabinet and relevant Portfolio Holder and other Elected Members and MPs, as appropriate
* ensures that all dealings with political stakeholder groups are carried out in a balanced and equitable way
 |
| Community | * speaks on behalf of citizens of Bolton to influence partners and service providers to deliver service excellence
* makes it a priority to understand how Bolton citizens and communities experience Council Services
* recognises, develops and maintains relationships with community stakeholder groups throughout the borough
* is actively engaged with and contributes to Bolton Vision partnership and Community Strategy priorities
 |
| Works in partnership across organisational boundaries | * encourages, facilitates, builds and maintains positive and trusting working relationships with and between multiple organisations and sectors to facilitate joined up services that provide the best outcomes for Bolton.
* sets up systems and protocols to share knowledge, information, expertise and insights appropriately with external partners to achieve collective outcomes
* engages with wider regional partners as part of the growth and reform agenda
* understands the services, functions and governance of other public service partners (police, fire, health etc) in order to facilitate effective collaboration
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| **Collaboration & Partnership Cont’d** | eg |
| Trade Unions | * understands the legal and procedural framework around collective bargaining and ensures this is applied
* builds and maintains effective working relationships with TUs, actively consulting and engaging with them as stakeholders
 |
| Media | * is adept at managing the media: can answer media questions and engage through interview and statement, as appropriate
* appreciates and is able to manage the media dimension of service change and political decision
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| **Service Management**  | eg |
| People management | * contributes to the design and implementation of the Council’s people management strategies and procedures
* promotes and respects flexible working throughout the workforce
* is a skilled manager ie sets SMART objectives for staff, ensures development needs are identified and met to achieve objectives and that service plans are delivered accordingly
* manages the health and wellbeing of staff
 |
| Financial management | * sets and manages budgets
* sets and delivers savings targets
* ensures services achieve maximum value for money in the context of ongoing pressure on the public purse
* has a commercial focus, to maximise use of resources through creativity and innovation
 |
| Performance & risk management | * leads and manages a performance management culture across services to ensure accountability and transparency
* incorporates targets and key performance indicators into plans, to enable regular reporting and monitoring and evidence-based delivery and improvements
* understands and reports on KPIs for own area of responsibility
* proactively identifies improvement actions as a result of ongoing performance management
* proactively ensures services are ‘inspection ready’ and able to meet external performance requirements, as appropriate
* identifies risk effectively and takes mitigation action to manage as appropriate
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| Staff reward and recognition | * ensures a culture of recognition and celebration of staff successes and contribution
* ensures staff are recognised appropriately for their contribution according to service style and individual preferences
* champions Bolton’s Best awards, supports the process through nomination, monitoring, shortlisting and attending annual ceremony as appropriate
* supports services, teams and individuals to seek external recognition (eg ISO awards, Local Government Challenge) and promotes and celebrates their achievement
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| Effective design, leadership and delivery of change | * proactively identifies drivers and requirements for change and is proactive in responding
* is responsible for delivering service reviews and restructures to an appropriately high standard, building on others’ experience and learning, and adhering to all organisational requirements eg Equality Impact Assessment
* anticipates and prepares to overcome resistance and barriers to change
* prepared to make and receive challenge constructively
* seeks to continuously improve service delivery and on-going pursuit of best practice
 |
| Works as part of a team | * operates corporately across the Council
* is an active member of appropriate line management groups (eg EMT, DMT, SMT, project management groups)
* works as part of the appropriate tier management group (Chief Officer , Senior Manager), contributing actively
* engages and delivers through matrix teams across organisational and public service boundaries, as appropriate
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| **Service Delivery** | eg |
| Service review and improvement | * plans and risk assesses incremental changes that lead to complete service transformation and is prepared and able to decommission outdated services
* anticipates, identifies and manages risks
* flexible and open to change
 |
| Service delivery | * keeps abreast of the range of services provided and organised by the Council
* operates with a strategic focus to manage demand on Council services
* Ensures own services are delivered or commissioned to the highest possible standard within available resources, to meet the needs and aspirations of the community
* Embraces innovation and creativity to manage demand and maximise available resources in service delivery
* matches ideas and plans to resources and amends plans to accommodate changes in resources or corporate priorities
 |
| **Manages Self** | eg |
| Managing self | * actively manages own work-life balance and aspires to work-life integration
* respects work-life balance of others
* manages own health and wellbeing to maintain resilience and actively develops and demonstrates personal resilience in the face of contingencies, professional and personal
* recognises and manages own development, including continuous professional development (CPD)
* bridges the gap between professional discipline and the wider delivery environment
 |