

# Population Health Management Director

Candidate briefing pack

October 2024

# About the ICB

**Our ICB is a partnership of local health and care organisations that have come together to plan and deliver joined up services to improve the health of people who live and work in our areas.**

By working together, we are better able to tackle complex challenges, such as: improving the health of children and young people; supporting people to stay well and independent; acting sooner to help those with preventable conditions; supporting those with long-term conditions or mental health issues; caring for those with multiple needs as populations age; and getting the best from collective resources so people get care as quickly as possible.

Our ICB is an anchor institution for our staff, people and communities, providing high-quality and necessary services.

We have four overarching functions:

- improving outcomes in population health and healthcare;
- tackling inequalities in outcomes, experience and access;
- enhancing productivity and value for money;
- supporting broader social and economic development.

NHS Derby and Derbyshire Integrated Care Board is working to a **five-year delivery plan 2023-28**.

You can read more about the composition of our Board and individual Board members [here](#).

We also facilitate the work of the Integrated Care System (ICS), including supporting the coordination and implementation of our **Integrated Care Strategy**.





# About Derby and Derbyshire ICS

Our Integrated Care System is known as **Joined Up Care Derbyshire**. Our priority is to make improvements to the Derby and Derbyshire populations' life expectancy and healthy life expectancy levels in comparison to other parts of the country, and reduce the health inequalities that are driving these differences.

## Our Places

'Place' involves commissioners, community services providers, local authorities, primary care, the voluntary and community sector, and the public working together to meet the needs of local people.

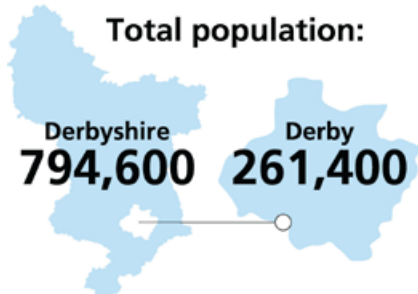
There are eight 'Place Alliances' across Derbyshire: Amber Valley; Bolsover and North-East Derbyshire; Chesterfield; Derby City; Derbyshire Dales; Erewash; High Peak and South Derbyshire

'Place' is all about empowering people to live a healthy life for as long as possible through joining up health, care and community support for citizens and individual communities. To deliver this vision we are working out what people and local communities need to stay well and what already works.

We then focus on making sure we use the resources we have to support people's wellbeing, which stretches far beyond the ability to access a hospital, see a GP or receive care in a bed.

Derbyshire is a big county with a vibrant, busy city which altogether has a population of more than one million – a big place to understand. So we have broken the whole county into eight areas and called them 'Place Alliances'. This helps make sure care and support best meets the needs of local people.

## Population size



We serve a population of **1.06** million people

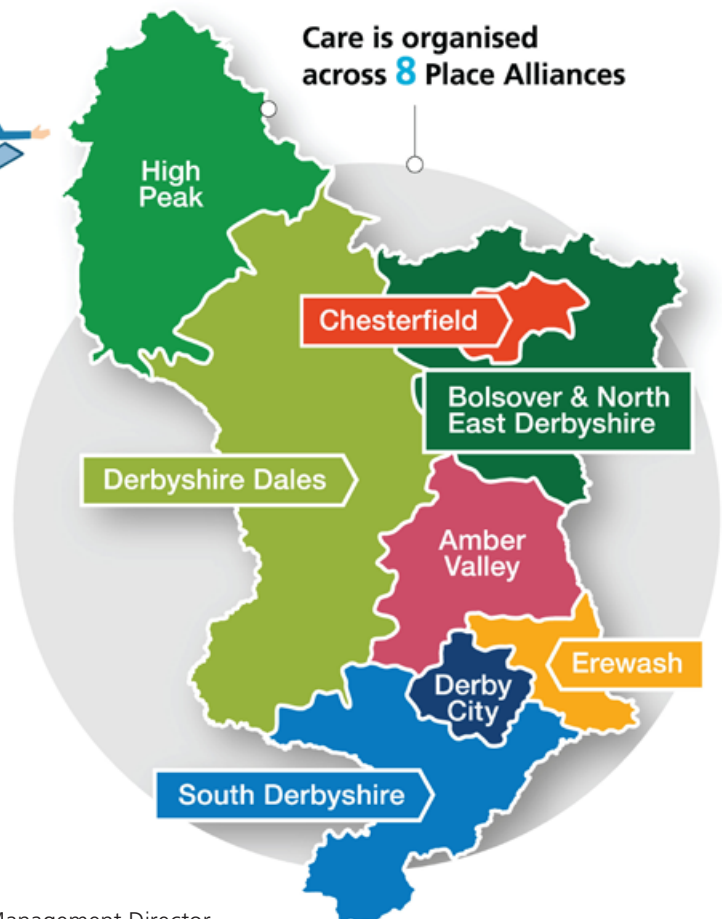


...across **114** GP practices



...in **15** Primary Care Networks

Care is organised across **8** Place Alliances



## Financial position

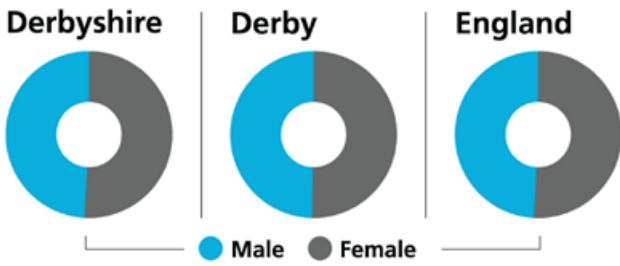


NHS funded services: **£2.9bn**

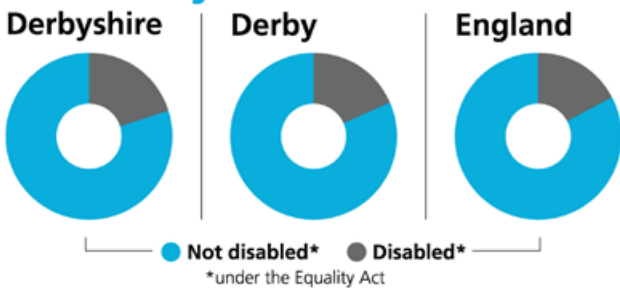
City Council: **£284m**

County Council: **£668m**

## Sex



## Disability



## Ethnic group



### The other groups are:



- Asian, Asian British or Asian Welsh
- Black, Black British, Black Welsh, Caribbean or African
- Mixed or multiple ethnic groups
- Other ethnic group



## NHS Derby and Derbyshire ICB has direct responsibility for:

- the local NHS budget – planning and commissioning of services, working closely with partners across the system
- the delivery of high quality and safe local health and care services
- producing a five-year delivery plan

## Our system

- |  |                                       |
|--|---------------------------------------|
| <b>2</b> Acute Trusts                  | <b>1</b> Ambulance Service Provider   |
| <b>1</b> Community Foundation Trust    | <b>2</b> Upper Tier Local Authorities |
| <b>1</b> Mental Health Trust           | <b>2</b> Healthwatches                |
| <b>1</b> Out of Hours and 111 Provider | <b>1</b> VCSE Alliance                |



**£2.9bn**  
for NHS funded services

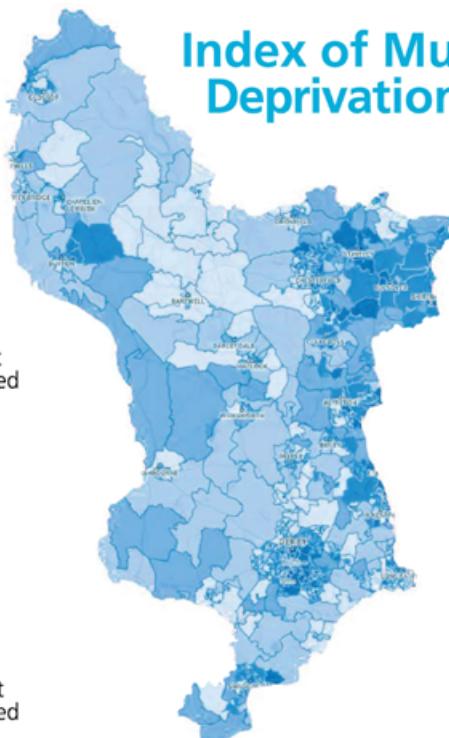


**1** Provider Collaborative



A health and care workforce of **53,000** people

## Index of Multiple Deprivation





# Living in Derbyshire

**Derbyshire is a dynamic and picturesque county in the heart of England, offering a rich tapestry of landscapes, communities, and opportunities.** Known for its stunning natural beauty, Derbyshire is home to the Peak District National Park, the UK's first national park, with breathtaking views, rolling hills, and idyllic villages. This makes it a highly desirable location for those who value a balance of professional ambition and quality of life.

The county is a blend of bustling urban areas and tranquil rural settings, providing healthcare leaders with a unique opportunity to serve diverse populations. Derby, Chesterfield, and other market towns form the urban hubs, while the surrounding countryside presents its own set of healthcare challenges and opportunities. Derbyshire's healthcare system is well-established, with a strong network of hospitals, general practices, and community care services, ensuring high-quality patient care and a focus on innovation.

There are excellent transport links, with easy access to major cities such as Manchester, Sheffield, Nottingham, and Birmingham, while maintaining the peace and space of a rural lifestyle. The M1, A50, and mainline rail services offer efficient connectivity, making commuting or travel to other parts of the UK straightforward.

Derbyshire is steeped in history and heritage, boasting attractions like Chatsworth House, Haddon Hall, and the historic spa town of Buxton.

The county also has a proud industrial past, with key sites linked to the Industrial Revolution, making it a historically significant area. Beyond history, the county is home to vibrant arts scenes, festivals, and outdoor activities.

Derbyshire ICB offers ambitious leaders the opportunity to make a real difference in the health outcomes of a varied and dynamic population, all while enjoying an exceptional quality of life.



# The opportunity

<b>Job Title:</b>	Population Health Management Director
<b>Band:</b>	Awaiting Evaluation
<b>Responsible to:</b>	Deputy Chief Medical Officer
<b>Accountable to:</b>	Deputy Chief Medical Officer
<b>Responsible for:</b>	Directly manages the Public Health Intervention and Business Intelligence teams and is responsible for day-to-day work assigned to team.
<b>Location:</b>	Contractual base tbc. Required to work at any establishment at any time throughout the duration of their contract, normally within the location of the Organisation or Sector, or as set out under the terms of their contract.

## JOB SUMMARY

- Supports the work of the medical directorate in delivering high quality, safe and effective care across care pathways within Joined Up Care Derbyshire whilst delivering Population Health Management, prevention and the effective reduction in Health Inequalities;
- The postholder is a health professional treating the local population/communities. The population served is the population of Derby and Derbyshire;
- On behalf of the Chief Medical Officer, postholder will lead Population Health Management in helping drive an evidence informed approach to care that will transform health, care and well-being outcomes for the citizens of Derbyshire;
- On behalf of the Chief Medical Officer, the postholder is responsible for Public Health Section 7a commissioned services;
- On behalf of the ICB, the postholder is responsible for the interpretation of the Model Health System and data driven tools to identify improvement opportunities;
- On behalf of the ICB, the postholder working with Local Authority Directors of Public Health (DPH) and ICS colleagues will lead on improving the health and wellbeing of Derbyshire residents through the effective delivery of Population Health Management, prevention and the reduction in Health Inequalities;
- Support the Deputy Chief Medical Officer to assure, manage and develop clinical performance in commissioned services across Joined Up Care Derbyshire, driving quality, safety, effectiveness and standardisation to best practice;
- Support the Deputy Chief Medical Officer within the developing local commissioning, governance and assurance architecture across Derbyshire;
- Support the Chief Medical Officer on medical input in the development of population health, prevention and clinical strategies, including but not limited to quality and safety, Primary care, medicines management, clinical policy, and research strategies.
- Actively participate and support any national clinical or managerial programmes as required to develop healthcare services in line with best practice for the population of Derbyshire;
- Provide professional advice to the Chief Medical Officer, the ICB and Chief Executive Officer regarding service provision, Population Health Management health inequalities and prevention;
- Provide input and advice on any relevant issues that require a medical perspective for example complaints, implications of new NICE guidance, Serious Incidents, External Reviews and Investigations and CQC inspection findings;

- The postholder will take responsibility for strategic objectives of the ICB as appropriate and act as a change agent to enable delivery of relevant outcome indicators from the public health, NHS and social care outcome frameworks;
- The postholder will be expected to work across organisations, be able to influence budgets held by those organisations as well as advocate for change effectively. The postholder may hold direct managerial responsibility for staff, services and budgets and have strategic responsibilities across the council and other agencies as required.

## STRATEGIC OBJECTIVES

- Ensure development and maintenance of systems and processes to enable the ICB to work with partners to respond to major incidents including health protection threats;
- To lead work across ICB directorates as well as influencing partnership boards (dealing with health primary, secondary and tertiary prevention) to maximise health improvement opportunities and the effective reduction of inequalities in health outcomes amongst residents. This will include using Population Health Management, Outcome Frameworks as well as exploring other relevant routinely collected data systems for suitable indicators;
- To lead on improving health and social outcomes for a particular client group as required.
- The work will include working across the entire ICB, ICS, Local Authorities (have a statutory duty to provide public health advice to ICS), Health and Wellbeing Boards, and other partner agencies. It will also involve influencing private sector, voluntary sector and community sector organisations that can impact on health and influencing the attitudes and behaviour both of professionals and of the population generally;
- In delivering the strategic objectives the post-holder will be expected to demonstrate expertise in a full range of relevant of evidence based medicine competencies. This includes evaluation techniques, policy analysis and translation and ability to communicate effectively with a range of stakeholders including politicians.

- In addition to any direct responsibility for managing staff or budgets, he/she will be responsible for change and improvement in the agreed areas of work and for supporting the delivery of the statutory duty of the ICB to take the steps it considers necessary to improve the health of its communities.

## ROLE SPECIFIC DUTIES

- In delivering their responsibilities, the postholder is expected to demonstrate expertise across the full range of relevant competencies as set out by the Faculty of Public Health (Appendix 1) and where required, take responsibility for resolving operational issues. In negotiation with the Deputy Chief Medical Officer the postholder may be asked to take on responsibilities that are underpinned by any of the FPH competencies;
- Postholders will be expected to maintain both the general expertise as well as develop topic-based expertise as required by the Chief Medical Officer and will be expected to deputise for the Deputy Chief Medical Officer as and when required.

The range of duties expected of the postholder, as required, include:

- Taking responsibility for a range of Population Health Management issues and work across organisational and professional boundaries acting as a change agent managing complexity to deliver improvements in health and wellbeing;
- Providing briefings on the health and wellbeing needs of local communities to Joined Up Care Derbyshire. Where required to so, the post-holder will provide verbal briefings to colleagues and stakeholders in person which maybe at short notice;
- Taking responsibility for development, implementation and delivery of policies. This may include taking the lead in developing detailed inter-agency and interdisciplinary strategic plans and programmes based on needs assessments which may lead to service specifications. The postholder will be expected to contribute appropriately and as required to the procurement process;



- Providing expert population health management support and whole system leadership to ensure an evidence-based approach for commissioning and developing high quality equitable services, within and across a range of organisations including voluntary, public and private sector. This includes the health service component of the mandated core service. This will include expertise in evaluation and development of appropriate KPIs;
- Utilising (and if appropriate developing) information and intelligence systems to underpin population health action across disciplines and organisations. This may include providing leadership for collation and interpretation of relevant data including production of the JSNA. This will include the integration of the appropriate elements of the public health, NHS and social care outcomes frameworks within the systems developed by the local authority as well as with relevant partner organisations;
- Supporting the Chief Medical Officer in the development and implementation of robust strategies for improving the health and wellbeing of local communities including ensuring qualitative and/or quantitative measurements are in place to demonstrate improvements;
- Providing the key local authority link to the research community, providing advice/support to colleagues and co-ordinating appropriate access to scientific information. The post-holder will be expected to take part in relevant research networks and to influence research programmes;
- Undertaking health needs assessments as required to enable actions to be taken to improve the health of the local population;
- Developing prioritisation techniques and managing their application to policies, services and to help resolve issues such as the investment-disinvestment debate;
- Effective communication of complex concepts, science and data and their implications for local communities, to a range of stakeholders with very different backgrounds;
- Understanding of evaluation frameworks and applying those frameworks to the benefit of local communities;
- A capacity to apply the scientific body of knowledge on population health management to the policies and services necessary to improve health and to formulate clear practical evidence-based recommendations;
- The understanding of human and organisational behaviour and the application of this knowledge to the achievement of change;
- Inspire commitment to population health outcomes and to prevention as a core feature of public sector reform;
- Support the Deputy Chief Medical Officer to manage and develop clinical performance in commissioned services driving quality and standardisation to best practice;
- Provide support, advice and assurance of compliance across the Derbyshire ICB.

## GENERAL

- The postholder will develop effective strategic policies for promoting innovation across the Derbyshire ICB. Working closely with colleagues across the sector, ensure coherent strategy and will:
  - ▶ drive the strategy for, supporting and ensuring alignment across the system;
  - ▶ drive reform and support organisational change and uptake of initiatives that support excellence;
  - ▶ develop and communicate the vision for the role of innovation, and the development of strategy and operational policies to support this vision;
  - ▶ engage with key strategic regional and national policy makers to inform development of strategy and policies;
  - ▶ identify examples of national and international best practice and to ensure that Derbyshire benefits from relevant innovations in healthcare;
  - ▶ support development by developing the innovation infrastructure and capacity in organisations;
  - ▶ develop and champion new initiatives or projects as necessary;
  - ▶ provide expertise of best practice methodologies regulatory requirements, policy imperatives, innovation and technological developments and stakeholders knowledge.



- Provide On Call cover on a rota basis across the Derbyshire region to be the named contact for business continuity in the event that an issue arises in the Derbyshire region which requires support and assistance from a senior member of staff in the ICB;
- This job description and person specification are only an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by their line manager;
- The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Organisation.

## PROFESSIONAL OBLIGATIONS

These include:

- Participate in the organisation's staff appraisal scheme and quality improvement programme, and ensure appraisal and development of any staff for which responsible;
- Undertake an annual professional appraisal including completion of a programme of CPD;
- In agreement with the Deputy Chief Medical Officer contribute as an appraiser to the professional appraisal system;
- Practise in accordance with all relevant sections of the General Medical Council's Good Medical Practice requirements;
- Contribute to medical professional leadership within the health system;
- It is a duty of a health professional to foster scientific integrity, freedom of scientific publications, and freedom of debate on health matters, and public health professionals have a further responsibility to promote good governance and open government;
- The postholder will be expected to maintain effective, courageous and responsible population health management advocacy.

## KEY WORKING RELATIONSHIPS

- Operate effectively in a flexible and demanding environment and proactively engage with stakeholders;
- Communicate, proactively build good working relationships and provide information and advice to a wide range of internal and external stakeholders on a range of business sensitive issues;
- Lead as an expert; integrating systems and managing effective working relationships with the appropriate stakeholders;
- Drive and challenge each key working relationship to innovate with drive reform to achieve agreed objectives;
- Provide and receive highly complex, sensitive and contentious information, including presenting information about projects and dependencies to a wide range of internal and external stakeholders in formal settings;
- Manage potentially aggressive and/or antagonistic situations with staff and stakeholders within change programmes for successful outcomes;
- Deal with complex and conflicting subject matter problems or in day-to-day workload in workshops, meetings, one to one communications and other events, comprising various parts of the business;
- Nurture key relationships with senior and high-profile individuals and be responsible for the maintenance of networks;
- Employ effective communication, negotiation and influencing skills to enable stakeholder relationships to deliver objectives over the duration of the tenure/project with:
  - ▶ External organisations to ensure seamless transition to the new system;
  - ▶ Wider NHS stakeholders to ensure collaboration in the strategy in the Organisation;
  - ▶ Internal leaders and staff to gain input to the development of systems, processes and activities.
- Represent the Organisation in sensitive and political situations, delivering difficult messages where required to high-level audiences.

## FUNCTIONAL RESPONSIBILITIES

### Operational

Lead all activities including, but not limited to:

- Managing, monitoring and reporting on benefits realisation management, tracking the progress and ensuring that the intended benefits are achieved with outcomes maximised;
- Overseeing the work with the Deputy Directors to ensure the information systems are integrated with the overall strategy; ensuring synergy between strategy milestones and objectives;
- Developing appropriate business strategy with appropriate Managers/ Directors;
- Ensuring appropriate governance structures are in place to support;
- Managing and monitoring the performance management process;
- Defining and implementing business processes that support the functions of the new system;
- Working with the Directorate and Human Resources senior staff to ensure the smooth transition of people within the new system and appropriate focus on the culture changes needed to underpin, working with HR and OD staff to deliver appropriate OD interventions;
- Managing the impact on business-critical process and key talent;
- Managing the appropriate programme controls ensuring monitoring and control activities and performance targets are on track;
- Ensuring appropriate stakeholder engagement strategy is in place defining how the strategy will engage with all stakeholder groups and what information flows will be established and maintained.
- Ensuring there is a resource management plan which sets out the activities required to implement. (Resources meaning finances, people, assets and technology);
- Managing system risks ensuring they are appropriately identified and controls and/or mitigation is in place, escalating to the system board as appropriate.

### Financial and Physical Resources

- Budget setting and manage related activity, liaising with Finance colleagues to ensure appropriate costings;
- Responsible for ensuring adherence to the Directorate budget, ongoing monitoring of expenditure against budget and ensuring the appropriate documentation is available for scrutiny;
- Responsible for defining budget required to scope and implement the long-term strategic plan;
- Responsible for providing guidance and management on the procurement of identified products, equipment, services and facilities for assigned Directorate to execute required services – from defining requirements, developing specification, developing bid evaluation methodology, project managing procurement including achieving stakeholder buy-in, sign off for bid documentation, overseeing bid evaluation, award recommendation and sign off of final deliverables/ products as required, ensuring they meet the defined levels of quality and value for money. Place orders and sign invoices, keeping mindful of budget limitations;
- Responsible for making recommendations, providing advice and able to prepare strategic reports/briefings as required;
- Act in a way that is compliant with Standing Orders and Standing Financial Instructions in the discharge of budget management responsibilities;
- Constantly strive for value for money and greater efficiency in the use of these budgets and to ensure that they operate in recurrent financial balance year on year.

### Staff Management

- Manage the Public Health Intervention and Business Intelligence teams, building a collaborative working environment and an innovative culture;
- Provide direct performance management and feedback to the Directorate;

- Motivate and inspire staff throughout the strategy to role model leadership and innovation;
- Lead teams of third parties (predominately consultants/interims) to ensure the plan/deliverables are met in a timely manner, to the required standards and within budget (including procuring/recruiting resources, tracking and signing timesheets). The post holder may be leading multiple teams at one time to deliver multiple products;
- Work across the wider organisation to agree prioritisation of blocks of work and related resource allocation to ensure high priority work/ dependencies are completed in a timely manner;
- Responsible for the recruitment and development of the Directorate staff, including undertaking appraisal and personal development and, where appropriate, progressing any disciplinary or capability issues;
- Forge positive working relationships, in order to support an effective matrix approach to achieve NHS objectives;
- Work in a matrix management style to foster close working relations with other managers;
- Manage, motivate and develop staff within the Directorate to ensure that they are able to deliver the new responsibilities of the Directorate.
- Ensure appropriate project management systems are set up to support programme controls and reporting;
- Operate within and provide enhancements to current management information and reporting to enhance decision making processes;
- Lead the planning and design of the strategy to meet the vision and strategic direction;
- Manage the activities necessary to ensure delivery of a transformational strategy;
- Prepare and manage plans for a start-up organisation, engaging various stakeholders to build momentum and support;
- Responsible for the overall planning of the strategy and for providing vision and strategic direction to the team;
- Define and manage the governance processes of the strategy;
- Chair or attend, as appropriate, meetings with varied internal and external key stakeholders to facilitate the delivery of the strategic objectives;
- Responsible for ensuring the function/strategy is delivered to time, to quality standards and in a cost-effective manner, adjusting plans and resources as required;
- Ensure that the delivery of the function/strategy is to the appropriate levels of quality, on time and within budget, in accordance with the programme plan;
- Support the Director in senior stakeholder engagement and align the function/strategy from strategic objectives and business needs.

### Information Management

- Provide and receive highly complex, sensitive and contentious information, including presenting information about the programme and dependencies involving a wide range of stakeholders in formal settings: therefore the post holder must have the ability to deal with resulting potentially challenging situations;
- Establish and manage the Directorate's risk management, change control and issue resolution processes;
- Develop and present reports summarising status on issues, appraising outcomes, and providing progress reports for senior staff or groups of staff as directed from time to time;
- Responsible for the management of and reporting of information to relevant internal and external stakeholders, including executive sponsors and non-executive authorities;

### Policy and Service Development

- Ensure that all staff within the Directorate are aware of relevant policy and procedures and that communication is developed and deployed appropriately;
- Propose changes to and making recommendations for the project as appropriate;
- Contribute to the review and development of existing project information management systems and to the development of an integrated approach to project management;
- Lead the implementation of the project to achieve the desired benefits;



- The post holder will need to maintain a good knowledge of emerging policies from government departments. This will assist in the thinking and definition of the strategy discussions for the strategy and stakeholders. In order to lead the development and implementation of the strategic project plan for their work stream the post holder will:
- Research and identify relevant best practice (i.e. where similar systems are in place), this could be UK wide, globally, public or private sector both within and outside the health economy in order to develop appropriate options to implement policies. The post holder will need to consider how best practice could be applied to the existing health economy, taking into account the impact on existing relationships between entities and their functions across the health economy;
- Develop recommended approach to implement the relevant policies (based on best practice research conducted), most likely a business case (including implementation plan, cost benefit analysis) following a thorough review of the possible options, including testing the options with key stakeholders (internally and externally) and an impact assessment which outlines any key dependencies for successful implementation.

### Research and Development

- Develop and promote best practice;
- Drawing from experience and expertise in other academic fields and industries, ensure that the region benefits from relevant initiatives;
- Highlight, promote and reporting innovative approaches to education and training, particularly their impact on service;
- Commission and co-ordinate Research and Development strategy to drive innovation.

### Equality, Inclusion & Diversity

NHS Derby and Derbyshire ICB is fully committed to promoting inclusion, equality, diversity and human rights in employment and commissioning of services for the people of Derbyshire.

The ICB is committed to providing an environment where all employees, visitors, and patients whom services are commissioned for, experience equality of opportunity by means of understanding and appreciating the value of diversity.

The ICB works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities. The ICB actively encourages its employees to challenge discrimination and promote equality of opportunity for all. Employees of the ICB are required to comply with its policies, processes and procedures and must recognise the values around equality, inclusion, diversity and human rights.

### Safeguarding Adults & Children

The ICB as a statutory NHS Body has a statutory duty to ensure adults and children are safeguarded. All staff within the ICB are required to attend safeguarding children and adults training in line with the Adult safeguarding: Roles and Competencies for Health Care Staff (2018) and Safeguarding Children and Young People: Roles and Competencies for Healthcare Staff (2019) and know who to speak to for advice, guidance and support if they are concerned about the welfare and safety of a child or adult.

All ICB staff are also required to adhere to the Derby and Derbyshire Multiagency Safeguarding Children and Adults Procedures.

### Code Of Conduct For Nhs Managers

Managers are required to carry out their duties in a manner which complies with the NHS Code of Conduct for Managers Directions, 2002.

## ADDITIONAL INFORMATION

### Infection Control

Infection Prevention and Control is everyone's responsibility. All staff, clinical and non clinical, are required to adhere to the ICBs' Infection Prevention and Control Policies and Procedures and must make every effort to maintain high standards of Infection Prevention and Control at all times, thus minimising the risks associated with healthcare associated infections.

**Staff involved with patient care**, whether directly or indirectly, have a duty to:

- Clean their hands before and after direct contact with patients and when entering and leaving a clinical area;
- Ensure that patient equipment is cleaned and/or decontaminated appropriately between each patient use;
- Ensure that all environments, where patient care is provided, is clean at all times, maintained to a high standard and appropriate for patient care;
- Provide patients, relatives and the public with clear and consistent HCAI messages and advice on standard Infection Prevention and Control precautions and key infections (MRSA and Clostridium Difficile).

**All staff** have a duty to:

- Attend/undertake Infection Prevention and Control training programmes provided by the ICBs;
- Report to Occupational Health any infections that they develop which may be transmissible to patients or colleagues;
- Adhere to the ICBs' Uniform and Non Uniform Dress Code Policies;
- Challenge and address inappropriate Infection Prevention and Control practice;
- Report and take action on areas where Infection Prevention and Control standards are not being met.

### Health and Safety at Work

You must not wilfully endanger yourself or others whilst at work. Safe working practices and safety precautions will be adhered to. Protective clothing and equipment must be used where provided. ALL accidents / incidents must be reported to your immediate senior officer, and you are asked to participate in accident prevention by reporting potential hazards and to ensure that appropriate forms are completed. A copy of the Department's Health and Safety Policy document will be given to the successful applicant on appointment.

### Rehabilitation of Offenders Act

Due to the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provision of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.

### Protection of Children or vulnerable adults

Disclosure of Criminal Background of Those With Access to Children or vulnerable adults whether it be in-direct or direct contact.

Following a report by the Home Office, the Government accepted its recommendations regarding the disclosure of criminal convictions of those with access either direct or non-direct access to children or vulnerable adults. If therefore this post involves substantial access to children or vulnerable adults, a check will be made with the police as to whether you have a criminal record before the appointment can be confirmed.

## Data Protection and Information Governance

If you have contact with computerised data systems you are required to obtain, process and/or use information held on a computer or word processor in a fair and lawful way. To hold data only for the specific registered purpose and not to use or disclose it in any way that is incompatible with such purpose and to disclose data only to authorised persons or organisations as instructed.

You must abide by all the conditions laid down within the most recent NHS Information Governance Toolkit.

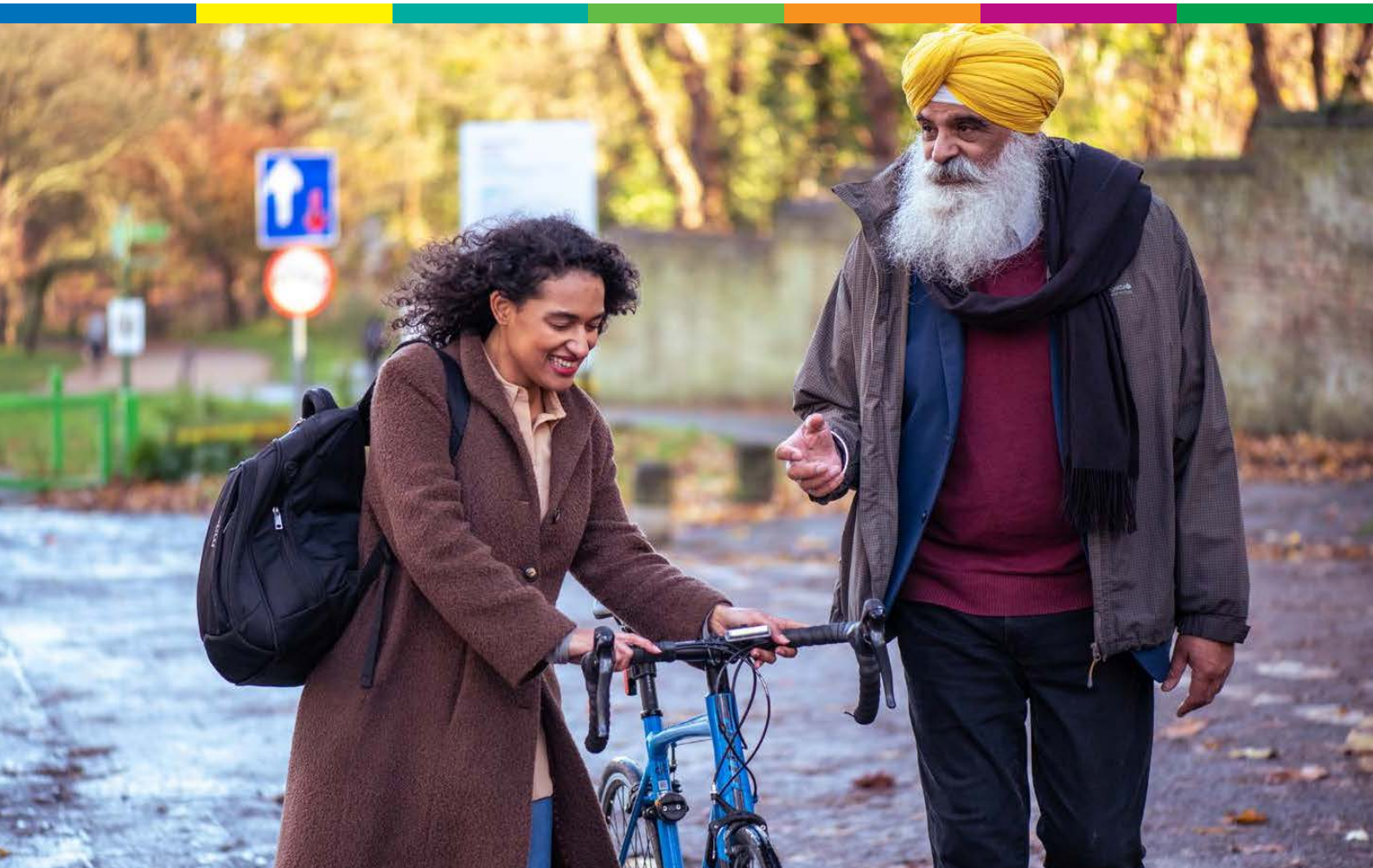
## Access to Health Records

All staff who contribute to patients' health records are expected to be familiar with and adhere to, the Trust's Record Keeping Policy and other related documents. All staff who have access to patients records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's policies and related documents.

Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Access to Health Records Act 1998.

The ICBs are committed to Job Share, Equal Opportunities and No Smoking.





# Job description

AM = Assessment Method:

A=Application form; I=Interview; T=Test; C=Certificate

**AM**

## KNOWLEDGE, TRAINING AND EXPERIENCE

### Essential

- |   |     |
|---|-----|
| <ul style="list-style-type: none"> <li>● 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 practice</li> </ul>                          | A/C |
| <ul style="list-style-type: none"> <li>● Educated to Master's level in Public Health or equivalent level of experience of working at a similar level in specialist area</li> </ul>  | A/I |
| <ul style="list-style-type: none"> <li>● Delivery of successful change management programmes across organisational boundaries</li> </ul>  | A/I |
| <ul style="list-style-type: none"> <li>● In depth knowledge of methods of developing clinical quality assurance, quality improvement, evaluations and evidence based public health practice</li> </ul>  | A/I |
| <ul style="list-style-type: none"> <li>● Extensive knowledge and expertise across a number of specialist subject areas, e.g. a combination of some of the following areas: clinical, research and development, personnel, finance, estates, plus further relevant specialist training, research or study</li> </ul> | A/I |
| <ul style="list-style-type: none"> <li>● Proven and significant leadership experience</li> </ul>  | A/I |
| <ul style="list-style-type: none"> <li>● Demonstrated expertise in a Healthcare environment</li> </ul>  | A/I |
| <ul style="list-style-type: none"> <li>● Significant management experience at senior level in the NHS or other public healthcare related industry</li> </ul>  | A/I |
| <ul style="list-style-type: none"> <li>● Proven Board level experience of leading and delivering complex change and strategy development programmes in a politically sensitive and complex environment</li> </ul>   | A/I |
| <ul style="list-style-type: none"> <li>● Proven record in transferring processes and roles between locations</li> </ul>   | A/I |
| <ul style="list-style-type: none"> <li>● Commissioning expertise in healthcare environment</li> </ul>   | A/I |
| <ul style="list-style-type: none"> <li>● Significant experience and understanding of proven implementation of project management methodologies</li> </ul>   | A/C |
| <ul style="list-style-type: none"> <li>● Commercial expertise</li> </ul>  | A/I |

### Desirable

- |  |     |
|--|-----|
| <ul style="list-style-type: none"> <li>● In line with <b>The National Health Service (Appointment of Consultants) Regulations 1996</b>, inclusion in the GMC Full and Specialist Register with a license to practice/GDC Specialist List (or be eligible for registration within six months of interview) or Inclusion in the UK Public Health Register (UKPHR) for Public Health Specialists (or be eligible for registration within six months of interview)</li> </ul>  | A/C |
| <ul style="list-style-type: none"> <li>● Public health specialty registrar applicants who are not yet on the GMC Specialist Register, GDC Specialist List in dental public health or UKPHR must provide verifiable signed documentary evidence that they are within 6 months of gaining entry to a register at the date of interview. All other applicants NOT YET granted specialist registration, must provide verifiable signed documentary evidence from the REGISTER concerned that they have submitted satisfactory evidence and therefore registration within six months of date of interview is assured</li> </ul> | A/C |
| <ul style="list-style-type: none"> <li>● If an applicant is UK trained in Public Health, they must ALSO be a holder of a Certificate of Completion of Training (CCT), or be within six months of award of CCT by date of interview. If an applicant is non-UK trained, they will be required to show evidence of equivalence to the UK CCT [see shortlisting notes below for additional guidance]</li> </ul>   | A/C |
| <ul style="list-style-type: none"> <li>● Applicants must meet minimum CPD requirements (i.e. be up to date) in accordance with Faculty of Public Health requirements or other recognised body</li> </ul>   | A/C |
| <ul style="list-style-type: none"> <li>● MFPH by examination, by exemption or by assessment</li> </ul>   | A/C |
| <ul style="list-style-type: none"> <li>● Awareness of relevant public and private sector business management best practice</li> </ul>  | A/I |
| <ul style="list-style-type: none"> <li>● Experience of successfully operating in and delivering priorities in a partnership environment</li> </ul>   | A/I |

AM = Assessment Method:

A=Application form; I=Interview; T=Test; C=Certificate

**AM**

<b>COMMUNICATION SKILLS</b>	
<b>Essential</b>	
<ul style="list-style-type: none"> <li>● Dynamic personality and the ability to build trusted stakeholder relationships and wide support networks in a political context like the NHS in the region</li> <li>● Strong external communications skills in a politically sensitive environment and experience in handling media</li> <li>● Ability to prepare and produce concise yet insightful communications for dissemination to senior stakeholders and a broad range of stakeholders as required</li> <li>● Extensive experience of delivering presentations to large groups of stakeholders in often pressured and politically sensitive environments</li> <li>● Able to influence senior colleagues including directors and CEOs</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Desirable</b>	
<ul style="list-style-type: none"> <li>● Media experience demonstrating delivery of effective health behaviour or health promotion messages</li> </ul>	<p>A/I</p>
<b>ANALYTICAL</b>	
<ul style="list-style-type: none"> <li>● Ability to analyse highly complex issues/information to explain public health issues to a range of audiences</li> <li>● Demonstrated capability to act upon incomplete information, using experience to make inferences and decision making</li> <li>● Ability to analyse numerical and written data, assess options and draw appropriate initiatives</li> <li>● Analytical skills able to utilise both qualitative (including health economics) and quantitative information</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>PLANNING SKILLS</b>	
<b>Essential</b>	
<ul style="list-style-type: none"> <li>● Leadership, vision, strategic thinking and planning with highly developed political skills</li> <li>● Experience of formulating long-term, strategic plans and policies, which involve uncertainty and which may impact across the whole organisation</li> <li>● Experience of managing and prioritising a large budget</li> <li>● Ability to provide informative reporting on finances and impact to Board management</li> <li>● Experience of project and programme management techniques and tools such as Prince 2 or Managing Successful Projects</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Desirable</b>	
<ul style="list-style-type: none"> <li>● Experience of project and programme management techniques and tools such as Prince 2 or Managing Successful Projects</li> </ul>	<p>A/I</p>

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**AM**

<b>AUTONOMY</b>	
<ul style="list-style-type: none"> <li>● Demonstrated capabilities to manage own workload and make informed decisions in the absence of required information, working to tight and often changing timescales</li> </ul>	A/I
<ul style="list-style-type: none"> <li>● Ability to make decisions autonomously, when required, on difficult issues</li> </ul>	A/I
<ul style="list-style-type: none"> <li>● Ability to lead and manage the response successfully in unplanned and unforeseen circumstances</li> </ul>	A/I
<b>MANAGEMENT SKILLS</b>	
<ul style="list-style-type: none"> <li>● Experience in leading a major change initiative with entrepreneurialism in a challenging organisational environment</li> </ul>	A/I
<ul style="list-style-type: none"> <li>● Experience of creating a new team and motivating and inspiring staff to work together to achieve a common objective</li> </ul>	A/I
<ul style="list-style-type: none"> <li>● Ability to delegate effectively</li> </ul>	A/I
<ul style="list-style-type: none"> <li>● Ability to work effectively between strategic and operational activities where required</li> </ul>	A/I
<b>PHYSICAL SKILLS</b>	
<ul style="list-style-type: none"> <li>● Working knowledge of Microsoft Office with intermediate keyboard skills</li> </ul>	A/I
<b>EQUALITY AND DIVERSITY</b>	
<ul style="list-style-type: none"> <li>● Will consider the most effective way to promote equality of opportunity and good working relationships in employment and service delivery and has the ability to take actions which support and promote this agenda</li> </ul>	A/I
<b>OTHER</b>	
<ul style="list-style-type: none"> <li>● Ability to travel independently across the region and occasionally beyond</li> </ul>	A/I



# How to Apply

The closing date for applications is **20 November 2024**.

Applications should include:

- A covering letter explaining why the appointment interests you, how you meet the appointment criteria and what you specifically would bring to the post.
- A Curriculum Vitae (CV) with education and professional qualifications and full employment history. Please include daytime and evening telephone contact numbers and email addresses. The CV should include names and contact details of three referees. References will not be taken without your permission.
- A completed **Diversity Monitoring Form** and **Fit and Proper Person Monitoring Form**.

Please note that the information you provide will be treated as confidential and is for monitoring purposes only. It will not form part of the application process.

All applications should be sent to: [apply@hunter-healthcare.com](mailto:apply@hunter-healthcare.com). All applications will be acknowledged.

For an initial conversation about this role please contact our partners at Hunter Healthcare: Finn McNulty, on: [fmcnulty@hunter-healthcare.com](mailto:fmcnulty@hunter-healthcare.com) or phone: 07966 006091

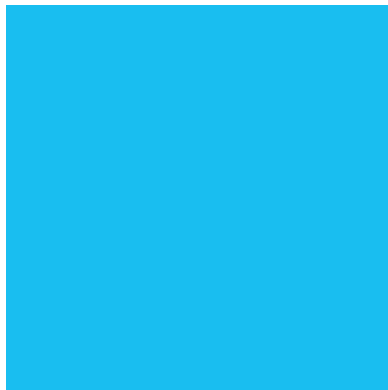
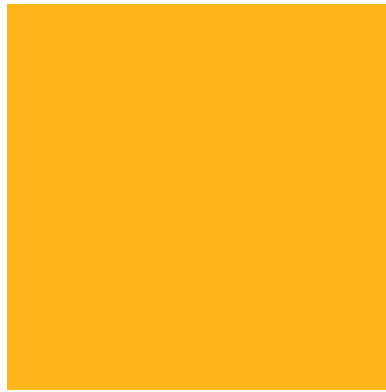
## KEY DATES

<b>Application closing date</b>	20 November 2024
<b>Shortlisting</b>	27 November
<b>Interviews</b>	12 December





# Derby and Derbyshire Integrated Care Board



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