

Job Description Band 8a

Job Title: Assistant Head of Contract Finance -Acute & Mental Health

Band: Band 8a

Responsible to: Head of Department

Accountable to: Head of Department

1. **Job Summary**

- The role supports the business in driving transformation as well as value for money in planning, commissioning and service.
- The role is designed to build a combination of subject matter expertise and technical skills to develop a strong service delivery.
- The job description and person specification are 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.

2. **Key Working Relationships**

- Governing Body and Executive Directors
- Clinical Leads
- Budget Holders and managers in the CCG
- Business Intelligence
- Finance Teams in Provider and other commissioning organisations
- Internal Audit
- External Audit
- NHS England finance and assurance team

- Non NHS bodies
- NHS Providers
- GPs
- Operate effectively in a flexible and demanding environment and proactively engage with NHS staff, consultants and contractors working on a variety of topics.
- Work effectively with a variety of external consultancies working on other projects and programmes within other NHS directorates as required
- Provide and receive highly complex, sensitive and contentious information, presenting information, to a wide range of stakeholders in a formal setting.
- Having the ability to deal with resulting potentially aggressive/antagonistic situations.
- Committed to working and engaging constructively with internal and external stakeholders on a range of business sensitive issues
- Nurtures key relationships and maintains networks internally and externally, including national networks
- Close liaison with the Communications and Stakeholder team on public relations and marketing activities
- Link with managers and members of other functions, to address inter-dependencies and ensure alignment
- Apply a structured change management approach and methodology for the impact of any change
- Deputise for the Head of Department as required, expanding on knowledge, skills and experience within personal professional development.

3. Functional Responsibilities

3.1 Operational

- Support Head of Contract Finance in agreement of annual contracts
- Support the development of annual savings plans including participation in Control Centres
- Responsible for identifying and monitoring financial risks in the Acute contracts portfolio
- Support in the preparation of the monthly financial reporting of Acute services
- Support the preparation for reporting on Acute contracts financial position in the annual accounts
- prepare and review finance responses to FOI relating to area of responsibility

- The duties of the role will include :
 - providing financial support to commissioners and Acute contract managers
 - attending contract performance meetings and providing financial challenge, advice and scrutiny of Acute contracts performance
 - Prepare and action financial implications of contract variations
 - Support to the contract managers to implement national and local contract conditions including contract challenges, flex and freeze timetable and contract escalation and dispute resolution
 - working with Business Intelligence to align Financial and Activity performance and understand and interpret the data and provide advice to commissioning managers
 - supporting programme control centres to successfully identify, develop and implement opportunities for savings, service transformation and improving quality
- To undertake projects to support alignment of BI and Finance contract datasets, such as establishing commissioning datasets for new Adult Community Services contract with Sirona',
- support the annual planning and budget setting for Acute contracts

3.2 Project Management

- Lead on projects that are allocated to the role as appropriate, identifying risks, issues and dependencies, considering best practice and current options and ultimately making decisions in the best interest of the project.
- Pro-actively manage stakeholders, respond to and resolve conflict between different stakeholders when this arises through facilitation or other appropriate mechanisms.
- Be responsible for a high standard of work supporting the delivery of projects on time, to quality standards and in a cost effective manner. Maintain the project initiation document and associated plans with regular team meetings to monitor progress and resources.
- Ensure the flexibility of the project if required to meet conflicting/changing requirements.
- Responsible for the planning and organisation of numerous events/meetings. Ensuring communication tools are used to their maximum value for circulating the minutes, agenda and presentations in a timely manner.
- Demonstrate effective stakeholder management across different departments and at all levels.
- Support other project managers as and when required.

- Take into account the impact of any change the projects will have on the business and oversee handover of any products to ensure full ownership and buy-in within the business Advocate the projects at senior and executive levels and ensure active engagement and sponsorship within NHS as a whole.
- Ensure that the projects maintain business focus, have clear authority and that the context, including risks, are actively managed in alignment with the strategic priorities of NHS.

3.3 Financial and Physical Resources

- Act in a way that is compliant with Standing Orders and Standing Financial Instructions in the discharge of budget management responsibilities.
- Budget holder for assigned function/team, budget setting with the Head of Department. Responsible for ensuring adherence to the budget, ongoing monitoring of expenditure against budget and ensuring the appropriate documentation is available for scrutiny.
- Identify products, equipment, services and facilities for assigned activities, achieving stakeholder buy-in as required. Placing orders and signing invoices, keeping mindful of budget limitations.
- Responsible for making recommendations, providing advice and able to prepare strategic reports/briefings for the Head of Department, Steering/Reference Groups and others as required.

3.4 Staff Management

- Directly manages the team, responsible for day to day work assigned to Team.
- Responsible for the recruitment of team staff, chair of recruitment panels and acting as the recruiting officer.
- Responsible for undertaking appraisal and personal development including progressing any disciplinary or capability issues.
- Forge close positive working relationships, in order to support an effective matrix approach to achieve NHS objectives.
- To support, motivate and develop staff within the team to ensure that they are able to deliver the new responsibilities of the NHS strategy.

- Managing third parties (such as consultants/interims) to ensure deliverables are met in a timely manner and within budget.

3.5 Information Management

- Drafting reports summarising status on issues, appraising outcomes, and providing progress reports for the Head of Department.
- Collate as required, qualitative and quantitative information and lead appropriate analysis to develop robust business cases and contribute to project 'products'.
- Analyse, interpret and present data to highlight issues, risks and support decision making.

3.6 Policy and Service Development

- Responsible for proposing and drafting changes, implementation and interpretation to policies, guidelines and service level agreements (SLA's) which may impact service.
- Proposes changes to own function making recommendations for other service delivery.
- The post holder will need to maintain a good knowledge of emerging policies from government departments for example pensions, change management, constitution. This will assist in the thinking and definition of the strategy discussions for the Network and stakeholders.

3.5 Research and Development

- Plan, develop and evaluate methods and processes for gathering, analysing, interpreting and presenting data and information
- Deliver projects to comply with key performance indicators.
- Co-ordinating Research & Development initiatives, delegating as appropriate.

3.6 Planning and Organisation

- Contribute to the strategic planning of Team projects, identifying interdependencies across projects/functions, potential impacts on wider

organisation, resource requirements and building in contingency and adjustments as necessary.

- Contribute to the development of performance and governance strategies and the development and implementation of improvement programmes, in accordance with Clusters and Sector priorities.
- Contribute to short, medium and long term business plans, achieving quality outcomes.

Person Specification Generic Band 8a

Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description	Essential	Desirable	Assessment
Knowledge, Training and Experience	CCAB Qualified		√	C
	Knowledge of the NHS Data definitions and Payment by Results regime and also other key Commissioning Datasets such as Mental Health and Community Services	√		A/I
	Knowledge of the NHS contracting framework	√		A/I
	Knowledge of the NHS contracting framework	√		A/C
	Educated to masters level or equivalent level of experience of working at a senior level in specialist area.	√		A/I
	Extensive knowledge of specialist areas, acquired through post graduate diploma or equivalent experience or training plus further specialist knowledge or experience to master's level equivalent	√		A/I
	Evidence of post qualifying and continuing professional development	√		A/I

	<p>Must have an understanding of the background to and aims of current healthcare policy and appreciate the implications of this on engagement</p> <p>Should have an appreciation of the relationship between the Department of Health, the Strategic Health Authority and individual provider and commissioning organisations</p> <p>Member of relevant professional body</p>	<p>√</p> <p>√</p>		<p>A/I</p> <p>A/C</p>
Communication Skills	<p>Must be able to provide and receive highly complex, sensitive or contentious information, negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups</p> <p>Negotiate on difficult and controversial issues including performance and change.</p>	<p>√</p> <p>√</p>		<p>A/I</p> <p>A/I</p>
Analytical	<p>Problem solving skills and ability to respond to sudden unexpected demands</p> <p>Ability to analyse complex facts and situations and develop a range of options</p> <p>Takes decisions on difficult and contentious issues where there may be a number of courses of action.</p> <p>Strategic thinking – ability to anticipate and resolve problems before they arise</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Planning Skills	<p>Demonstrated capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly</p>	<p>√</p>		<p>A/I</p>

	Comprehensive experience of project principles techniques and tools such as Prince 2 and Managing Successful Projects		√	A/I
Management Skills	Must be able to prioritise own work effectively and be able to direct activities of others. Experience of managing and motivating a team and reviewing performance of the individuals.	√		A/I
Autonomy Freedom to Act	Must be able to use initiative to decide relevant actions and make recommendations to Sponsor/ Manager, with the aim of improving deliverables and compliance to policies.	√		A/I
	Ability to make decisions autonomously, when required, on difficult issues, working to tight and often changing timescales	√		A/I
	Experience of identifying and interpreting National policy. Experience of researching best practice (globally, private and public sector), interpreting its relevance and processes/ practices which could be implemented successfully to achieve system reform (advising on policy implementation)	√		A/I
Physical Skills	Working knowledge of Microsoft Office with intermediate keyboard skills.	√		A/I
Equality and Diversity	Needs to have a thorough understanding of and commitment to equality of opportunity and good working relationships both in terms of day-to-day working practices, but also in relation to management systems	√		A/I
Financial and Physical Resources	Previously responsible for a budget, involved in budget setting and working knowledge of financial processes	√		A/I

Other	Used to working in a busy environment	√		A/I
	Adaptability, flexibility and ability to cope with uncertainty and change	√		A/I
	Willing to engage with and learn from peers, other professionals and colleagues in the desire to provide or support the most appropriate interventions	√		A/I
	Professional calm and efficient manner	√		A/I
	Effective organizer, influencer and networker	√		A/I
	Demonstrates a strong desire to improve performance and make a difference by focusing on goals.	√		A/I
	Completer/Finisher	√		A/I

***Assessment will take place with reference to the following information**

A=Application form

I=Interview

T=Test

C=Certificate

SAFER RECRUITMENT

Equality & Diversity

The organisation is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the organisation.

Health & Safety

The organisation recognises its duties under the Health and Safety at Work Act 1974 to ensure, as far as it is reasonably practical, the Health, Safety and Welfare at Work of all its employees and, in addition, the business of the organisation shall be conducted so as to ensure that all individuals having access to organisational premises and facilities are not exposed to risk to their health and safety. All staff under contract will be expected to comply with all appropriate Health and Safety policies and ensure all statutory and mandatory training is up to date.

Risk Management

All staff will follow risk management policies and procedures at all times. All staff are personally responsible for risk management issues in respect of yourself and colleagues. If you identify a potential hazard you should report it to your manager / supervisor at once using the organisational incident reporting process. If in doubt you should speak to your manager for guidance.

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested, to co-operate with any investigation undertaken. All staff must use the safety equipment provided, and report any defects to their manager. You must attend risk management training as directed by your manager.

If you are a manager or have line management responsibilities for staff, a department or area of work, you are responsible for the risk management issues in that area. In conjunction with risk management you will ensure that there is an annual risk management audit in your area, risks are identified on the local risk register and that where necessary, an action plan eradicating risks is drawn up and implemented.

Protection of Children and Vulnerable Adults

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the organisational procedure for raising concerns about the welfare of anyone with whom they have contact.

The organisation believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all, by a commitment to practice which protects them.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the organisation to provide high quality services.

Infection Prevention and Control

The organisation is committed to reducing Healthcare Associated Infection. All employees are expected to comply with Infection Prevention and Control Strategies. All organisation staff are responsible for protecting themselves and others against infection risks and ensuring a clean safe environment is maintained. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the organisation.

Policies and Procedures

Employees are expected to follow organisational policies, procedures and guidance as well as professional standards and guidelines. Copies of policies can be accessed via the staff intranet or external website or via your manager. The organisation operates a policy which promotes a smoke free environment.

Appraisal and Personal Development

The organisation is committed to lifelong learning for all staff and has put in place an appraisal and development infrastructure.

All employees have a responsibility to participate in an annual appraisal with their line manager and to identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning development needs in order to meet the agreed performance standards.

Information Governance

It is a contractual requirement for the post holder to ensure that as a minimum they acquire the necessary skills to implement good practice in all matters relating to information governance and in particular data which can be attributed to an individual.

The post holder must adhere to information governance policies and procedures including the Data Protection Act, Caldicott principles, NHS Code of Confidentiality, Records Management, NHS Code of Practice Parts 1 and 2

Managers have a responsibility to ensure that their staff are equipped with the necessary tools to use in the implementation of information governance.

Records Management

The post holder has a responsibility to adhere to the standards defined within policies in the creation, use, closure, retention, and disposal of records. The types of record held may consist of patient or staff records, administrative records, photographs, microfiche, audio and tapes, e-mails, electronic and scanned records and text messages.

Data Quality

The organisation is committed to producing relevant and reliable data and information to support decision making, manage performance and provide evidence to demonstrate compliance with CQC standards. The post holder is responsible for ensuring any data and information recorded by the individual complies with the Data Quality Policy.

Partnership Working

The organisation is committed to partnership working and staff involvement, underpinned by the values of openness, trust, staff involvement, development,

diversity at work, commitment to modernisation and delivering the highest standards of performance.

Equal Opportunities

The organisation is committed to respect for others (staff and patients), equality of opportunity and diversity in the workplace. All managers and staff must know what is expected of them and are responsible for ensuring that this is delivered in practice in their day to day working lives. The organisation will not tolerate any forms of bullying or harassment in the workplace.

Financial Instructions

Budget management and control is an element of each member of staff's job description where they are designated as being budget holders. The post holder must comply with the Financial Standing Orders, Standing Financial Instructions and Scheme of Delegation as appropriate to this role.