



MALDON
DISTRICT COUNCIL

**Head of
Health Integration & Wellbeing
(Part 1 – Job Description)
2620SI**



Job Title	Head of Health Integration & Wellbeing
Grade	L
Job Reference	2620SI

Reporting to	Portfolio of Services
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Director of Strategy and Improvement

- Health integration and system leadership
- Community health and wellbeing strategy and delivery
- Health improvement, prevention and early intervention
- Physical activity, sport and active wellbeing
- External funding, grants and programme commissioning
- Strategic partnerships with the NHS, Public Health and the voluntary and community sector
- Health-related programmes, projects and performance management

(From time to time, the areas under the responsibility of this post may vary on a temporary or permanent basis. When this occurs, the relative job size will remain within the parameters of the grade for the role as evaluated under the Council's job evaluation scheme)

Team Purpose

- Provide strategic leadership for health integration and community wellbeing across the district, working in partnership with the wider health and care system
- Support the delivery of the Council's Corporate Plan by improving population health, reducing inequalities and strengthening community resilience
- Lead the development and delivery of place-based approaches to health, wellbeing, prevention and early intervention
- Act as the Council's strategic lead for health integration, ensuring effective collaboration with the NHS, Public Health, the voluntary and community sector and other partners
- Secure, manage and maximise external funding to support health, wellbeing and active living priorities across the district
- Champion evidence-led decision making, partnership working and inclusive engagement to deliver sustainable health and wellbeing outcomes
- Provide visible, credible leadership for staff, partners and elected members, promoting a collaborative, outcomes-focused culture
- Take collective responsibility as part of the senior leadership team for delivering high-quality services to residents, businesses and communities



Role Purpose

- Provide strategic leadership and direction for health integration and community wellbeing, ensuring the Council plays an effective and influential role within the wider health and care system
- Lead, support and constructively challenge partners and colleagues to deliver collaborative, place-based approaches that improve health outcomes and reduce inequalities
- Enable the delivery of the Council's Corporate Plan through aligned health, wellbeing and prevention strategies, programmes and partnerships
- Act as the Council's senior adviser on health integration and wellbeing, providing expert insight to senior officers and elected members
- Drive continuous improvement in health and wellbeing delivery, promoting evidence-based decision making and innovation
- Secure, manage and oversee external funding to support health integration, wellbeing and active living priorities
- Provide visible, values-led leadership, acting as a role model by demonstrating integrity, resilience, compassion and a strong focus on communication, personal development and wellbeing

Key Accountabilities

Service delivery

- Provide strategic leadership for the Council's approach to health integration and community wellbeing, ensuring alignment with corporate priorities and place-based ambitions
- Lead and shape the development and delivery of health and wellbeing strategies, plans and programmes that improve outcomes and reduce health inequalities
- Act as the Council's senior representative within the local health and care system, building strong, effective partnerships with the NHS, Integrated Care Board, Public Health and the voluntary and community sector
- Lead the identification, development and delivery of externally funded health, wellbeing and prevention programmes, ensuring funding is secured, managed and evaluated effectively
- Commission, oversee and assure the delivery of health and wellbeing services and programmes, ensuring quality, value for money and compliance with procurement and governance requirements
- Provide expert strategic advice to senior officers and elected members on health integration, wellbeing policy and system-wide developments
- Embed a consistent, evidence-led approach to programme design, delivery and evaluation across health and wellbeing activity
- Ensure effective engagement and communication with communities, partners and stakeholders to maximise participation and impact



- Oversee performance management and reporting for health integration and wellbeing activity, ensuring outcomes, risks and benefits are clearly articulated and monitor

Financial and risk management

- Ensure effective and robust financial management for all services and programmes covered by the role, including externally funded and commissioned activity, aligned to the Council's agreed budgets and financial regulations, embedding a culture of good financial management, assurance and reporting
- Lead and manage financial, delivery and partnership risk associated with health integration and wellbeing activity, empowering officers to operate confidently within the Council's governance and risk management framework and the Council's agreed appetite for risk

Talent management

- Lead transformative change while fostering a culture of resilience and adaptability
- Create opportunities for people to develop and flourish, building a vibrant and capable pipeline of future talent
- Celebrate strong performance and address underperformance with a constructive and solution-focused approach
- Consistently embody the organisation's values and behaviours through actions and conduct as a role model

Emergency planning and business continuity

- Contribute to Emergency Planning (Silver rota) and Business Continuity with the Council which will include undertaking activities and responding to incidents as required



(Part 2 – Person Specification)

Knowledge, Skills, Ability, Experience and Qualifications/Training

Knowledge

- In-depth knowledge of health integration, population health and wellbeing within a local government context, including the role of district councils in prevention, place-based working and reducing health inequalities
- Strong understanding of the structure, priorities and operating environment of the NHS, Integrated Care Systems and Integrated Care Boards, and how local authorities work within these systems
- Sound knowledge of partnership governance, commissioning and collaborative delivery models across public, voluntary and community sector organisations
- Knowledge of national and local health policy, strategy and funding frameworks relevant to health improvement, prevention and wellbeing
- Understanding of the statutory, regulatory and governance frameworks within which councils operate, including political decision-making and accountability arrangements
- Knowledge of external funding and grant regimes, including bid development, programme assurance and performance reporting requirements
- Understanding of the use of data, insight and evidence to inform health and wellbeing strategy, programme design and evaluation
- Knowledge of equality, diversity and inclusion principles and their application to health outcomes, service design and community engagement

Experience

- Substantial senior-level experience working within health, wellbeing, public health or community-focused services, ideally within local government or a similarly complex public sector environment
- Proven experience of leading and influencing health integration or place-based partnership working across organisations such as the NHS, voluntary and community sector and other public bodies
- Experience of developing, delivering and evaluating health and wellbeing strategies, programmes or initiatives that improve outcomes for communities
- Demonstrable experience of securing, managing and overseeing external funding programmes, including bid development, programme governance and performance reporting
- Experience of providing expert advice and insight to senior officers and elected members on complex, sensitive or politically significant issues
- Proven experience of leading and managing professional teams, including setting clear direction, managing performance and supporting development
- Experience of operating within governance and assurance frameworks, managing risk and ensuring compliance with statutory and organisational requirements



Knowledge, Skills, Ability, Experience and Qualifications/Training

- Experience of working collaboratively across service boundaries and contributing to corporate priorities, strategies and cross-cutting programmes

Skills and Ability

- Politically astute, acting in line with the Nolan principles in public life
- Proven ability to lead by example, act with integrity in alignment with the Council's professional standards, values, and behaviours, consistently modelling these attributes
- Proven ability to work collaboratively with a wide range of stakeholders
- Excellent relationship management skills, capable of working effectively with members and displaying a high level of political awareness
- Flexible, responsive and resilient to changing demands and priorities
- Proven ability to manage staff in all working environments including setting clear targets and objectives and proactively managing workflow, priorities and performance
- Able to effectively manage own changing priorities in a fast-paced environment and plan workload to ensure deadlines are met
- Confident using technology and Microsoft applications (e.g. Office 365, Word, Excel, PowerPoint) and service specific systems (i.e. GIS, Uniform, Academy etc.)
- Developed and effective verbal and written communication skills including providing compelling and factual reports, communications, and business cases
- Ability to identify risks and manage competing priorities for self and team
- Confident presenting skills to a wide range of stakeholders and remaining professional and composed under pressure

Qualifications and Training

- Degree level qualification, equivalent professional qualification, or substantial evidence of working practice at a senior strategic level within health, wellbeing or community-focused services
- Recognised professional qualification or equivalent experience relevant to health integration, public health, community wellbeing, partnership working or service transformation
- Management or leadership qualification, or demonstrable experience of operating successfully at a senior leadership level within a complex organisation
- Project or programme management qualification, or substantial experience leading complex, multi-partner programmes and funded initiatives
- Evidence of ongoing Continuing Professional Development (CPD) relevant to senior leadership, health and wellbeing policy, partnership working and system integration
- Evidence of training or professional development in areas such as commissioning, funding governance, evaluation, equality impact and population health approaches
- Commitment to maintaining professional standards, ethical practice and continuous learning appropriate to a senior leadership role in local government



Special Requirements

Emergency Planning / Business Continuity

The role holder will be required to participate on the silver emergency response rota and support the Council's emergency planning and business continuity response as detailed in the job description and undertake any necessary training.

Election Duties

This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this may include working unsociable hours.

Working arrangements

The role holder will be expected to attend the office two/ three days per week or as the role requires to foster collaboration, enhance engagement, demonstrate visible leadership, and provide meaningful support to members and partners.

Political Restrictions

Under the provisions of the Local Government and Housing Act 1989 ("the 1989 Act") this role is classed as a politically restricted post as a 'sensitive post'. See *Politically Restricted Procedure note for more detail*.

Disclosure Barring Scheme

This role requires a Basic DBS being undertaken prior to any contract of employment being offered. This will be re-checked every three years.

Standard Terms

1. Comply with appropriate legislation, service and council policies.
2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the council's health and safety policy and procedures.
3. Support and be committed to the council's policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults and expects all staff and volunteers to share this commitment.
4. Support the council's equalities and diversity policies.
5. Operate within the council's IT policies and data protection rules and regulations.
6. Operate within the council's financial regulations.
7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines.
8. Participate in internal committees and departmental working parties to ensure continuous improvement as required.
9. Employees must remain flexible, undertaking duties aligned with their role and responsibilities and may be required to undertake any other reasonable duties as may be required from time to time



10. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend
11. Annual objectives will supplement this job description and be developed jointly with the postholder.
12. The council reserves the right to regularly review and amend this job description as needed.

See Appendix A for the Council's Competency Framework which forms part of this document.

Signature of job holder:

Date:



Appendix A

Competency Framework

Central to the delivery of the role are the council's values and behaviours and all employees are expected to work within the council's Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

Maldon behaviours [competencies]:	
Core Competencies - All Workforce	
Communicating	Expressing information in the best way and timescales that ensure clarity and understanding and responding in the most appropriate manner.
Managing and Leading People	Providing direction and support to those we work with to ensure service excellence.
Customer Focus	Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues.
Planning and Managing Work	Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money.
Analysis and Problem Solving	Assessing and interpreting information in order to support work activities, identify issues and aid problem solving.
Initiative and Decision Making	Taking the right action, based on what we know and being responsible for what happens.
Developing Self	Committed to developing own skills, knowledge and abilities to enhance capability.

Leadership Competencies	
Providing Direction	Shaping a vision and environment that enables, inspires and influences others, providing them with a clear sense of direction and purpose.
Collaborative Working	Developing alliances and engaging effectively with partners and stakeholders for the benefit of the Council.
Change Management	Embracing change and continuous improvement for a more effective Council.
Achieving Success	Providing excellent leadership to help others perform at their best and create effective and efficient service delivery.

