

Job Details

Job Title	Head of Business Planning and Development		
Department	Commissioning		
Directorate	Commissioning		
Job Number	N/a		
Reporting Arrangements	Accountable to	Programme Director of Planned Care and Cancer	
Base	NHS Bristol South Plaza		
Band	8B		
Salary Range	(Gateway)	Working Hours	37.5
Job Summary	<p>This is a strategic management post working within the Commissioning Directorate. The post holder is responsible for contributing towards the continued development of high quality health services for the population of Bristol.</p> <p>The main functions of the post are to co-ordinate the annual operational planning cycle and support effective evidence based investment decision making across the commissioning directorate.</p> <p>The post holder will work across the directorate to ensure key commissioning decisions are</p> <ul style="list-style-type: none"> • evidence based • focused on improving the health outcomes for the registered population of NHS Bristol • supported by robust capacity and financial analysis • supportive of NHS Bristol strategic objectives (Securing Our Mission and Transforming Community Services) • supportive of the development of a stable and managed market 		

SPECIFIC DUTIES AND RESPONSIBILITIES

The post holder will have access to analytical, financial and procurement support from teams across the organisation, providing financial analysis, capacity analysis and scenario planning and benchmarking information to inform corporate decision-making.

Operational Planning: To continue to develop and manage an effective operational planning process for NHS Bristol, which

- identifies and prioritises annual service development proposals, disinvestment opportunities, RUM Schemes, cost pressures and capital requirements in the context of agreed strategic objectives
- effectively contributes to the competencies set out in the World Class Commissioning assurance framework
- ensures consistency between short and long term plans
- is effectively integrated with performance and risk management systems
- allows for appropriate patient and public involvement
- delivers NHS Bristol strategic plans to the required timetable

Business Development: Ensure that commissioning business plans are founded on objective analysis of service and financial strengths and weaknesses and market prospects. The post holder will act as a source of expertise to the commissioning directorate and will:

- Introduce appropriate planning tools and techniques for this purpose
- Lead the production of business cases for certain commissioning developments and support the wider service design and commissioning teams to produce business cases when required
- Prepare briefing papers to support effective decision-making at the Board, PEC and Senior Management Team as required.
- Co-ordination of evaluation activity to assure effectiveness of commissioning decisions including:
 - Collating reports on Resource-Utilisation Management/Demand management schemes
 - Gathering and reporting evaluation intelligence
 - Overseeing the service evaluation process and feeding lessons learnt into planning
 - Implementing the principles of benefits assessment and measurement of schemes post implementation
- Collation and dissemination of market intelligence to commissioners including:
 - Activities and aspirations of existing providers
 - Activities and aspirations of competitors and potential providers
 - Key event reporting in wider business environment

GENERAL PROFESSIONAL REQUIREMENTS

- The production of complex reports, requiring the collection, analysis and interpretation of a wide range of data and presentation of a number of options, to enable senior decision makers to take informed high level strategic and financial decisions
- To provide regular, as well as ad-hoc reports to committees to advise and inform key commissioning decisions, using relevant computer software to best effect
- To support and ensure mechanisms are in place across the health community to deliver high standards of patient care and access to services
- To support the delivery of key government targets within the constraints of needing to achieve financial recovery
- As and when appropriate, to influence the development of, and changes to, health community and SHA-wide policies and to critically appraise established practices and policies
- To enable services to become more clinically and cost-effective, via a care pathway approach and through development of protocols
- Support patient/user involvement where relevant through the use of focus groups, questionnaires etc.
- Enable the timely investigation and response to individual and collective patient queries/complaints received from patients, healthcare professionals, MPs, and the media. This may sometimes necessitate linking into PCT's Exceptional Funding processes

Key relationships

- Programme and Project Directors
- Acute contracting
- Community contracting
- Primary care contracting
- Practice-based commissioning
- Bristol Health Services Plan and service design
- Research & Development Department
- Procurement

General Terms and Responsibilities

- To undertake any other duties that may be reasonably requested of the post holder to help the department run smoothly
- Work collaboratively with other PCT's in the local health community on issues of common interest.
- Contribute to the implementation of key World Class Commissioning Objectives as appropriate such as addressing health inequalities
- Contribute to the PCT's strategic planning processes as required
- Contribute to partnership working with Bristol City Council, other statutory organisations and the non-statutory sector as required
- Ensure that any services the postholder manages are delivered to a high standard including ensuring that appropriate clinical governance measures are in place
- Take personal responsibility for ensuring an equalities approach in managing staff, delivery and commissioning services, including promoting good practice in implementing relevant statutory requirements
- Promote effective public, user and carer involvement in all elements of work
- Contribute to the work of specific project groups within the PCT's and across the local health community as required.
- The post holder will take responsibility for their ongoing personal and professional development through the individual Performance Review and Development Process in dialogue with their line manager

Health and Safety

- To ensure that you and others take notice of and operate within relevant Health and Safety guidelines
- Take account of the provisions of the Health and Safety at Work Act and:
- Take reasonable care of yourself and others at work
- Co-operate with the PCT's to enable it to carry out its legal duty in respect of Health and Safety
- Not intentionally or recklessly interfere with anything provided for health and safety or for welfare to work.

Dignity at Work Statement

- We are committed to treating all of our staff with dignity and respect. You are responsible for behaving in a way that is consistent with the aims of our Equality and Diversity in Employment Policy. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff.

Equality Statement

- To act in a way that is consistent with PCT procedures and the law relating to equality, diversity and rights, and to treat everyone with whom you come into contact equitably, with respect and without discriminating.
- To recognise and appreciate that people, both colleagues and service users are different and to act in ways that are consistent with their needs and preferences.
- To ensure that practices and processes operated by your team are fair and provide equitable treatment for all, and to take effective action to deal with any discrimination or unfair treatment that you have become aware of
- To ensure that staff in your area of responsibility have the knowledge and skills to be able to practice their work with due regard to equality, diversity and the rights of others
- To monitor the effectiveness and outcomes of the service(s) your team provides with reference to relevant factors such as gender, race, disability and age, and to use this data to make any changes that are necessary to ensure equitable treatment for all.

Confidentiality Statement

- All information regarding the Trust's patients and staff must be treated as strictly confidential at all times, and you may not divulge to any other person except with the authority of your head of department
- Such authority may only be given when it is in the patient's or staff's own interest and is a necessary part of treatment.
- Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.

Job Description Review

This job description is not a complete list of duties, but is intended to give a general indication of the range of work undertaken. The job description is further supported by a detailed list of tasks required to be performed by the post holder. It will vary over time as demands and priorities within the NHS change. Significant changes in the range of work undertaken will be made only after discussion with the post holder. This job description will be kept under review to ensure that it remains up to date.