

## Job Description

### 1. JOB DETAILS

<b>Job Title:</b>	<b>Head of Strategic Planning</b>
<b>Reports to:</b>	<b>Deputy Director of Strategy &amp; Market Management</b>
<b>Accountable to:</b>	<b>Director of Strategy &amp; Market Management</b>
<b>Grade:</b>	<b>Senior Manager</b>
<b>Date:</b>	<b>17/04/09</b>

### 2. Job Summary

The post holder will be responsible for coordinating the development and delivery of detailed annual local operational plans which will deliver NHS Derby City's 10 year strategic vision and 5 year strategic plan whilst.

The post holder will be responsible for coordinating the annual Local Operational Planning (LOP) process and will lead on key aspects of the LOP process including activity planning, the development of contracting intentions and the delivery of the suite of LOP documentation.

The post holder will be responsible for the development of world class commissioning competency within planning, for example predictive modelling in activity planning and scenario planning.

The post holder will take a directorate lead responsibility for the Equality & Diversity agenda, monitoring and reporting against the corporate objectives and corporate risk register, sustainability and business continuity planning.

To line manage allocated staff as appropriate.

### 3. DIMENSIONS (BUDGETS)

Responsible for budgets associated with strategy / strategic investments.

#### **4. Organisational Chart**

See attached

#### **5. Knowledge, Skills And Experience**

##### **Knowledge**

Knowledge

- Educated to masters degree level or have equivalent experience.
- MSP Programme Management qualified or equivalent experience.
- Detailed knowledge of NHS structures, policies and health care delivery systems.
- Detailed knowledge of the PCT commissioning function and cycle together with annual PCT planning processes.
- Knowledge and understanding of local health, social care organisations, service delivery models, systems, procedures and local operational issues
- Appreciation of the health needs of the Derby City Population.

*Desirable*

- Management qualification.
- Prince2 Practitioner or equivalent experience in Project Management.

##### **Skills.**

Skills

- High level professional, people management and leadership skills, with the ability to influence and build positive and productive relationships
- Advanced level communication/ interpersonal skills with the ability to influence and negotiate when communicating highly complex and contentious information where barriers to understanding exist.
- Organisational and Programme/Project Management Skills, with the ability to manage priorities and achieve delivery against challenging deadlines.
- Ability to work within multi-disciplinary and multi-agency groups.
- Change management skills.
- Time management and organisational skills
- High level numerical, analytical and logical problem solving skills
- Excellent report writing, project planning and briefing/ presentation skills.
- Motivational and negotiating skills.
- Ability to develop detailed Business cases and Service specifications
- Able to work as part of a team and using own initiative
- Computer literate with good keyboard skills

##### **Experience**

Experience

- 5 years NHS experience to include 3 years senior management experience in a NHS commissioning role planning / developing services.
- Creative thinker with the ability to resolve problematic issues
- Experience of working effectively with multi-agency stakeholders

## 6. Key Result Areas

1. Support the Deputy Director with the 3 yearly refresh of the PCT's 5 year strategic plan including refresh of the strategic aims, objectives and goals.
2. Coordinate the development of commissioning policy and process in terms of annual strategic delivery plans through the programme directors / programme managers for incorporation within the Local Operational Plan (LOP).
3. Coordinate the annual Local operational planning (LOP) process ensuring a balanced LOP is delivered to the NHS East Midlands schedule aligning with the 5 year strategic plan, the LAA and the Operating Framework for the NHS in England. Ensure that workforce, infrastructure, IM&T and other enablers are developed in line with the Local Operational Plan.
4. Make judgement involving highly complicated facts or situations when undertaking local operational planning and setting the strategic direction for the PCT, which involves ensuring objectives outlined in the 5 year strategic plan and 10 year strategy are achieved. This will also involve consulting with various stakeholders where expert opinions may differ.
5. As part of the LOP process coordinate the production of contracting intentions on an annual basis working closely with commissioning managers and the AD of Market Management and Procurement to produce these.
6. Lead the PCT activity planning process producing an accurate annual activity plan for all major acute providers for which the PCT commissions activity.
7. Attend the Service Level Agreement Monitoring (SLAM) meetings for the main contract with Royal Derby Hospitals Foundation Trust to support the activity planning process.
8. Develop world class commissioning capability at activity planning using predictive modelling techniques and other sophisticated modelling. Leading strategic demand modelling and forecasting feeding into the overall strategic planning process.
9. Coordinate the development of the strategic service development plan (SSDP) to support delivery of the 5 year strategic plan.
10. Support the AD of Strategic Planning and Service Development delivery the annual programme of service development through the programme structure.
11. Lead the directorate contribution to the joint strategic needs assessment (JSNA).
12. Take lead directorate responsibility for the Equality and Diversity Agenda, monitoring and reporting against the corporate objectives and corporate risk register, the sustainability agenda and business continuity planning.
13. Responsible for line managing team as appropriate within the directorate of strategy and market management. This will involve conducting staff appraisals, managing sickness absence levels, taking responsibility for disciplinary and grievance cases and recruitment and selection decisions.

**7. Communications & Working Relationships**

Internal Contacts

- PCT Directors, Senior Managers, Administrative and Operational Staff
- PCT Board and Executive committee members and PCT sub group members
- All Primary Care staff

External Contacts

- DOH
- Strategic Health Authority
- Derby Hospitals NHS Foundation Trust
- Directors, Senior Managers, Administrative and Operational staff in other NHS Trusts
- Statutory Sector Agencies including Local Authorities and Social Services
- Voluntary and Independent Sector Agencies
- General Public including Advocacy Groups

**8. Most Challenging part of the job**

Delivering the strategic plan through the LOP process. Coordinating the LOP process within the constraints of time and the financial envelope.

**9. Job Description Agreement**

Job Holder's Signature.....Date.....

Senior Officer/Head of Department Signature

.....Date.....

Title.....

## Appendix A

The following additional elements are not fully covered in the current job descriptions. Please complete one and attach to your up-dated job description.

<p><b>Job Title: Head of Strategic Planning</b></p> <p><b>Location : Derwent Court</b></p> <p><b>Reports to: Deputy Director of Strategy &amp; Market Management</b></p> <p><b>Accountable to: Director of Strategy &amp; Market Management</b></p>
<p><b>Physical Effort</b></p> <p>This factor measures the nature, level, frequency and duration of the physical effort (sustained effort at a similar level or sudden explosive effort) required for the job. It takes account of any circumstances that may affect the degree of effort required, such as working in an awkward position or confined space.</p> <ul style="list-style-type: none"> <li>• Office based with frequent requirement to remain seated at a desk for prolonged periods of time. Nature of the work will require significant periods of use of a computer to produce documentation such as reports etc.</li> <li>• Occasional requirement to travel nationally, within region, and within Derby City.</li> </ul>
<p><b>Mental Effort</b></p> <p>This factor measures the nature, level, frequency and duration of the mental effort required for the job (For example concentration; responding to unpredictable work patterns, interruptions and the need to meet deadlines).</p> <ul style="list-style-type: none"> <li>• There will be a requirement for periods of prolonged concentration when resolving complex systems, data, or processes and reviewing highly complex legislation.</li> <li>• When utilising negotiation and facilitation techniques when resolving issues and/or introducing new ideas</li> </ul>
<p><b>Emotional Effort</b></p> <p>This factor measures the nature, level, frequency and duration demands of the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding.</p> <ul style="list-style-type: none"> <li>• Promoting change in organisations where there is not direct managerial responsibility</li> </ul>
<p><b>Working Conditions</b></p> <p>This factor measures the nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions (such as extreme heat/cold, smells, noise, and fumes) and hazards, which are unavoidable (even with the strictest health and safety controls), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.</p> <ul style="list-style-type: none"> <li>• Uses VDU for significant periods each week</li> <li>• Requirement to travel to venues for meetings etc.</li> <li>• Generally office based.</li> </ul>
<p><b>Job Appendix Agreed</b></p> <p><b>Job Holders Signature.....Date.....</b></p> <p><b>Senior Officer/ Head of Department Signature..... Date.....</b></p>

**PERSON SPECIFICATION**

**Job Title:** Head of Strategic Planning  
**Directorate:** Strategy & Market Management  
**Division:** Strategy & Planning  
**Base:** Derwent Court  
**Hours:** 37.5

<b>1. Attainments/Qualification</b>	
<p style="text-align: center;"><i>Essential</i></p> <ul style="list-style-type: none"> <li>○ Educated to Masters degree level or have equivalent experience.</li> <li>○ MSP Programme Management qualified or equivalent experience.</li> </ul>	<p style="text-align: center;"><i>Desirable</i></p> <ul style="list-style-type: none"> <li>○ Management qualification.</li> <li>○ Prince2 Practitioner or equivalent experience in Project Management.</li> </ul>
<b>2. Skills</b>	
<p style="text-align: center;"><i>Essential</i></p> <ul style="list-style-type: none"> <li>○ High level professional, people management and leadership skills, with the ability to influence and build positive and productive relationships</li> <li>○ Advanced level communication/ interpersonal skills with the ability to influence and negotiate when communicating highly complex and contentious information where barriers to understanding exist.</li> <li>○ Organisational and Project Management Skills, with the ability to manage priorities and achieve delivery against challenging deadlines.</li> <li>○ Ability to work within multi-disciplinary and multi-agency groups.</li> <li>○ Change management skills.</li> <li>○ Time management and organisational skills</li> <li>○ High level numerical, analytical and logical problem solving skills</li> <li>○ Excellent report writing, project planning and briefing/ presentation skills.</li> <li>○ Motivational and negotiating skills.</li> <li>○ Ability to develop detailed Business cases and Service specifications</li> <li>○ Able to work as part of a team and using own initiative</li> <li>○ Computer literate with good keyboard skills</li> </ul>	<p style="text-align: center;"><i>Desirable</i></p> <ul style="list-style-type: none"> <li>○ Facilitation and presentation skills.</li> </ul>

3. Knowledge/Experience	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>○ 5 years NHS experience to include 3 years senior management experience in a NHS commissioning role developing services.</li> <li>○ Detailed knowledge of NHS structures, policies and health care delivery systems.</li> <li>○ Detailed knowledge of the PCT commissioning function and cycle together with annual PCT planning processes.</li> <li>○ Knowledge and understanding of local health, social care organisations, service delivery models, systems, procedures and local operational issues</li> <li>○ Appreciation of the health needs of the Derby City Population.</li> <li>○ Knowledge of research methodology and ability to analyse and use data.</li> <li>○ Creative thinker with the ability to resolve problematic issues</li> <li>○ Experience of working effectively with multi-agency stakeholders</li> <li>○ Knowledge of the equality and diversity agenda including the Equality Impact Risk Assessment process.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>○ Understanding of NHS funding mechanisms (including Payment by Results) and the relevant funding streams.</li> <li>○ Detailed knowledge of local commissioning processes/structures.</li> <li>○ Knowledge of service improvement techniques and resources</li> <li>○ Operational / Clinical experience</li> </ul>
4. Disposition	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>○ Team leader</li> <li>○ Team player</li> <li>○ Approachable</li> <li>○ Committed</li> <li>○ Focused</li> <li>○ Proactive</li> <li>○ Adaptable</li> <li>○ Determined</li> <li>○ Resilient</li> <li>○ Reliable</li> <li>○ Politically sensitive</li> <li>○ Self aware/controlled</li> <li>○ Creative</li> <li>○ Practical</li> <li>○ Analytical</li> <li>○ Logical</li> </ul>	<p><b>Desirable</b></p>
5. Circumstances/special Demands of Post	
<p><b>Essential</b></p> <p>Will be required to travel between various sites within Derby on a weekly basis, and attend National events out of Derby occasionally.</p>	<p><b>Desirable</b></p>

Produced by : \_\_\_\_\_ Date \_\_\_\_\_